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# Client proctored – appointment required – admin user guide

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# Overview

Client proctored – appointment required exam delivery allows clients to set up a testing site at their own facility, using their own equipment. Clients are responsible for maintaining site configurations, setting up their own proctors, and running the testing site. The Pearson VUE Browser Lock secure browser launches Exam Launchpad. Exams are then delivered via the Pearson ITS test driver.

This document covers how to install and configure all the software and site settings so you can administer your own Client proctored testing site.

This section identifies symbols you will see in this document and how to contact VUE Support Services (VSS) for technical assistance.

See the [Client proctored – appointment required ITS proctor user guide](#) for instructions on how to administer a Client proctored – appointment required testing event. This guide was written for proctors to include only those procedures needed to administer a testing event.



## Note

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## Roles



Actions performed by the Site Administrator



Actions performed by the proctor



Actions performed by the candidate

## Symbols in this document



Additional notes for users



Warnings users must pay attention to



Used when security measures are discussed in the guide.

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## Contacts

The [Contacts](#) page identifies who to contact for non-technical support, for example assistance with accommodations, exam registration issues, or help on maintaining your schedule.

## Technical support



For technical support issues such as trouble with software or issues with connectivity, please visit the **Pearson VUE VSS Support** page at [www.pearsonhelp.com](http://www.pearsonhelp.com). This site allows you to connect with a remote operator to receive support, use Live chat to connect with a VUE Support Specialist, locate the region-specific phone numbers to call and speak with a VUE Support Specialist, as well as other support links.

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# System requirements

This section provides information you need to prepare a site for a Client proctored – appointment required testing event. Please make sure you read this information carefully and perform all necessary procedures before starting the process described in the [Configure Site](#) section of this document.

All tasks in this section are performed by the site administrator or the local network administrator.

- Verify your Administration workstation and all exam delivery workstations meet the minimum system requirements
- Verify the Administration workstation and all exam delivery workstations can properly connect to the Internet
- Verify the Administration workstation and all exam delivery workstations can access the required URLs to deliver and administer exams

---

## System requirements

### Proctor & candidate requirements

Internet access

Configure Internet connectivity

# Proctor & candidate technical requirements



## Caution

Pearson VUE does not support the following:

- **Virtual machines** in any form are prohibited



Site administrators must ensure the exam delivery and proctor workstations meet the minimum system requirements to deliver an exam.

See the Advanced technical requirements document for a complete list of the minimum and recommended exam delivery and administration workstation system requirements.

- [Client proctored - appointment required Advanced Technical Requirements for ITS](#)

## System requirements

### Proctor & candidate requirements

Internet access

Configure Internet connectivity



### Caution

If you have any trouble running the IBT exam(s) using the Pearson VUE Browser Lock secure browser or the ITS test driver, check the Advanced Technical Requirements for additional configuration that may be required.

**Smart phone and tablet computers are strictly prohibited** (no iPads, iPhones, Android tablets or phones). Using a wired network connection is strongly encouraged because it is more secure and more reliable. Since the proctor and Pearson VUE do not control the internet, performance is dependent on the local internet connection. Keep in mind that a slow internet connection may impact the candidate experience.



### Caution

If candidates will use wireless connections, it is the Test Administrator's (proctor) responsibility to verify the wireless connection is configured to meet the following requirement prior to candidate testing:

- The wireless connection must be set with the highest level of security available—**WPA2** (preferred) or **WPA**.
- WEP is not allowed.
- Open or unsecured wireless networks are strictly prohibited.

Prior to the testing event, proctors must run a system check to verify the exam delivery workstations meet the minimum specifications. See the [Run a system check](#) section.

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## System requirements

Proctor & candidate requirements

### Internet access

Configure Internet connectivity

## Internet access



Both the Administration workstation and the exam delivery workstations must have access to the Internet to maintain site information, access the Connect/ServiceDirect case reporting system, and to deliver internet-based exams. For performance reasons, access must be through an existing office LAN connection to the Internet, or another high-speed option such as cable, DSL, or ISDN.

