

Guide on attending the exams instructions and the requirements

What time should I report to the exam center?

We recommend that you arrive at your exam center at least one hour before the exam

What am I allowed to bring into the examination room?

You may bring a small transparent bottle of water to the examination.

Mobile phones, smartwatches, and other electronic devices are not allowed in the exam room with you.

Can I wear headphones/earbuds and listen to music to help me to focus?

No headphones/earbuds are permitted during the exam period. No music or noise is allowed in the exam room.

What Platforms are used for the written exam?

ExamSoft system

What time should I log in to take the exam?

We recommend that you arrive in your exam room at least one hour early to allow ample time to log into the ExamSoft system and go through the verification of identity process.

When will the exam password be available for me?

The password is released when you are at your seat in your exam room.

Although you will have the exam on your computer, you will not be able to open the file until the password is released when you are at your seat in your exam room. This will be approximately 30 minutes before your exam start time.

How do I submit my answers once my exam is finished?

Once the examination is complete, Exemplify will automatically upload your answer file. You must upload your answer file immediately after exiting your exam. If you experience any upload issues, you must report those issues immediately to the proctor.

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