

Anywhere Proctored User Guide

Admitting candidates for ITS AP exam delivery



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PearsonVUE.com

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Contents

1. Overview	3
Symbols in this document.....	3
Minimum Technical Specifications	3
2. Candidate Admissions	4
Exam Proctor instructions.....	5
Test Taker instructions.....	6
Run System check on candidate workstation.....	7
Download secure browser.....	10
Candidate registers for exam.....	11
Admit candidate for exam	17
View Score Report on candidate website	18

Trademarks

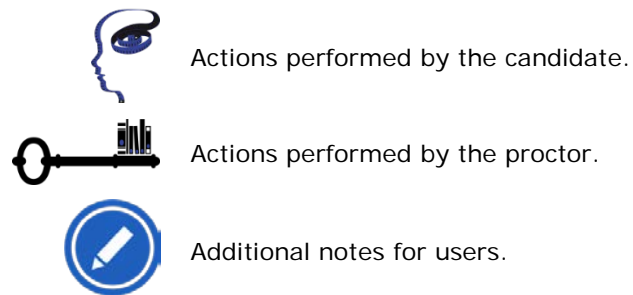
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1. Overview

Anywhere Proctored exam delivery allows clients to administer their own exams by providing their own proctors. This document explains how proctors will admit candidates for Anywhere Proctored exams, and how to view the candidate score report following the exam.

Symbols in this document



Minimum Technical Specifications

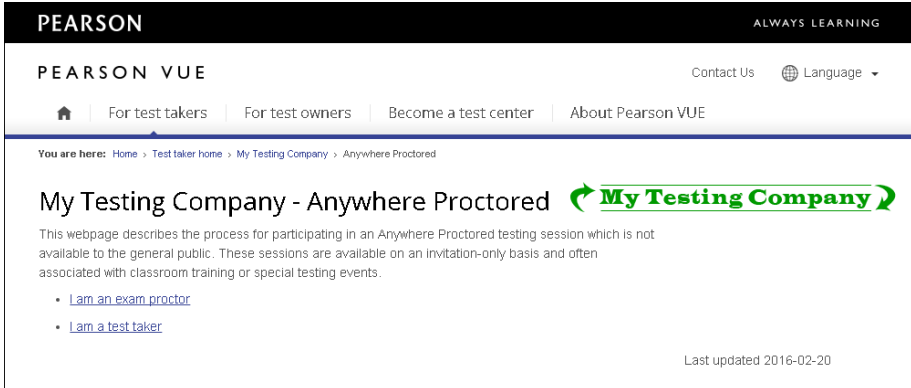
In addition to specifications needed to deliver exams in Anywhere Proctored delivery mode, a workstation must meet these minimum specifications:

- ❖ **Supported Operating Systems:** Windows 10, Windows 8.1, Windows 7
- ❖ **Internet Browser:** Internet Explorer 11
- ❖ **Local Administrative permissions are required on the exam delivery workstation**
- ❖ **Touch Screen Laptops, Tablets and Smartphones** are strictly prohibited

2. Candidate Admissions

The admissions process consists of two basic procedures: registering for an exam, and admitting the candidate for the exam. Once the exam is completed, the candidate may open the score report on the candidate website at <https://home.pearsonvue.com/test-taker.aspx>.

The process begins on the client landing page <http://pearsonvue.com/<clientname>/ap/>. There are two links on the client landing page, one that pertains to exam proctors, and one that pertains to candidates that will be taking an Anywhere Proctored exam.



