Microsoft proctor event planning guide

Pearson VUE's testing system allows Event Managers/Proctors to provide event testing or testing immediately following a training course. To help you hold a successful testing event, we have included a pre-event checklist.

2 days prior to when you would like Registration to Open:

- ❏ Make sure you have created or know what the Private Access Code (PAC)
    - ❏ Pearson VUE Navigator Tool: support@clientsupport.pearsonvue.com

- ❏ Consider providing a link on your Event landing page to the Pearson VUE Anywhere Proctor page www.pearsonvue.com/microsoft/ap
    - ❏ Candidates can review the Technical Requirements needed on their laptop if workstations will not be provided and candidates are expected to bring their own computer. Automated system test links are located here as well.
    - ❏ Candidate registration guides will be provided on this page to provide step by step instructions for the candidate to register for your event, as well as FAQs.

- ❏ Ensure the network has access to the Pearson VUE and ITS websites (white list)

- ❏ Ensure the home page on each delivery workstation is set to:
    - ❏ www.pearsonvue.com/microsoft/ap (do this on each machine to ensure the secure browser launches properly)
    - ❏ Ensure the delivery workstations have the minimum specifications these requirements can be found on www.pearsonvue.com/microsoft/ap on the home page.
    - ❏ By selecting the 'start exam' button the secure browser will launch

2 days prior

Candidate communication - To help ensure that testing goes as smoothly as possible, we recommend you communicate the following information as far in advance as possible.

- ● Please be sure to notify the candidates of the following:
    - ○ Location and directions to the testing event
    - ○ Testing event hours
    - ○ Microsoft Account/Profile creation www.microsoft.com/learning 1 - 2 days prior to the event
    - ○ Notify candidates they need to bring their username and password for their Microsoft account to the event
    - ○ Candidates should also bring the identification to the event that Microsoft has required for testing events.
    - ○ Communicate to candidates how they may retrieve their Score Reports after the event

- ❏ Know your username and password to launch exams
    - ❏ Pearson VUE Navigator Tool: support@clientsupport.pearsonvue.com

- ❏ If you do not have your username, please log-in to the VUE Navigator system, or contact Pearson VUE at: support@clientsupport.pearsonvue.com

- ❏ Special support contact information will also provided by Pearson VUE as needed.

- ❏ Review and understand the Guidelines for Proctors document

- ❏ Become familiar with the reference material regarding support during exam delivery

- ❏ Have vouchers available to candidates (if needed)

On the day of the event

- Please review the Guidelines for Proctors document

  - ❏ Double check that the home page on each delivery workstation is set to www.pearsonvue.com/microsoft/ap (do this on each machine to ensure the secure browser launches properly)
      - ❏ Select the 'start exam' button to launch the secure browser
      - ❏ Ensure the network has access to the Pearson VUE and ITS websites (white list)

Score Report
- Inform candidates how to access their score report by signing back into www.microsoft.com/learning and in their testing history choose "View my Score Report".

Conference testing terms

GLOSSARY

Pearson VUE Navigator tool and Proctor User Account: The client will approve proctors for their program and use the Pearson VUE Proctor Management tool to create a proctor user account. Pearson VUE Navigator Tool: support@clientsupport.pearsonvue.com

This account allows the proctor to start the exam for the test-taker directly from the Microsoft Learning Website www.microsoft.com/learning.

Private Access Code: A code that limits access to exams that are offered on the Anywhere Proctored system. This code is provided to candidates by the Event Manager/Proctor prior to the event. Pearson VUE Navigator Tool: support@clientsupport.pearsonvue.com

Secure Browser URL: The secure browser is required as part of the Anywhere Proctored system. Its purpose is to lockdown the desktop on the candidate's workstation for security reasons. This can be found by navigating to www.pearsonvue.com/microsoft/ap and clicking on the 'start exam' button.

Whitelist: Some networks restrict access to necessary websites for exam delivery. The following websites should be accessible from testing workstations:
- www.microsoft.com/learning
- www.pearsonvue.com/microsoft/ap
- www.pearsonvue.com/microsoft