The speed and availability of your test center's Internet connection will have a direct impact on the quality of your test center's operations.

## System requirements

Proctor & candidate requirements

Internet access

### Configure Internet connectivity

# Configure Internet connectivity settings



The Client proctored – appointment required test center requires access on the **Administration** and **Exam Delivery Workstations** to the following URLs during setup and/or delivery. Please work with the local network administrator to ensure that the following websites can be accessed:

| WEBSITE   | ADMINISTRATION WORKSTATION   | EXAM DELIVERY WORKSTATION                             |
|---|--|---|
| <a href="http://www.pearsonvue.com">www.pearsonvue.com</a>  | N/A  | Required for candidates to register and pay for exams |
| <a href="https://connect.pearsonvue.com/Connect/#/authenticate/login">https://connect.pearsonvue.com/Connect/#/authenticate/login</a> | Required as part of the setup process to access the incident, download the security certificate and secure browser.<br><br>Required to access Site Manager and User Management during site setup and to unlock exams for delivery. | N/A   |
| <a href="http://*.starttest*.com">http://*.starttest*.com</a>   | Only required to run a TDFT (Test Driver Functionality Test)   | Required to deliver exams                             |
| <a href="https://*.starttest*.com">https://*.starttest*.com</a>   | Only required to run a TDFT (Test Driver Functionality Test)   | Required to deliver exams                             |

## Configure site

New user flow  
Login to Connect  
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### Note

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# Configure the site

Client proctored – appointment required exam delivery consists of an administration workstation and one or more exam delivery workstations connected to the Internet. The Client proctored – appointment required applications are accessed on these workstations.

There are four web-based applications that work together to manage exam delivery at Client proctored – appointment required centers: **Site Manager**, **Connect User Management**, **Proctoring**, and **Exam Launchpad** via the secure browser.

This section of the document walks you through:

- How the initial site user is added to the system and how to login to the Connect portal, verifying your user profile is assigned the correct roles
- Verifying your user account is properly configured
- How to configure open and closed site rules, set up exam delivery workstations, set up assets, enter site directions, and select site contacts in Site Manager
- How to create Proctor users that will admit candidates for exams and unlock the exams, and capture candidate photographs if the client requires it

**Configure site**

**New user flow**

- Login to Connect
- Connect User Management
- Site Manager configuration
- Create Proctor users

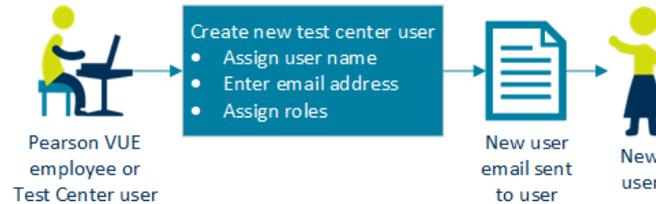
# Connect portal new user flow



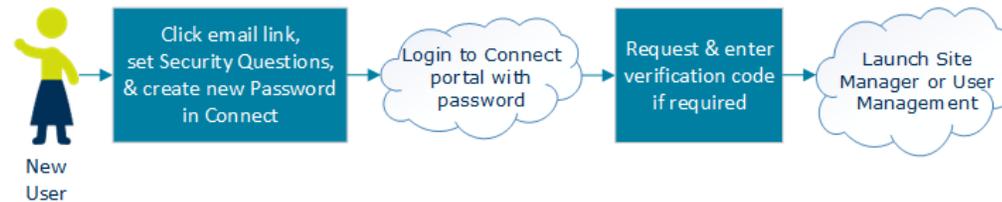
To launch **Site Manager**, you must login to the **Connect** portal.

A Pearson VUE employee or an authorized site user creates new site user accounts. When a user profile is created, a username is assigned, and the system generates a new user email that is sent to the user to facilitate activating the user account.