The screenshot displays the Pearson VUE website interface. At the top, the Pearson logo and 'ALWAYS LEARNING' tagline are visible. Below this, the 'PEARSON VUE' header includes a 'Contact Us' link and a 'Language' dropdown menu. A navigation bar contains links for 'Home', 'For test takers', 'For test owners', 'Become a test center', and 'About Pearson VUE'. The main content area features a breadcrumb trail: 'You are here: Home > Test taker home > My Testing Company > Anywhere Proctored'. The title is 'My Testing Company - Anywhere Proctored' with a green logo for 'My Testing Company'. The text explains that the page describes the process for participating in an Anywhere Proctored testing session, which is not available to the general public and is invitation-only. Two links are provided: 'I am an exam proctor' and 'I am a test taker'. The page footer indicates it was last updated on 2016-02-20.

Exam Proctor instructions

Prior to a testing event, proctors should be familiar with the minimum technical specifications in step 2 for delivering an Anywhere Proctored exam. Make sure candidates have created their web accounts before beginning the testing process. If candidates will take the test on client supplied computers, run a system test in step 3 on each exam delivery computer. Make sure your event does not fall within the Pearson VUE outage window.

My Testing Company - Anywhere Proctored

Exam Proctors

If you are a test taker, please [click here](#).

To get started with Anywhere Proctored, review the following steps. Anywhere Proctored exams have specific technical and system requirements which have to be met in order to deliver an exam.

Proctors **must be present** for the duration of exam delivery and actively monitor the exam administration.

- 1

Verify web accounts

All candidates must have a Pearson VUE username and password for [Client Name] before they can take an exam. Make sure test takers have created their [web account](#) **before** they start the test process.
- 2

Verify system requirements

Verify whether the computer being used passes the following minimum system requirements.

System requirements
▼
- 3

Run system test

Run a system test on each machine that will be used to deliver the Anywhere Proctored exam. Turn browser pop-up blocker off during the system test.

System Test
- 4

Start test

If you are ready to start the test process, please click the button below to download the secure browser. You must check each test taker's identification prior to starting the exam.

Start test process

Having issues?

?

Frequently asked questions
▼

Technical problems during the exam delivery?

1. Check [Outage Schedule](#)
2. If you are experiencing issues with your username, password or Private Access Code, please contact:
Email: [\[Customized by client - email address or web address\]](#)
3. If a technical issue arises during the time the exam is being delivered, the proctor (not the test taker) should go to [Pearson VUE Client Application Support](#) for assistance.

Test Taker instructions

Candidates must follow the instructions identified in the Test Takers section in order to complete the exam. Candidates must have a Pearson VUE web account username and password, if candidates are bringing their own device for the event they must check the minimum technical specifications in step 2 to ensure their computer can deliver the exam, and they must run a system test in step 3 before starting the test process.

My Testing Client - Anywhere Proctored

Test Takers

If you are an exam proctor, please [click here](#).

At some events, a computer will be supplied for you. At others, you may be asked to bring your own. If you use your own computer to test, please follow the steps below. If a computer will be supplied for you, please just complete Step 1.

- 1** Create web account
You must have a Pearson VUE username and password for [Client Name] before you can take an exam. Make sure that you have created a [web account](#) **before** you start the test process.

If you already have a Pearson VUE web account, but cannot remember your username or password, you can [look up your username](#) or [reset your password](#) online.
- 2** Verify system requirements
Verify whether the computer being used passes the following minimum system requirements.

System requirements ▼
- 3** Run system test
Run a system test on the machine that will be used to deliver the Anywhere Proctored exam. Turn browser pop-up blocker off during the system test.

[System Test](#)
- 4** Start test
If you are ready to start the test process, please click the button below to download the secure browser.

[Start test process](#)

Having issues?

- ?**

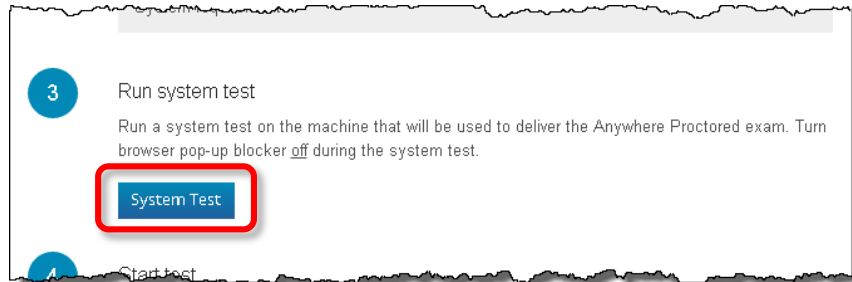
Frequently asked questions ▼

Technical problems?
If you are experiencing issues with your username and/or password, please contact [Pearson VUE customer service](#).

