



Table of Contents

Exam Registration	3
Exam Registration E-Mail	3
Exam Fee	4
Deregister from an Exam Phase	4
Access Credentials for the Course Room for Exam Preparation	4
SAP Exam	6
Access Data for the SAP Exam	6
Scheduling the SAP Exam	6
How to Schedule an Exam	6
Technical Prerequisites	10
Taking the SAP Exam	11
After the SAP Exam	12
I've passed the Exam	12
I did not pass the Exam	12



Exam Registration

The following document describes how to complete the exam registration and how the SAP Certification exam works.



To avoid important course and exam related mails ending up in your spam folder, you should include the address <u>info@erp4students.org</u> to the whitelist of your e-mail account

Exam Registration E-Mail

You will receive an exam registration e-mail. It will contain your personal access data, which you can use to register for a specific exam phase on the exam registration website. Each exam phase spans over 12 months.

Examples

- from August 2019 until August 2020
- from September 2019 until September 2020



SAP Certification Exam

Dear Taymaz,

with this e-mail, you get the access data for the ${\bf SAP}$ certification exam registration.

The SAP certification exam will be hold **online**. You need a computer with an internet connection, a webcame and a microphone so the SAP proctor can make sure that you take the exam without any help of third parties.

Following the information how the exam registration works:

- 1. You login with the access data below.
- After logging in you will see various 12 months exam periods, like Jul 2019 Jul 2020. You need to choose one of the periods (as long as the registration/cancelation deadline for one exam period is not over you can change your registration).
- The choosen 12 months period is the period during which you can schedule the exam at any time you like.
- 4. After end of the registration deadline for the chosen exam period we will send your data to SAP. SAP will send you an email with the access data to the exam scheduling portal. From the day SAP send you the email your 12 months period starts.
- Furthermore we will provide you access data to our new exam preparation portal with new Mock tests. This access will also be provided after end of the registration deadline for the chosen exam period.



Here you will find your **personal login information**:



If you sign up for an exam phase, it means that you can take the exam with SAP within those 12 months.

Exam Fee

After signing up for an exam, you will receive a confirmation e-mail with payment details for paying the SAP exam fee. As soon as the examination fee has been received by the TH Brandenburg, you will receive a participation confirmation mail.

Deregister from an Exam Phase

Each exam phase has its own **cancellation date** until which you can deregister from this exam phase. The date for each exam phase can be found on the exam registration website. You can then sign up for a later exam phase via the same website.

If you deregister from an exam phase and you have already paid the exam fee, then the exam fee will be completely refunded.

After the cancellation deadline for an exam phase deregistration form that exam phase is **not possible anymore**.

Access Credentials for the Course Room for Exam Preparation

A few days after the cancellation deadline for your exam phase, everyone that registered for the exam phase will receive an email with access to an additional course room on our website.



Note that for organizational reasons, it is not the same user you use to sign up for the course.

You will have 12 month of access to this exam preparation course room. Here you will find:

- Forums where you can ask questions about the exam process and the individual topics
- Additional information about the exam as well as tips and tricks for the preparation and the exam itself
- All relevant content you need to learn for the exam
- Mock questions to help you evaluate your progress
- Mock tests that are similar to the SAP exams and prepare you for the exam situation. Repeat these tests as often as possible. The SAP exam is comparable to an intelligence test. The more often you take one, the better your score will be (without actually getting more intelligent), as you get used to the way questions are asked.

Now you can start studying for the exam.





Please keep in mind that access to the SAP system ends with the course deadline. This means that you must have completed the practical parts of the course until the course deadline to receive the university certificate.

While it is not a prerequisite for taking the exam, and the practice chapters are not relevant for the exam, you should complete the practical parts of the course

before signing up for and taking the exam.

- 1. You have already acquired the university certificate, in case you should not pass the SAP exam.
- 2. The practical knowledge can be very helpful to derive an answer in the exam, if you do not know the answer directly.
- 3. You have actually learned to work with the SAP system and not just learned pure theory.



SAP Exam

Now that you have completed the practical parts and are well-prepared for the exam, you can sign up for the SAP exam.

Access Data for the SAP Exam

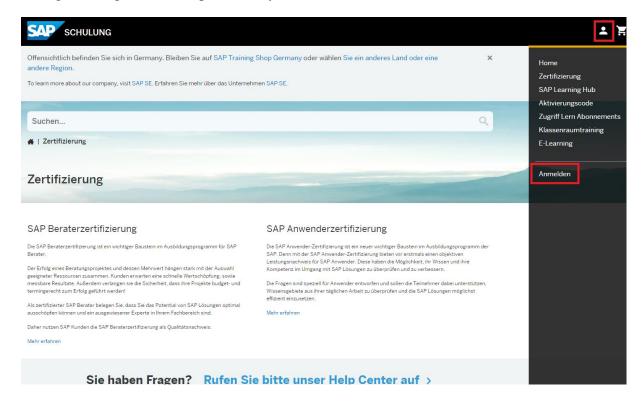
As soon as we receive the access data from SAP (this may take a few days after the cancellation deadline of the exam phase you selected), you will receive another mail with your personal access data for the SAP exam and detailed information on how to register for an exam.

