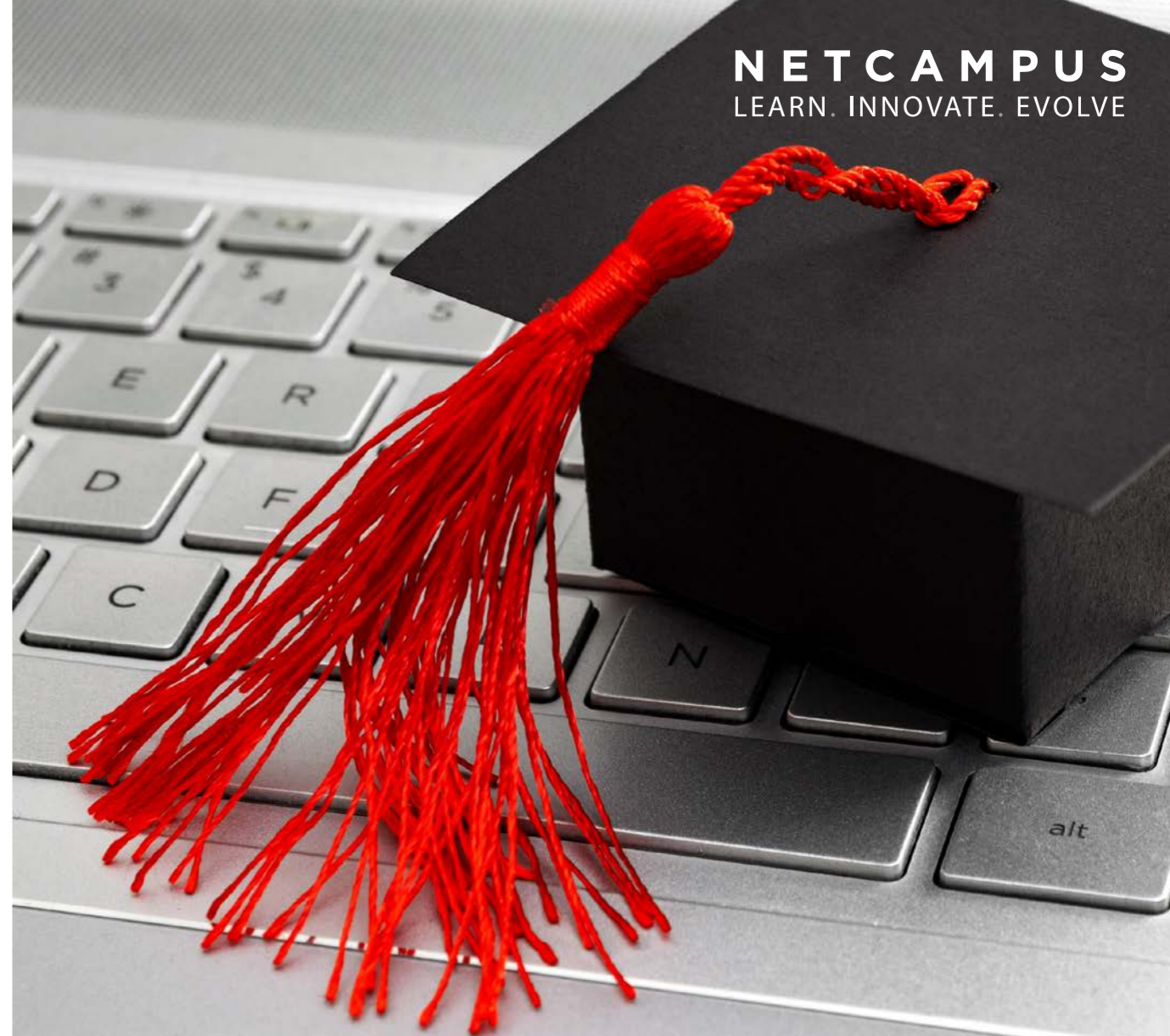


# REGISTER FOR AN ONLINE PROCTORED EXAM | MICROSOFT

Online exams are available for role-based or fundamentals exams. Please note that the proctor support, and proctoring software are currently only available in English. If you have a Pearson VUE delivered certification exam voucher or discount offer that is expiring between March 26 and August 31, 2020, it will be extended until January 31, 2021.



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## STEP-BY-STEP GUIDELINE

### 1 Contact Netcampus for a quotation, exam voucher and assistance with the booking process

We are available and here for you.

### 2 Take a system test

Take a system test now to see if your computer and location are compatible with the online proctoring software before you schedule your exam. Contact us for any guidance

#### Before you register for an online exam:

1. Complete the required **system test** on the same computer and in the same location from where you will test.
2. Confirm that your ID is compliant (read the **requirements**) and that the name in your profile exactly matches our identification.
3. Review the technical, system, environment, and testing protocol requirements below.

### 3 Register for an online exam

To register, select the Microsoft online exam you wish to take from the **exam list**, and then select the Schedule exam button. If online exams are available in your country, you will be able to select that option during the exam registration process.

<https://www.microsoft.com/en-us/learning/exam-list.aspx>

### 4 Take The Test

You need to present the following to your proctor:

- A current Government-issued form of Identification (Military ID, Passport, ID card Alien card (green card, permanent resident or visa)
- Government-issued local language ID
- Exam Rules Apply: No personal belongings; no breaks, eating and drinking; no exam assistance and 3rd party allowed in your testing session

## TESTING SESSION PROTOCOL



### 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 English.

## THE DAY OF YOUR EXAM CHECK-IN PROCESS

1. Sign in to your **benefits and exam dashboard**.
2. You may **wait up to five minutes** before connecting with a greeter.
3. **After connecting with your greeter:**
  - Have your driver's license, passport, or other acceptable identification available so that your identity can be verified.
  - The greeter will review testing behaviour/conduct, testing environment, and communication process during exam delivery. All communication with the greeter and proctor will be conducted in English.
  - You will be asked to shut down any non essential applications (such as email or chat).
4. In the **Appointments** section on the right, select **Start a scheduled online proctored exam**.
5. The exam you scheduled appears. Select the exam link, and then select **Begin exam**.



CLICK HERE

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