Run System check on candidate workstation

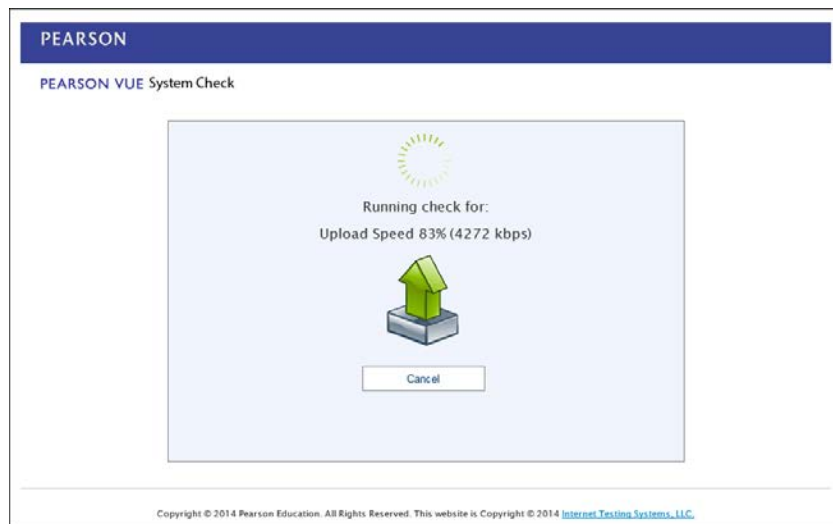


1. **Candidate** navigates to client website at **http://pearsonvue.com/<clientname>/ap/**.
2. **Candidate** clicks **I am a test taker** link.
3. **Candidate** must run a system test on the machine they will use to take the exam by clicking the **system test** link.



The System Check launches in a new browser tab. It verifies the following system settings:

- Exam delivery machine has a valid Operating System
- Display settings are configured properly
- Internet browser is Internet Explorer
- Internet browser supports the use of cookies
- Exam will successfully launch
- Internet bandwidth available to the computer and identifies how many simultaneous exam deliveries may occur at the location



The system check takes a few minutes to run. A **System Check** report displays that identifies if all components meet the minimum system requirements for delivering an exam. Ensure the Browser, Operating System, Display, and Internet Connection all meet the minimum specifications.

PEARSON

PEARSON VUE System Check

[Print](#)

[Run Again](#)

[Home](#)

System Information	
Station Number	1234
WAN IP Address	67.17.195.174
Date/Time of Report	2/18/2015 3:16 PM

This computer meets all site requirements, but may need attention. Please review the report below.

Check	Status	Details	View Additional Information		
Operating System	+ Supported	This operating system is supported by this site.			
Display	+ Supported	The current display settings are supported by this site.			
Browser	+ Supported	This browser is supported by this site.			
Cookies	+ Enabled	This browser supports the use of cookies.			
Launch Test Delivery	+ Passed	The check to launch a test ran successfully.			
Internet Connection	+ Supported	<p>The current Internet bandwidth available to this computer is sufficient for testing a limited number of simultaneous test takers. Your location may be able to support the following estimated number of test takers:</p> <table border="1" style="margin: 5px auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Standard Online Tests</td> <td style="padding: 2px 5px; text-align: center;">427* simultaneous test takers</td> </tr> </table> <p>IMPORTANT! The calculated number of simultaneous test takers is valid for wired connections only. The quality of your local network can drastically reduce the number of simultaneous test takers, resulting in navigation delays and "Communications Errors" during the test.</p> <p style="text-align: right;">View More</p>	Standard Online Tests	427* simultaneous test takers	
Standard Online Tests	427* simultaneous test takers				