**Create New Test Center User**



**New User First Time Login to Connect Portal**



## Configure site

New user flow

**Login to Connect**

Set security questions

Create Connect password

Connect User Management

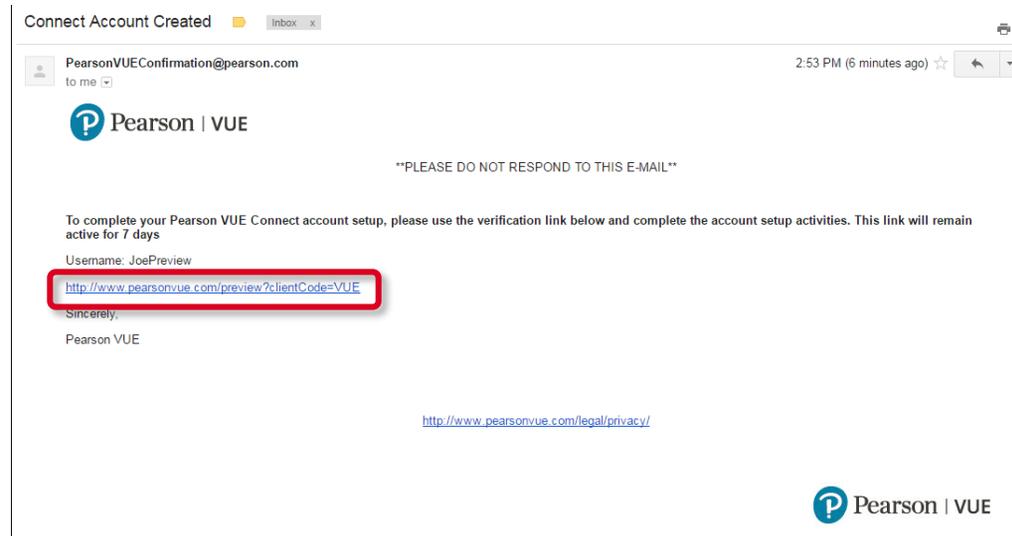
Site Manager configuration

Create Proctor users

# Login to Connect portal for the first time



1. Locate your account created **email** and **click the link** to complete the account creation.



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## Note

The only way to access the first-time user Security Questions configuration screen is by selecting the link in the email. The email link is only **valid for 7 days**. If you cannot find the system generated email or try and access Connect eight or more days after the email was generated, you have several options.

- Use the **Forgot my password** link on the login page, enter your **Username** and **Site ID** and select **Answer your security questions**. Enter the answers and select **Reset password**. Enter a **new password** and select **Submit**.
- Contact your Test Administrator or VSS to reset your account which triggers a new email to reset your password and security questions.

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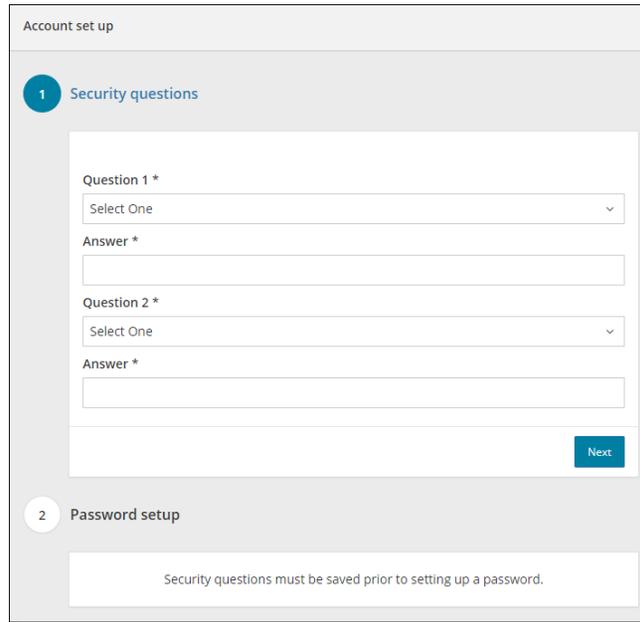
Site Manager configuration

Create Proctor users

## Set security questions



1. Select a question from the **Question 1** drop-down list.



Account set up

1 Security questions

Question 1 \*  
Select One

Answer \*

Question 2 \*  
Select One

Answer \*

Next

2 Password setup

Security questions must be saved prior to setting up a password.