Scheduling the SAP Exam

Once you have completed the registration, you can log on to the SAP Education website and **schedule an exam** within your 12-month phase using the **Exam Dashboard** area. This means that you can (almost) freely choose within these 12 months on which day and at which time you would like to take the exam.

How to Schedule an Exam

- 1. Go to the website provided in the mail that you have received from SAP.
- 2. Log on using the **S-User** provided by SAP

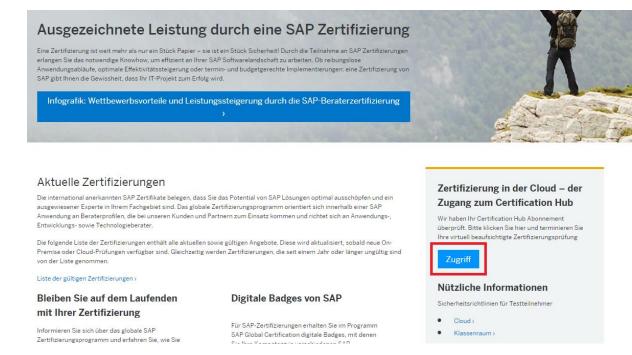


3. Open the User Menu on the upper-right screen part and click on Certification



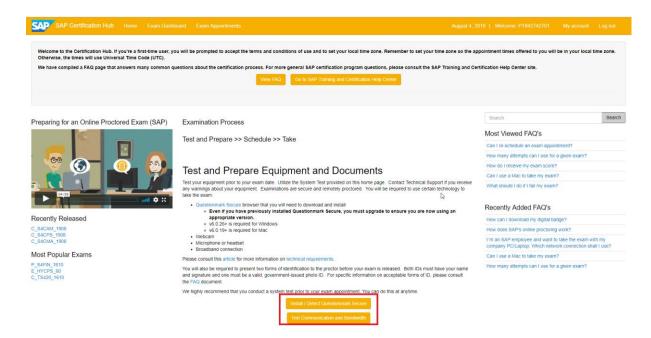


4. Click now on the button **ACCESS** on the lower-right screen part

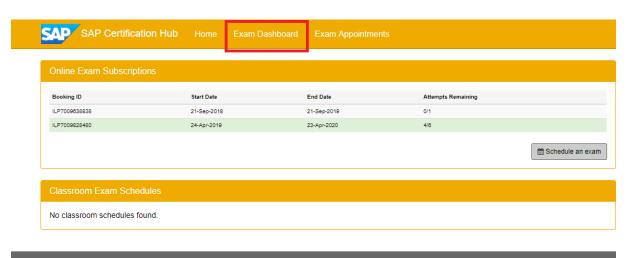


5. Install the Question Mark Software and test your computer prerequisites (see also chapter Technical Prerequisites)





6. Select Exam Dashboard and click on the button Schedule an exam.



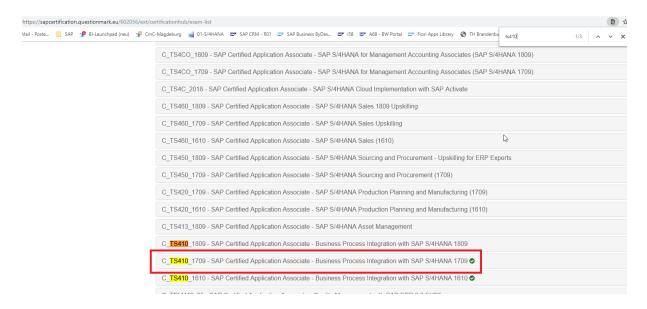
7. Search for your Exam (e.g., use Ctrl+F to use your Browser Search Function). For the TS410 Exam the exam code is C_TS410_xxxx. Note that there are often multiple versions for an exam.



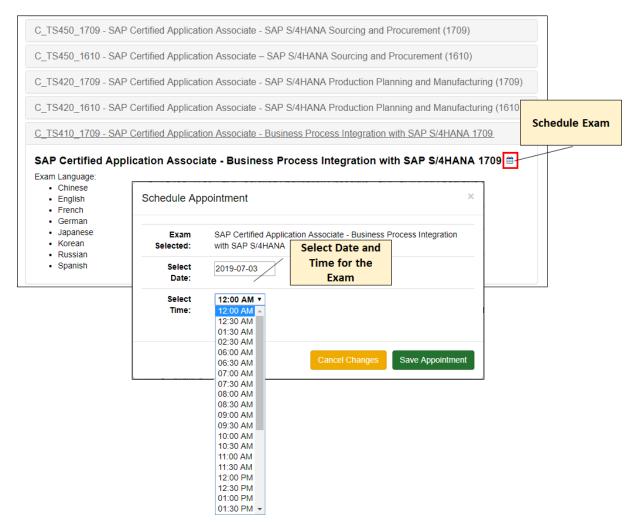
Be sure to read the chapter Cut Score in the Read_Me_First document.