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The workstation must pass the system check. If a candidate workstation fails the system check (see example below), you must resolve the issue and rerun the system check. If it still does not pass, see the [advanced minimum specifications](#) for details on how to resolve the issue. **DO NOT launch a client exam on a system that does not pass the system check or the candidate will be unable to complete the exam and may be subject to the client rescheduling fees and/or policies.**

PEARSON
Close

PEARSON VUE System Check

Print

Run Again

Home

System Information	
Station Number	1234
WAN IP Address	67.17.195.174
Date/Time of Report	6/9/2015 2:38 PM

This computer does not meet all site requirements. Please use the information provided in the table below to configure this computer to meet all site requirements.

Check	Status	Details View Additional Information
Operating System	+ Supported	This operating system is supported by this site.
Display	+ Supported	The current display settings are supported by this site.
Browser	- Failed	This browser is not supported.
Cookies	+ Enabled	This browser supports the use of cookies.
Launch Test Delivery	! Warning	<p>The check to launch a test was not successful. This check attempts to launch a representative test in a pop-up window and automatically navigates through the test to verify that this computer can deliver operational tests. Test launch may have failed due to pop-up windows being blocked by the browser. Check the browser settings to ensure that pop-ups are temporarily allowed for this site and run the System Check again. Pop-up windows are only required for the System Check and are not required for the operational test.</p> <p>If all other checks pass and pop-ups are supported, please confirm that your school's firewall, proxy, and/or content filters allow unrestricted communication to and from the "starttest.com" domain on ports 80 (http) and 443 (https). Your local technical administrators may contact tech support if they need more information or require additional assistance.</p> <p>Note: To ensure that operational tests can run on the computers at your school, this check must pass for at least one computer per computer platform.</p>
Internet Connection	+ Supported	<p>The current Internet bandwidth available to this computer is sufficient for testing a limited number of simultaneous test takers. Your location may be able to support the following estimated number of test takers:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; text-align: center;"> <p>Standard Online Tests 575* simultaneous test takers</p> </div> <p>IMPORTANT! The calculated number of simultaneous test takers is valid for wired connections only. The quality of your local network can drastically reduce the number of simultaneous test takers, resulting in navigation delays and "Communications Errors" during the test.</p> <p>View More</p>


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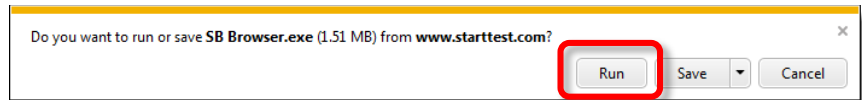


