IBM Proctor Detailed Testing Guide Anywhere Proctored

Please utilize this guide when registering candidates and delivery exams via Anywhere Proctored.

Section I

Before testing begins:

1. Proctors should have a proctor login procured via the Proctor Management tool and have it available as you will need it to start exams for candidates.

2. While we recommend this next step be done a few days prior to the event, it is a best practice to run it again on the day of the event to ensure nothing has changed.

Please run the system check on all of the delivery workstations:

   a. Navigate to www.pearsonvue.com/IBM/ap

   b. Run the system check on **each** delivery workstation (the delivery workstation is the computer the candidates will use to take the exam). The link is "Run system test now".

NOTE: If you are unable to successfully run the system check, please check that the Internet is connected to the workstation and try again. If the problem persists then please contact your network administrator. Some networks have restrictions to the website that can be accessed. Please work with your network administrator to ensure that the following websites are accessible:

www.pearsonvue.com

www.pearsonvue.com/ibm/ap

www.pearsonvue.com/ibm

www.itsstartest.com

When the candidate arrives, they navigate to www.pearsonvue.com/ibm/ap and select Start Now. The following screen will display. Candidates enter their username and password and then select Sign In.

Candidates must have a username and password for the IBM program. If they do not, they can create a web account at www.pearsonvue.com/ibm/ap.

IBM | Professional Certification Program

IBM Corporation Online Testing
Sign in

All fields are required.

Returning users, please sign in:

Username: [_____]

Password: [_____]

Sign In

I forgot my username.
I forgot my password.

New users, please sign up:

Create a web account.

Our secure website encrypts your personal information so that it cannot be read by unauthorized Internet users.

This website is best experienced using Microsoft Internet Explorer (IE) version 9 and above, Google Chrome version 30 and above, Safari version 7 and above or Mozilla Firefox version 26 and above. Please do not use the back button to navigate the site.

For your security, please remember to sign out of your account and close your browser when you finish your session.

The following screen will appear for Private Access Code (PAC) entry.

Home

IBM Corporation Exams

Exam Catalog

View Exams

⊟ Do you have a private access code?   *What is this?*

Private Access Code: [   ] [Enter]

My Account

▸ My Profile
▸ Account Sign In
▸ Preferences
▸ Exam History
▸ View Score Reports

Upcoming Appointments

You do not have any appointments scheduled.

The candidate will then see a single exam, or choose from a list of exams.

Select Exam

Find an Exam: [   ] [Go]

⊟ Do you have a private access code?   *What is this?*

Private Access Code: [••••••••] [Enter]

[View Public Exams]

Exam Code	Exam Name
C2010-005	IBM Maximo Asset Management V7.1 Solution Designer

After selecting the exam, the Exam Details screen displays and they choose Register for this Exam.

Exam: C2010-005: IBM Maximo Asset Management V7.1 Solution Designer
View Testing Policies

Price*:

Language: English

Exam Availability: July 13, 2015 - July 15, 2015

System Requirements: System Check

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

Previous

Register for this Exam

Next, Additional Questions from IBM Corporation displays. They will choose an answer from the drop down menu and choose Next. Another page will display with more questions to answer.

Additional Questions from IBM Corporation

For: C2010-005: IBM Maximo Asset Management V7.1 Solution Designer

Required information is marked with an asterisk (*).

Enter information on this page in the Roman alphabet. (Alphanumeric)

*Please select your IBM candidate group.

Select one...

Fields in bold cannot be edited online. Please contact customer service to update this information.

Previous

Next

Enter information on this page in the Roman alphabet. (Alphan...

*Please select your IBM candidate group.

Select one...
Select one...
IBM Employee or Contractor
IBM Business Partner
Academic Initiative Participant
None of the above

Fields... contact custom...

Previous

The next screen is the Photo Capture screen.

After a successful Photo Capture, they are directed to the Proctor: Inputs page. This page requires Proctor interaction in order to proceed. The Proctor will enter the Location Code and optional Discount Access Code (DAC) and chooses Next.

Proctor: Inputs

⚠ *Candidate, please notify the proctor that you are ready to proceed. If you are not ready to proceed, you can return to the previous page.*

Proctor: Inputs   Proctor: Verify & Unlock Exam

Required information is marked with an asterisk (*).

Enter information on this page in the Roman alphabet. (Alphanumeric)

Enter Codes

* Location Code: [   ]

Discount Access Code: [   ]

Next

After the code(s) have been entered, the Proctor is now required to verify candidate information, photo capture, exam, and exam pricing. The Proctor signs in and chooses Unlock Exam. The My Order page displays and the candidate chooses Proceed to Checkout.

PEARSON VUE

IBM | Professional
Certification
Program

Proctor: Verify & Unlock Exam

Signed In as: John Smith
Candidate Testing ID: 123456789

Proctor: Inputs   Proctor: Verify & Unlock Exam

Candidate & Exam Information

⚠ If the candidate's exam is incorrect, return to the _Home Page_ and begin the exam selection process over.

Name	Exam	Exam Language
John Smith	C2050-242: IBM Contract Management V10, Deployment	English

Exam Pricing

Subtotal	Tax	Candidate Category	Discount	Discount Applied	Total Due
200.00	0.00	IBM Business Partner Employee	49% off DAC	102.00	USD 102.00

[Edit]

Candidate Photo Verification

Photograph of John Smith
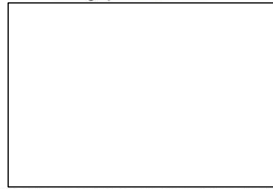
If the candidate's photo is not acceptable, please have the candidate recapture their photo.

[Edit]

All fields are required.