2. Type the answer to the security questions in the first **Answer** field.



### Note

The security questions are used to unlock your account if you cannot remember your password. The answers are not case sensitive. There are no limits to the answers you must provide, but you should keep your answers simple because you must remember what you typed to unlock your account if you cannot remember your password.

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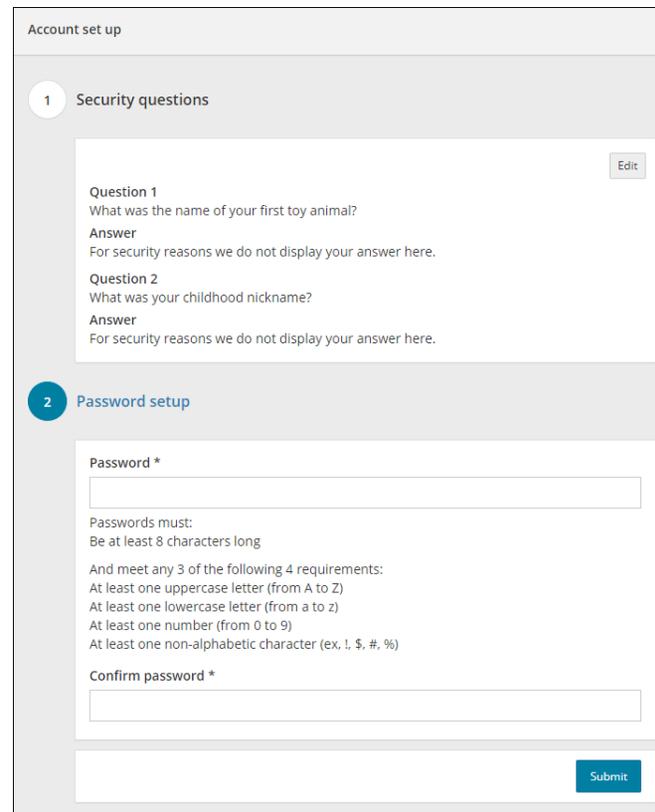
Create Proctor users

3. Select a question from the **Question 2** drop-down list.
4. Type the answer to the security question in the second **Answer** field.
5. Select **Next**.

## Create Connect password



1. You must create a strong password. Enter your **Password** and **Confirm your Password**.



The screenshot shows a two-step 'Account set up' process. Step 1, 'Security questions', contains two questions: 'What was the name of your first toy animal?' and 'What was your childhood nickname?'. Each question has an 'Answer' field and a note: 'For security reasons we do not display your answer here.' There is an 'Edit' button for each question. Step 2, 'Password setup', features a 'Password \*' field, a 'Confirm password \*' field, and a 'Submit' button. Below the password fields, requirements are listed: 'Passwords must: Be at least 8 characters long' and 'And meet any 3 of the following 4 requirements: At least one uppercase letter (from A to Z), At least one lowercase letter (from a to z), At least one number (from 0 to 9), At least one non-alphabetic character (ex. !, \$, #, %)'.

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### Note

**Strong Passwords** are required. The password is used to login to Connect and Exam Launchpad. A password must adhere to the following rules:

- **Minimum 8 characters**
- Must contain **three** of the following:
  - **Uppercase** English letters (A, B, C, ... Z)
  - **Lowercase** English letters (a, b, c, ... z)
  - Westernized Arabic **numerals** (0, 1, 2, ...9)
  - **Special Characters** (&, \*, %, etc.)
- **Cannot contain your username**
- Must be **updated every 60 days**
- **Cannot be repeated within a 366-day period**

e.g., PCuser\_1, Run&Jump, U8Lunch

2. Select **Submit**. The **Connect Login** page is displayed and notifies you that your account has been successfully set up.