4. Candidate closes the **System Check** tab and goes back to the client/ap web page.

Download secure browser

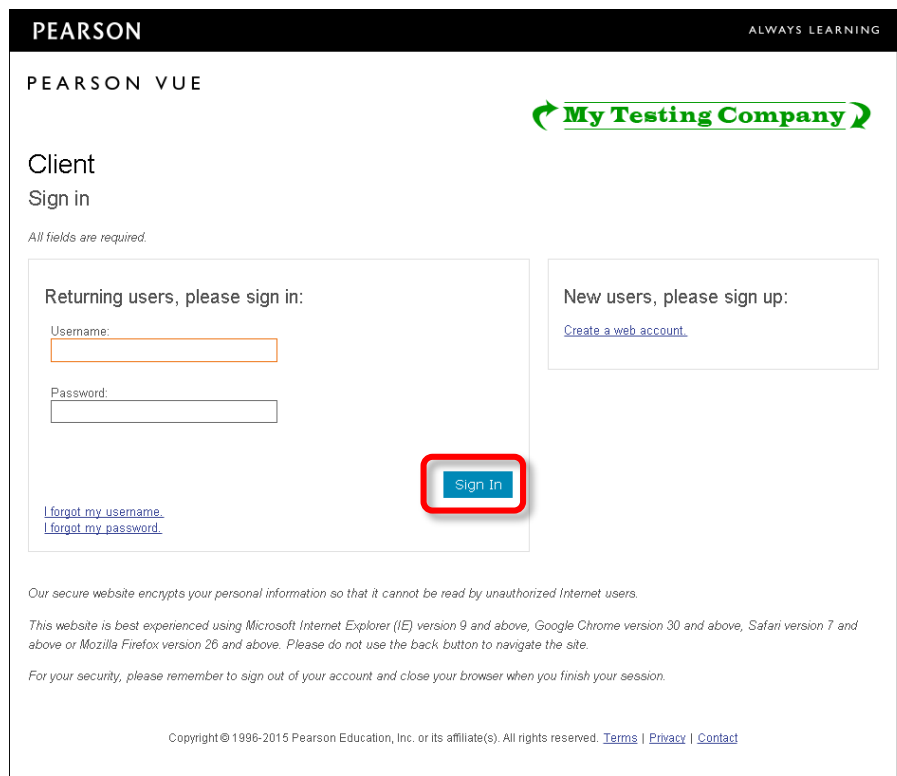


1. **Candidate** navigates back to **http://pearsonvue.com/<clientname>/ap/**.
2. **Candidate** clicks **Start test process** 
3. **Candidate** clicks **Run** in the **Do you want to run or save SB Browser.exe** ribbon.



Always run the browser off the website rather than saving it to the local machine. This ensures the current version of the exam driver is always used for exam delivery.

4. **Candidate** enters **Username** and **Password** and clicks **Sign In**.



If candidate did not create a Pearson VUE web account prior to arriving at the test center, they must do so at this time or they will be unable to proceed.

Candidate registers for exam



1. **Candidate** clicks **Do you have a private access code** link.

The screenshot shows the Pearson VUE user interface. At the top, it says 'PEARSON ALWAYS LEARNING'. Below that, 'PEARSON VUE' is displayed. There are navigation links for 'Home', 'My Profile', 'My Order', and 'Sign Out'. A 'My Testing Company' logo is also present. The user is signed in as 'John V. Doe' with client ID 'X08800001119'. The main content area is titled 'Home' and contains several sections: 'Client Exams' with an 'Exam Catalog' and a 'View Exams' button; a link 'Do you have a private access code?' with a 'What is this?' link next to it; and 'Upcoming Appointments' which states 'You do not have any appointments scheduled.' The footer contains copyright information and links for 'Terms', 'Privacy', and 'Contact'.

2. **Candidate** enters **Private Access Code (PAC)** provided by the Proctor and clicks **Enter**.

This is a close-up of the form mentioned in the previous screenshot. It features a heading 'Do you have a private access code?' with a 'What is this?' link. Below the heading is a text input field labeled 'Private Access Code:' and an 'Enter' button.



3. If there is more than one exam assigned to a Private Access Code, **candidate** must select the desired exam on the **Select Exam** page by clicking the **Exam Name** link.

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My Testing Company

Signed In as: John V Doe
Client ID: XX880000370

Select Exam

Find an Exam:

Do you have a private access code? [What is this?](#)

Private Access Code:

Exam Code	Exam Name
MTC-016	Sample Exam 016 Anywhere Proctored
APE - Authorized	APE - Authorized

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4. **Candidate** reviews **Exam Details** and clicks **Register for this Exam**.