Proctor Authentication:

Proctor Username: [_____]

Proctor Password: [_____]

If you have forgotten your username or password, you will need to access the Navigator Proctor Management tool to reset your credentials.

[Previous]   [Unlock Exam]

My Order

Signed In as: JULIE STEVENSON
Candidate Testing ID: IBM000000276

Description	Details	Price	Actions
Exam C2010-005: IBM Maximo Asset Management V7.1 Solution Designer Language: English Exam Length: 120 minutes	**Exam Availability From:** **July 13, 2015** **To:** **July 15, 2015**	200.00	Remove

Total Due

Subtotal:	200.00	
Discount:	-170.00	_IBM Academic AWP Discount_
Estimated Tax:	0.00	
ESTIMATED TOTAL DUE:	**USD 30.00**	

[Proceed to Checkout]

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

The Checkout - Step 1 page displays. The candidate confirms personal information and selects Next.

Checkout - Step 1: Confirm Personal Information

Signed In as: JULIE STEVENSON
Candidate Testing ID: IBM000000276

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

Name: JULIE STEVENSON

Telephone: +1 952-681-3731   Edit

Previous   Next

Checkout – Step 2: Agree to Policies. On this page, the candidate is required to read and agree to IBM Corporation Policies by checking the box in the highlighted yellow area in the bottom right of the screen, then chooses Next.

Checkout - Step 2: Agree to Policies

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

IBM Corporation Policies

System Requirements
System Check

Cancellation Policy
If you wish to cancel your exam and receive a full refund, you must sign in to www.pearsonvue.com/ibm 48 hours prior to your exam appointment and follow the instructions to cancel your appointment. If you cancel your exam 24 to 48 hours in advance of your exam, you will be charged a $20 cancellation fee. You are not allowed to cancel an exam less than 24 hours in advance of an appointment. There are no refunds if you do not appear for your exam appointment. This policy does not apply to testing events.

Additional Information
Please note that your "appointment length" may include time for non-scored sections such as surveys or tutorials. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam. The majority of IBM Corporation exam appointments include an additional 15 to 20 minutes for surveys and tutorials. Certifications and mastery exams may be taken twice within a 30-day period. If a certification exam is not completed successfully on the first attempt, there is no waiting requirement before taking the exam a second time.

This is category level additional information

☐ I have read and agree to the IBM Corporation policies listed above.

If they attempt to proceed without agreeing to the policies, the following error message displays.

⚠ **You must check that you agree to the policies listed.**

IBM Corporation Policies

System Requirements
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This is category level additional information

☐ I have read and agree to the IBM Corporation policies listed above.

Checkout – Step 3: Enter Payment screen. Here the candidate enters their payment and billing information, then chooses Next.

Checkout - Step 3: Enter Payment

Confirm Personal Information   Agree to Policies   Enter Payment   Submit Order   Receipt

Order Total

Subtotal:	200.00
Estimated Tax:	0.00
Discount:	-170.00 IBM Academic AWP Discount Remove
TOTAL DUE:	**USD 30.00**

☐ Add Voucher or Promo Code   What is this?

Voucher/Promotion Code: [_____] Apply

Required information is marked with an asterisk (*).

Card Details

We accept the following cards: **VISA**

*Card Type: [Select one... ▼]

Checkout – Step 4 Submit Order

Checkout - Step 4: Submit Order

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	**Exam Availability**	200.00
C2010-005: IBM Maximo Asset Management V7.1 Solution Designer	**From:**	
	July 13, 2015	
	To:	
Language: English	July 15, 2015	
Exam Length: 120 minutes		

Payment Details

Exams for	Order Total	
Name: JULIE STEVENSON	Subtotal:	200.00
Candidate Testing ID: IBM000000276	Estimated Tax:	0.00
	Discount:	-170.00 *IBM Academic AWP Discount*
	TOTAL DUE:	**USD 30.00**
	VISA ****1443	**USD 30.00**

[Previous] [Cancel Order]   [Submit Order]

Now the final screen, Checkout – Step 5: Receipt displays. From this page they will choose Begin Exam and the exam will start right away.

Checkout - Step 5: Receipt

| 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
C2010-005: IBM Maximo Asset Management V7.1 Solution Designer
 	
Language: English
Exam Length: 120 minutes
	Exam Availability
	From:
	   July 13, 2015 10:32 AM CDT
	To:
	   July 15, 2015 10:32 AM CDT
		Order Number/Invoice
		0000-1427-9828
		Registration ID
		6329743
		Status
		Purchased
			200.00

Begin Exam

Payment Details

Exams for	Order Total	
Name: JULIE STEVENSON Candidate Testing ID: IBM000000276	Subtotal: 200.00 Estimated Tax: 0.00 Discount: -170.00 *IBM Academic AWP Discount* VISA****1443 USD 30.00	

IBM Corporation Policies

System Requirements
System Check

Cancellation Policy
If you wish to cancel your exam and receive a full refund, you must sign in to www.pearsonvue.com/ibm 48 hours prior to your exam appointment and follow the instructions to cancel your appointment. If you cancel your exam 24 to 48 hours in advance of your exam, you will be charged a $20 cancellation fee. You are not allowed to cancel an exam less than 24 hours in advance of an appointment. There are no refunds if you do not appear for your exam appointment. This policy does not apply to testing events.

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This is category level additional information

🖨 Print Receipt

Return Home

The secure browser will launch the exam after choosing Begin Exam

Professional Certification Program from IBM

IBM | Professional Certification Program

Welcome to the C2010-005-ENU: IBM Maximo Asset Management V7.1 Solution Designer exam.
Please select **Next** to continue.

Next

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