## Configure site

New user flow

Login to Connect

Set security questions

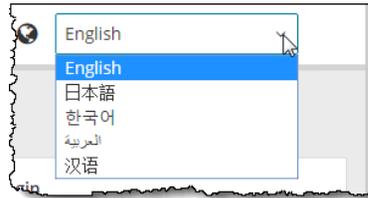
**Create Connect password**

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3. Select **I understand** to consent to the use of the tracking cookies.
4. Select the desired language for the user interface from the **Language** drop-down list.



5. Enter your **Username, Password, Site ID**, and select **Login**.
6. If the **Two-step verification** page appears, a new verification code is issued and emailed to the email address on file for your user profile.

Pearson | VUE English

We've emailed you a verification code to v\*\*\*\*\*r@p\*\*\*\*\*n.com. Please check your email and enter the verification code below to secure your account. If you do not receive your email, please request another code.

Two-step verification

Verification code \*

Cancel Request another code Verify

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### Caution

To login to the Connect portal, you must provide your **Username, Password,** and **SiteID**, as well as a system generated **Verification code**. The new verification code is only **valid for 24 hours**. If you do not use the new verification code to login to Connect within 24 hours, the code expires, and you must request a new code.

*Every user must have a verification code for **each browser on each workstation** where the Connect portal is launched.*

7. Locate the **Verification Code email** associated with the user and **copy** the **Verification Code**.



8. Go back to the **Two-step verification** page and **paste** the **Verification code** in the field. Select **Verify**.

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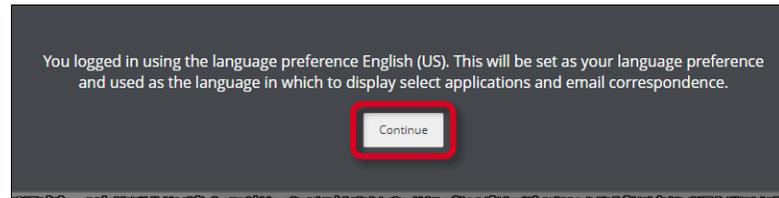
**Create Connect password**

Connect User Management

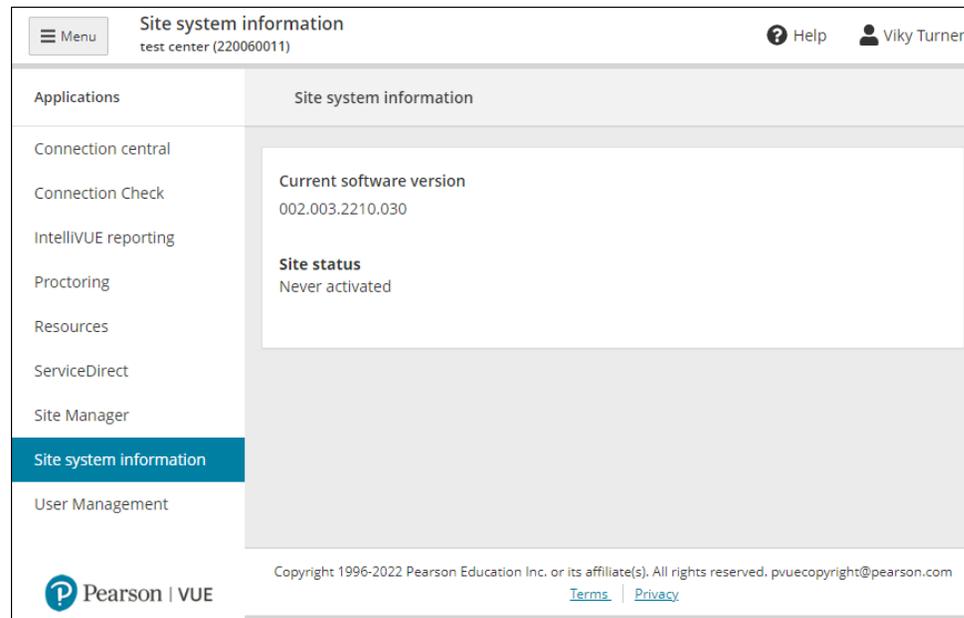
Site Manager configuration

Create Proctor users

9. Select **Continue** to verify you are setting the language preference for the Connect portal user interface.



The Connect portal landing page is displayed. The Site system information page notifies you your site has never been activated. See [Activate your site](#) for details on activating your site.