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PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

My Testing Company

Signed In as: John V Doe
Client ID: XX8800001119

Exam Details

Exam: APE - Authorized: APE - Authorized
[View Testing Policies](#)

Price*: USD 100.00

Language: English

Exam Availability: June 5, 2015 - September 3, 2015

System Requirements: This is at the vendor level ITS system requirements for Anywhere Proctored

**Prices listed are based on today's date and do not include local taxes which may be applicable.*

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5. **Candidate** answers any registration questions, and clicks **Next**.

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PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

My Testing Company

Signed In as: John V Doe
Client ID: XX8800001119

Registration Question

For: APE - Authorized: APE - Authorized

Have you graduated from an accredited university?

No, I have not graduated yet.
 Yes, I have completed my degree.

If no, specify when you will complete your degree:

In the next 3 months.
 Within the next 12 months.

[Previous](#) [Next](#)

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6. **Candidate** clicks **Proceed to Checkout**.

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PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

My Testing Company

Signed In as: John V Doe
Client ID: XX8800001119

My Order

Description	Details	Price	Actions
Exam APE - Authorized: APE - Authorized Language: English Exam Length: 30 minutes	Exam Availability From: June 5, 2015 To: September 3, 2015	100.00	Remove

Total Due

Subtotal: 100.00
Tax: 0.00
ESTIMATED TOTAL DUE - USD 100.00

[Add Another Exam](#) [Proceed to Checkout](#)

You can enter voucher/promotion codes on the payment screen.

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7. Candidate Confirms Personal Information and clicks Next.

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PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

[My Testing Company](#)

Checkout - Step 1: Confirm Personal Information Signed In as: John V Doe
Client ID: XX8800001119

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Receipt

Name: John V Doe

Date of Birth: No information available [Edit](#)

Telephone: +1 952-681-3941 [Edit](#)

Correspondence Language: English (US) [Edit](#)

Confirmation Preferences: Email

Reminder Preferences: Email

[Previous](#) [Next](#)

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8. **Candidate** reads client policies, selects **I have read and agree to the Client policies listed above** and clicks **Next**.

PEARSON
ALWAYS LEARNING

PEARSON VUE

[Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

Signed In as: John V Doe
 Client ID: XX8800001119

Checkout - Step 2: Agree to Policies

Confirm Personal Information
Agree to Policies
Enter Payment
Submit Order
Receipt

Client Policies

System Requirements
This is at the vendor level ITS system requirements for Anywhere Proctored

Cancellation Policy
If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your scheduled appointment. Cancelling an exam less than 24 hours prior to your appointment or missing your exam may result in forfeiting your exam fees. .

Please note that Pearson VUE charges a \$20 fee for cancellations.

Additional Information
My Testing Company Terms and Conditions

My Testing Company requires that all candidates for certification read and accept the terms and conditions set forth in the link below. Candidates who do not agree to the terms and conditions will not be permitted to sit for any My Testing Company examination.
https://www.mytestco.org/uploadedFiles/Certification_Programs/CBT-Examination-Agreement.pdf

Important Information on My Testing Company Exams

One of the benefits to candidates taking an examination via CBT is that most candidates receive their scores immediately upon completing their examination. In some cases, however, in order to ensure it is providing accurate and valid test results to candidates, My Testing Company must conduct periodic psychometric analyses of a group of candidates' responses before it releases their exam results. For the small number of candidates affected by this process, the candidates will receive their results within 4-6 weeks after taking the exam. My Testing Company apologizes in advance for this inconvenience to those candidates who will not receive their pass/fail status at the test centers, but this is an important part of My Testing Company's quality assurance process to protect the integrity of the credentials. Candidates who are impacted by this process will be informed when they complete their tests.

NDA Agreement

You will be required to agree to the [NDA Agreement](#) that will be presented at the beginning of your exam. Failure to read/accept the agreement within the allotted 5 minutes will result in your exam ending and a forfeit of your exam fees. Please take a moment to review the agreement now so that you are familiar with it when you sit for your exam.

I have read and agree to the Client policies listed above.

Previous
Next

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9. Candidate enters Payment information and clicks Next.

