



PLEASE DO NOT RESPOND TO THIS MESSAGE. PLEASE DIRECT CANCELLATIONS TO examsfromhome@pearson.com AND ALL OTHER INQUIRIES TO THE HOST IDENTIFIED AT THE END OF THIS EMAIL.

Thank you for taking advantage of our Certiport Exams from Home Self-Service testing opportunity!
We're excited to enable you to administer exams to your candidates on **6/4/2020 10:00:00 AM MDT / 12:00:00 PM EDT**. Please note, this session does not support accommodations due to the longer time allowed. If you have students with accommodations, you will need to reschedule their exam session. See more at [Certiport.com/efh](https://certiport.com/efh).

Before your exam session, please watch the following video which contains important information for you as the Exam Administrator:
<https://vimeo.com/410387268>.

Here are a few important guidelines for testing with our Self-Service system:

- We recommend you establish a means and method for you to communicate with each of your candidates before and during the exam experience. Be sure to validate that mean and method with your candidates before the session begins.
- Send one of the links below and the scheduled start time to each candidate.
- Emphasize the importance of being on time – the exam session will automatically end, and the virtual machines will terminate at your scheduled end time. You should discourage very late candidates from starting the exam.
- Have them create or confirm their username and password at Certiport.com at least one hour before joining the exam session.
- Ensure that your candidates know the program name, exam group (if applicable), payment method, and exam name.
- This test candidate video walks them through all they need to know: <https://vimeo.com/409906319>.

Here is the link you will use to access and launch the Exam Administrator tool *5 minutes before your scheduled session*.

EXAMS FROM ADMINISTRATOR LINK – this will start with <https://>

Additionally, below are the links your candidates will need to take their exam. *Please send only one link per student*. Each candidate may access their individual link as soon as you have logged in and started the virtual machines through the Exam Administrator tool. Please communicate to all candidates that they should be ready to click their assigned link at the top of the hour.

1. SAMPLE LINK – this will start with <https://>
2. SAMPLE LINK – this will start with <https://>
3. SAMPLE LINK – this will start with <https://>
4. SAMPLE LINK – this will start with <https://>
5. SAMPLE LINK – this will start with <https://>

No need to be alarmed if you see more links than you requested. You are welcome to distribute all of them if you have that many candidates.

During your self-service session, a Certiport employee will be on hand to help you in case any technical issues arise during the testing session that you cannot address on your own. The host employee for your session will be Stacey Tilley. If you have any questions before or during the session, you can contact your host employee at xxxxxxx@pearson.com.

We look forward to testing with you soon!

Certiport Exams from Home Team