Exam Scheduling Instructions

Overview:
This document outlines the procedure CertNexus exam candidates will follow to register for all Pearson VUE-administered CertNexus exams.

Procedure
Step 1. Purchase your exam voucher from the CertNexus store, an authorized training partner, a commercial training provider, or other third-party vendor.

Step 2. Navigate to http://www.pearsonvue.com/certnexus. Click Sign in if you already have a CertNexus program account through Pearson VUE or click Create account to create a new account. You can find these buttons on the right side of the screen.

You can also find contact information for Pearson VUE on this page (in red text along the right margin of the screen) if you need further help with the registration process.
**NOTE:** Pearson VUE requires you to have a unique user account for every program for which they administer exams. If you have an existing Pearson VUE account for another exam vendor, you will need to create a new account to register for a CertNexus exam. Once you create this account, you may register for other CertNexus exams using the same login credentials.

**Step 3.** When you create a new account, you will be prompted to agree to the Pearson VUE Privacy and Cookies Policy. You cannot create an account without agreeing to this policy. Make sure you scroll to the bottom of the popup and check the I have read and agree to the above terms check box before selecting I Agree.

**Step 4.** Next, you will complete the three-step process of creating a Pearson VUE account, which includes providing requested demographic data and creating a Pearson VUE username and password.
Step 5. Upon successful completion of the account creation process, you will be taken to the Home screen. From here, click the View Exams button to access the list of available CertNexus exams.

Step 6. From the list of available exams, select the exam that you would like to take.
**NOTE:** If you are registering for a Client Proctored test event and have been given a private access code (PAC), select the **Do you have a private access code?** link. Type in the PAC that was provided to you and click **Enter**. Then, select the exam for which you wish to register.

**Step 7.** From the list of available delivery options, select the delivery option you would like to use for your exam: select **At a local test center** to take your exam in-person at a test center (to be selected in later steps) or **At a home or office** to take your exam online with remote proctoring.

**NOTE:** If you need more information about the delivery options available, select the **Exam delivery option descriptions** hyperlink to learn more.

**Step 8.** If you select **At a home or office**, you will be prompted to run a system check to ensure that your device and network meet the requirements.

**NOTE:** Only perform this system check if you are using the same device and network with which you will be taking your exam. If you are not, you will have the opportunity and will be required to do so on the day of your exam, with the device and network you will be using.
Step 9. Read and agree to the online exam policies and then select Next.

To take this exam in an online environment, please agree to the following terms and conditions.

- By accessing this website and ticking the box you indicate your acceptance of Pearson VUE’s, a business of NCS Pearson, Inc., Privacy and Cookies Policy ("Privacy Policy"). Terms and Conditions and use of cookies to support your experience. You also understand, acknowledge and agree that the testing programme sponsor has its own, possibly different, privacy policy.

- By providing your personal information, as stated in this Privacy Policy, for the purpose of registering for a licensure, certification or academic admission test, including the administration of such test, you acknowledge, agree and consent to the video and audio recording of your face image, voice, desk and workspace for the purposes of test quality, security and the integrity of the testing process, and you consent to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE’s hub server, located in the USA, as the data processor, its authorised third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing programme sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data are located outside of the European Union and the European Economic Area; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing programme sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

- If you choose to take the test through our online proctoring function, which is not mandatory in the event that there are other ways of taking the test as determined by the testing programme sponsor, you will be monitored during the testing session in real time so that your face, voice, desk and workspace will be captured and possibly recorded during the testing session. You understand, acknowledge and agree that you have no right to privacy at your current location during the exam testing session and you explicitly waive any and all claims asserting a right to individual privacy or other similar claims. By accessing this website and ticking this box you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE’s or the test proctor’s sole discretion, witnessed while monitoring your testing session at your current location will be reported by Pearson VUE to the testing programme sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.

- By accessing this website and ticking this box you signify that you understand, acknowledge and agree that if any third party is: 1) detected as being present in your physical location, whether visible or not; or 2) overheard in any manner, whether physically detected through movement and making of noise or through sounds irrespective of whether they are in your current location or not during your testing session, the test will be terminated and you will not receive any score or in the event you've completed the test and received a score your score may be invalidated or revoked. Further, you understand, acknowledge and agree that if your testing session is terminated for this or any other reason you will not receive a test fee refund, credit or voucher.

Step 10. Once you have selected your desired delivery option, select Next.

All fields are required.

How do you want to take your exam? Exam delivery option descriptions
- At a local test center
- At a home or office
- I have a Private Access Code
**Step 11.** View the information for the selected exam on the Exam Details screen, which includes the testing policies and price. Then, select Next.

![Exam Details](image)

**Step 12.** If you would like to, you can register for multiple exams at the same time, for the same day. If you would like to add another exam, select the Add another exam to take on the same day button. Otherwise, select Next to continue with the scheduling process.

![Consecutive Appointments](image)

**NOTE:** If you selected At a home or office, you can skip to step 15.
Step 13. If you selected At a local test center, a list of nearby test centers will populate based on your current location. Select the most convenient test center location and then select Next.

NOTE: The location of the search may be automatically determined by your IP address or the address specified in your VUE account. If you need to search in a different area, you can modify the location in the search bar at the top of the screen and then select Search. The list of available test centers will update to those nearest to the modified location.

NOTE: For Client Proctored events, you will not need to select a test center or exam date. You will automatically navigate to the order review screen in step 16.
**Step 14.** On the **Find an Appointment** screen, select the day you would like to schedule your test from the available options displayed on the calendar.

Once you select a day, the available start times populate below the calendar and you can choose a suitable time to take your exam.
Step 15. If you selected At a home or office in step 10, on the Find an Appointment screen, select the day you would like to schedule your test from the available options displayed on the calendar.

Once you select a day, the available start times populate below the calendar and you can choose a suitable time to take your exam.

NOTE: For more information about online proctored exams, or to schedule or start an online proctored exam, visit https://home.pearsonvue.com/certnexus/onvue
Step 16. Review your order details and contact information. Make any necessary changes before selecting Proceed to Checkout to continue.

Step 17. Read CertNexus’ exam-related policies and agree to them by selecting Accept. Failure to do so will prevent you from completing the checkout process.
Step 18. To begin the checkout process, enter your exam voucher or promo code and select Apply. Remember, you must purchase your voucher ahead of time from the CertNexus store, the Pearson VUE voucher store, a commercial training party, or a third-party vendor.

![Order Total](image)

**NOTE:** PACs issued for Client Proctored test events are neither an exam voucher nor a promo code. PACs only enable you to register for Client Proctored events. You must still purchase your exam voucher ahead of time to complete the registration process.

Step 19. Once you have applied your exam voucher or promo code, review your order total. If everything looks good, select Next.
Step 20. Review your exam details (and payment details, if applicable) one last time before submitting your order and scheduling your exam. If all your information is correct, click **Submit Order**.

![Exam Details and Order Total](image)

**NOTE:** You can always select **Cancel Order** to clear all your information and start over.

Step 21. Once your order is submitted, you will receive a confirmation email with your order details, including the date and time of your scheduled exam and other relevant information (like test center location and directions).