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PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

My Testing Company

Checkout - Step 3: Enter Payment

Signed In as: John V Doe
Client ID: XX8800001119

Confirm Personal Information | Agree to Policies | **Enter Payment** | Submit Order | Receipt

Order Total

Subtotal:	100.00
Tax:	0.00
TOTAL DUE:	USD 100.00

[Add Voucher or Promo Code](#) [What is this?](#)

Required information is marked with an asterisk (*).

Payment Options

I would like to pay for this order with the following:

Credit/Debit Card
 Electronic Check

Card Details

We accept the following cards: **VISA**

*Card Type:

*Card Number:
(Do not include hyphens or spaces)

*Expiration Date:

*Cardholder's Name:
(Name as it appears on card)

*Security Code: [What is this?](#)

Billing Address

This address must match the address that appears on the account.

*Country:

*Address 1:

Address 2:

Address 3:

*City:

*State:

*Zip/Postal Code:

*Telephone: +
[Country Codes](#)

Your card will not be charged until you submit your order on the next page.

[Previous](#)[Next](#)

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10. Candidate clicks **Submit Order**.

PEARSON ALWAYS LEARNING

PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

My Testing Company

Checkout - Step 4: Submit Order Signed In as: John V Doe
Client ID: XX8800001119

Confirm Personal Information | Agree to Policies | Enter Payment | **Submit Order** | Receipt

Your order is NOT complete until you click the "Submit Order" button.

Confirm Order Details

Description	Details	Price
Exam APE - Authorized: APE - Authorized Language: English Exam Length: 30 minutes Accommodations: None	Exam Availability From: June 5, 2015 To: September 3, 2015	100.00

Payment Details

Exams for	Order Total
Name: John V Doe Client Zero B ID: XX8800001119	Subtotal: 100.00 Tax: 0.00 TOTAL DUE: USD 100.00 VISA ****1443 USD 100.00

[Previous](#) [Cancel Order](#) **Submit Order**

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Admit candidate for exam



1. Candidate clicks the **Begin Exam** link on the **Receipt** page.

PEARSON ALWAYS LEARNING

PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

My Testing Company

Checkout - Step 5: Receipt Signed In as: John V Doe
Client ID: XX8800001119

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | **Receipt**

You have successfully purchased an online exam. You may begin the exam now, or return to your home page to begin the exam later. Exam availability details are listed below. [Print Receipt](#)

Online Exam Details

Description	Details	Order Information	Price
Exam APE - Authorized: APE - Authorized Language: English Exam Length: 30 minutes Accommodations: None	Exam Availability From: June 5, 2015 03:14 PM CDT To: September 3, 2015 03:14 PM CDT	Order Number/Invoice 0000-1321-5520 Registration ID 5323500 Status Purchased	100.00

Begin Exam

2. Candidate notifies Proctor they are ready to proceed.



3. **Proctor** enters **Proctor Username** and **Proctor Password** and clicks **Unlock Exam**.

Name	Exam	Exam Language
John Doe	APE - Authorized: APE - Authorized	English



When you unlock an exam, the exam will start. The candidate must be ready to begin the exam immediately. Verify with the candidate that they are ready to begin the exam.



4. **Candidate** takes the exam.
5. At the end of the exam, the **candidate** returns to the Home page.

View Score Report on candidate website

The candidate score report is available for viewing on the candidate website immediately following the exam completion.



1. **Candidate** opens web browser and navigates to <https://home.pearsonvue.com/test-taker.aspx>.
2. **Candidate** searches for **client name**, enters **Username** and **Password** and clicks **Sign In**.
3. **Candidate** clicks **View Score Reports**.
4. **Candidate** locates their score report and clicks **View**.
5. **Candidate** clicks **Open** in the download score report ribbon.
The score report opens as a PDF file.
6. **Candidate** closes the **score report**.
7. **Candidate** logs off of the candidate website.