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### Note

If you forget your password or if you incorrectly type your password, you have a maximum of **5 login attempts** before the system locks you out. On the sixth incorrect attempt, a message states that you have exceeded the maximum number of login attempts.

You must reset your password. Use the password reset option on the login page to reset your password. If you have any trouble resetting your password, contact your Connect portal System Administrator for assistance.

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## Configure site

New user flow

Login to Connect

**Connect User Management**

Update user account

Update password & security questions

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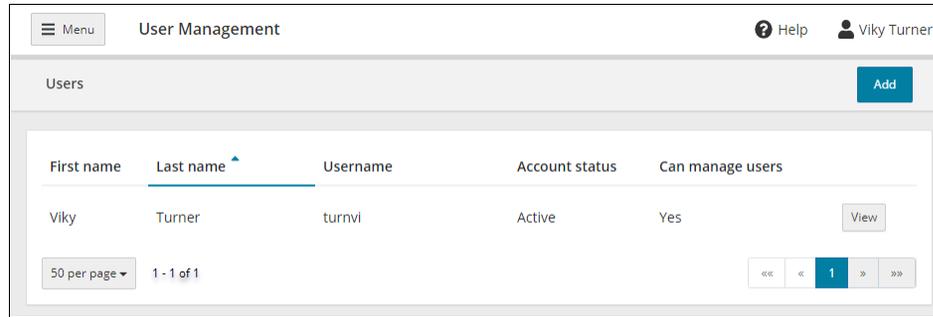
Create Proctor users

# Connect User Management



Site administrators use the **Connect User Management** application to manage the site's users that need access to the various Client proctored – appointment required applications. This is where you will set up accounts for staff members who will use Proctoring and specify which applications they can use.

1. Select the **User Management** menu in the left navigation pane.
2. The **Users** page opens and displays the list of users currently configured for your site.



The screenshot shows the 'User Management' application interface. At the top, there is a 'Menu' button, the title 'User Management', a 'Help' icon, and the user name 'Viky Turner'. Below this is a 'Users' section with an 'Add' button. The main content is a table with the following columns: 'First name', 'Last name', 'Username', 'Account status', and 'Can manage users'. There is a 'View' button next to the first row. At the bottom, there is a pagination control showing '50 per page' and '1 - 1 of 1'.

| First name | Last name | Username | Account status | Can manage users |
|------------|-----------|----------|----------------|------------------|
| Viky       | Turner    | turnvi   | Active         | Yes              |

