**How the exam is administered**

**How the exam is administered**

**At a test center with Pearson VUE**

You can take your exam with Pearson VUE at one of their worldwide test centers. These centers provide a quiet testing environment with all the necessary facilities such as parking, secure storage, check-in, and waiting area, disability access, etc. From the technical side of things, you will have access to a secure supervised workstation with all the necessary hardware and software.

[You can find full details of the Pearson VUE PVTC Facility Requirements by clicking on this link.](https://home.pearsonvue.com/Documents/Test-center/pearsonvue_facility_reqs.aspx)

**Proctored online exam with Pearson VUE**

You can take any Microsoft Certification role-based or fundamentals exam at Pearson VUE online, at your home or office.

**Testing session protocol**

To maintain the integrity of proctored exams in an online/webcam setting, specific policies, practices, and procedures are enforced.

**Office or home setting**

Your office or home setting must meet the following requirements:

* The office or conference room must be walled, have a closed door, and be free from disruptions.
* If taking the exam at your home, the room should be free from disruptions.
* No one else can be in or enter the room during your testing session.

**Communicating with the greeter and proctor:**

* **Phone.** During the check-in process, the greeter will ask for your phone number to communicate with you while you are checking in for your exam. After you have completed the check-in process, you will be asked to place your phone out of reach, but close enough to be heard.
* **Chat window.** Most communication with the greeter and proctor occurs via the Chat window.
* **Microphone.** During the check-in process and, if necessary, while taking your exam, you can communicate with the greeter and proctor via microphone.
* **Language.** All communication with the greeter and proctor is conducted in a limited number of languages that may be different from the language in which you are taking the exam.

**Identity verification:**

* You are required to present a current government-issued form of ID, such as one of the following:
* Driver's license
* Military ID
* Passport
* Identification card (national/state/province identity card)
* Alien registration card (green card, permanent resident, visa)
* Government-issued local language ID (not in Roman characters)—*accepted only if issued from the country in which the candidate is testing*
* A webcam photo will be taken of you and your photo ID.
* The name on the government issued ID you present to enter the exam must exactly match the name on your Microsoft Certification profile. If you need to change the name of your Microsoft Certification profile contact [Certification Support](https://aka.ms/mcpforum) before exam day and a forum moderator will assist.
* Minors who are under the age of 18 are permitted to present a valid student ID as a form of identification. The candidate's guardian must also present a valid ID and must provide verbal consent during the check-in process.

**Work area scan:**

* With your webcam, phone or laptop, you will be asked to scan slowly left to right to show surrounding walls and to scan up and down to show the floor and ceiling. If you are unable to complete a work area scan, you are not permitted to proceed further or to take the exam.
* You will then scan your entire work area. The proctor is looking for security risks, including but not limited to:
* Additional monitors (must be unplugged and turned away from you)
* Additional computers (must be turned off and monitors must be dark)
* The work area should be clear of all materials, including the following items that are not allowed within arm's reach: books, notepads, Post-it notes, typed notes/papers, or writing instruments such as pens, markers, whiteboards, or pencils.

**No personal belongings**

* During the exam, you may not access the following types of personal items: hand-held computers or other electronic devices, pagers, watches, wallets, purses, hats (or other head coverings), bags, coats, books, notes, or any other materials not specifically approved.
* In the event of a support issue, the proctor may try to contact you on your mobile phone at the number you provide during exam check-in. Please ensure your mobile phone number includes the country code. It is acceptable to keep the cell phone nearby but not in arm's reach.
* You may be asked to turn out all your pockets (pants pockets and blazer/sweater pockets) so the greeter can see that they are empty.
* If you are wearing long sleeves, you may be asked to roll up your sleeves to show that there is no writing on your arms.
* If you are wearing a tie, you may be asked to lift the tie to show the greeter that nothing is hidden under the tie.
* If you have long hair that covers your ears, you may be asked to pull your hair back to show the greeter that there is nothing attached to your ear (such as a Bluetooth earpiece).

**No breaks/eating/drinking**

* Breaks are not allowed during the exam for any reason. You understand and agree that, if you take a break, your exam score will be invalidated, and you will not be allowed to resume the exam later.
* Eating, drinking, smoking, and chewing gum are prohibited during the exam.

**No exam assistance**

* **No one can enter the room during your testing session. If this occurs, your exam will be terminated.**
* You may not receive assistance or coaching from other individuals while taking the exam, and you may not allow other individuals to see the computer screen during the exam.
* You are not allowed to use books or other resources, scratch paper, erasable whiteboards, or any other writing object during the exam. You are also not permitted to use any writing instruments, such as a pen, marker, or pencil, during exam delivery.
* The proctor cannot answer questions related to exam content. If you have questions related to exam content, please contact Microsoft after you complete the exam.

**Facial Comparison Policy**

* By registering for online exam delivery, you understand and agree that Pearson VUE may use facial comparison technology for the purpose of verifying your identity during the testing process. It will compare your facial image to the one on your identification and to facial images captured during the testing process to help us further develop, upgrade, and improve this application. **If you do not agree to this, please contact the Pearson VUE call center to schedule the exam at a test center.**

**Recording during the exam**

* When taking this exam, the proctor will continuously monitor you by video and audio, and your face, voice, the physical room where you are seated, and the location during exam delivery will be recorded. If you do not wish to be recorded (either by video or audio), please notify the proctor immediately. You will NOT be able to proceed with the exam.