If you are still unsure which version of the exam to choose, just ask your course supervisor.



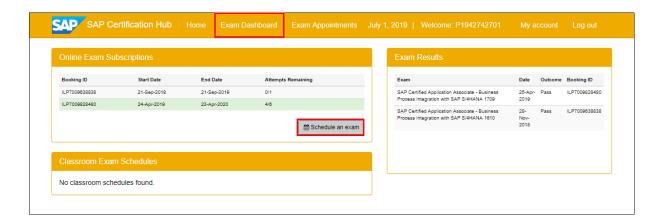


8. Click on the calendar icon next to your exam and schedule the Exam for any date and time that you want to take the exam



...now you will see your exam appointment on the EXAM APPOINTMENTS tab



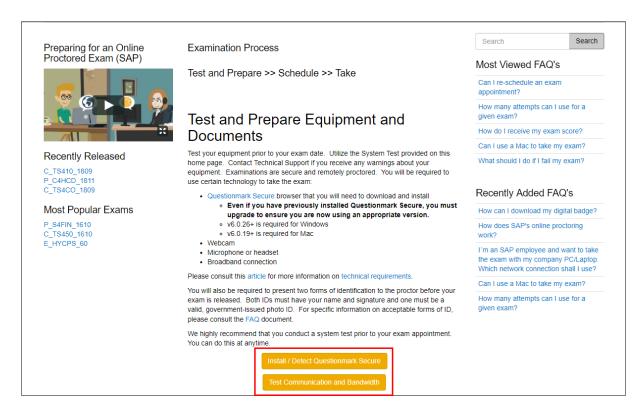


Generally, the exam is offered every half an hour between 6:30 and 0:30, even on the weekends. Basically, you can also register for an exam half an hour before the start of the exam. For example, if you feel fit on a Wednesday at 12:30 pm, you can schedule an exam at 1:00 pm. Nevertheless, it is advisable to leave a little more time (2 to 3 weeks) between registration and exam execution in order to secure the desired time slot.

Technical Prerequisites

For taking the SAP exam, the following prerequisites must be met:

- Your computer must have a **webcam** and a **microphone**.
- You have to install the software **Questionmark Secure** on your computer. You will find this software directly on the SAP exam website. This software prevents you from opening other documents or programs on your computer during the exam.
- You should test the technical requirements (bandwidth, microphone, webcam) before starting the exam.





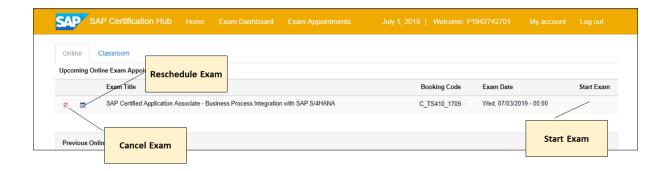
Taking the SAP Exam

If you have scheduled an exam, it will appear in your account under **Exam Appointments**. You can cancel or reschedule the exam before it becomes active.

Approximately 15 minutes before the scheduled exam time, the exam will become active and a "Play" icon will appear in the **Start Exam** column. Then you can press this button and connect to the exam server and your proctor.

The Proctor will then identify you (you need to show your ID) and explain you the test procedure. This usually takes 5 to 10 minutes.

Then you can start directly with the exam and have 3 hours to answer the 80 questions.





After the SAP Exam

The exam is over now and hopefully it has been successful for you. What should be done now?

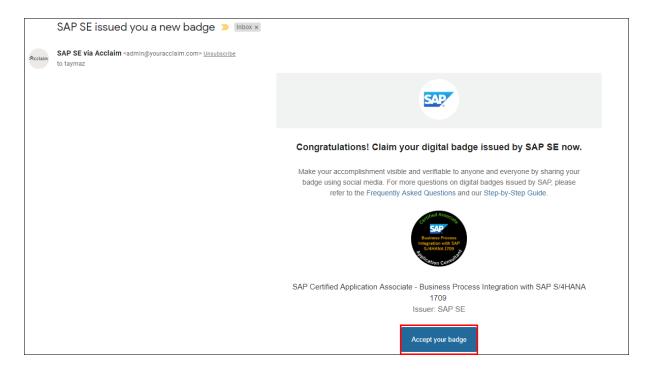
I've passed the Exam

Congratulation! You are now officially

SAP Certified Application Associate - Business Process Integration with SAP S/4HANA xxxx

Approximately 3-5 days after your exam, you will receive a digital SAP certificate (so-called badge) from Acclaim. If you then click on the *Accept your Badge* button, you must create an account on the Acclaim website and then accept your badge. You can

- print as pdf
- Link to your social/business media accounts (Xing, LinkedIn, etc.)



I did not pass the Exam

If you want to repeat the exam, please send an E-Mail to pouyan.khatami@erp4students.org and request a new exam registration.