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## Configure site

New user flow

Login to Connect

Connect User Management

**Update user account**

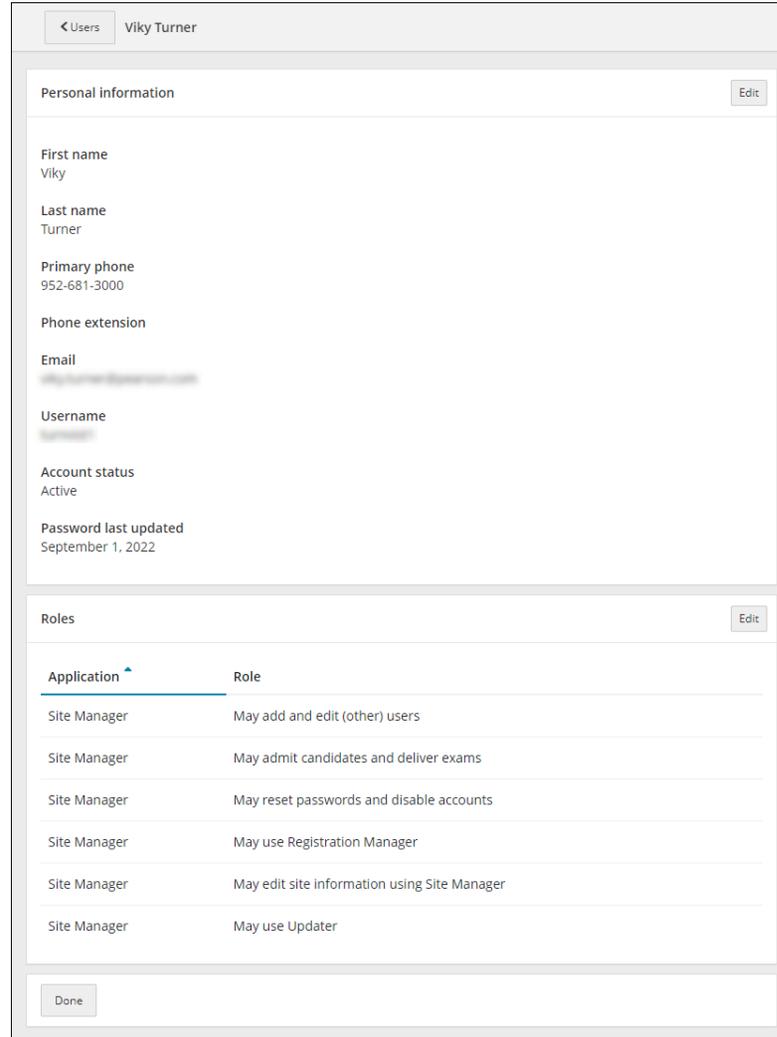
Update password & security questions

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## Update your user account

1. Select the **View** button for your user account. The user account page is displayed.



The screenshot shows a user account page for 'Viky Turner'. The page is divided into two main sections: 'Personal information' and 'Roles'. The 'Personal information' section includes fields for First name (Viky), Last name (Turner), Primary phone (952-681-3000), Phone extension, Email, Username, Account status (Active), and Password last updated (September 1, 2022). The 'Roles' section is a table with columns for Application and Role. The table lists six roles for the Site Manager application, each with a specific permission description. A 'Done' button is located at the bottom of the page.

| Application  | Role   |
|--------------|--|
| Site Manager | May add and edit (other) users               |
| Site Manager | May admit candidates and deliver exams       |
| Site Manager | May reset passwords and disable accounts     |
| Site Manager | May use Registration Manager                 |
| Site Manager | May edit site information using Site Manager |
| Site Manager | May use Updater                              |

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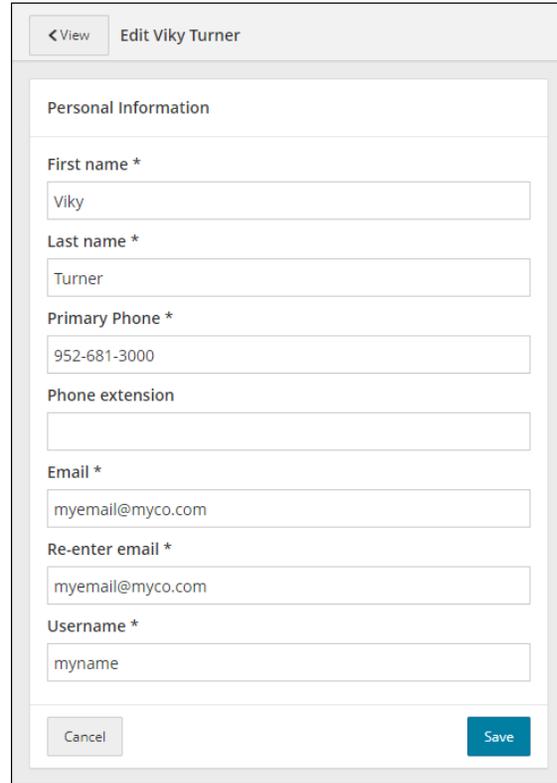
**Update user account**

Update password & security questions

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2. Select the **Edit** button in the **Personal Information** panel. The **Edit Personal Information** page opens.



The screenshot shows a web form titled "Edit Viky Turner" with a "< View" button. The form is titled "Personal Information" and contains the following fields:

- First name \***: Input field containing "Viky".
- Last name \***: Input field containing "Turner".
- Primary Phone \***: Input field containing "952-681-3000".
- Phone extension**: Empty input field.
- Email \***: Input field containing "myemail@myco.com".
- Re-enter email \***: Input field containing "myemail@myco.com".
- Username \***: Input field containing "myname".

At the bottom of the form are "Cancel" and "Save" buttons.

3. Modify any of your personal information.
  - a. **First name**—user’s first name. Required field.
  - b. **Last name**—user’s last name. Required field.
  - c. **Primary Phone**—user’s primary phone number. Required field.
  - d. **Phone extension**—user’s phone extension. Optional field.

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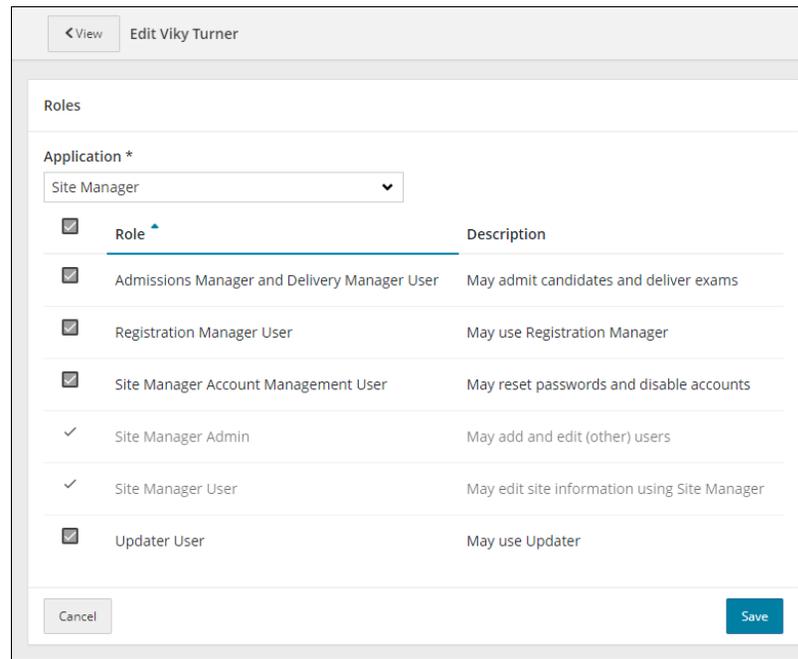
### Update user account

Update password & security questions

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Create Proctor users

- e. **Email**—user’s email address. Required field. The email address must be in a valid email address format. The system does not verify if the email address is valid, it only verifies if the email address format is valid.
  - f. **Re-enter email**—re-enter user’s email address. Required field. The email addresses must match. This field is only displayed if the email field is modified.
  - g. **Username**—each user must have a unique username. The username cannot match any other user at your site. The username must be a minimum of 2 characters. The system warns you if the username is over the maximum number of characters. Required Field.
4. Select **Save**.
  5. Select the **Edit** button in the **Roles** panel. The **Edit Roles** page opens.



Roles

Application \*  
Site Manager

| <input checked="" type="checkbox"/> | Role   | Description                                  |
|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> | Admissions Manager and Delivery Manager User | May admit candidates and deliver exams       |
| <input checked="" type="checkbox"/> | Registration Manager User                    | May use Registration Manager                 |
| <input checked="" type="checkbox"/> | Site Manager Account Management User         | May reset passwords and disable accounts     |
| <input type="checkbox"/>            | Site Manager Admin                           | May add and edit (other) users               |
| <input type="checkbox"/>            | Site Manager User                            | May edit site information using Site Manager |
| <input checked="" type="checkbox"/> | Updater User                                 | May use Updater                              |

Cancel Save

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## Note

**Up to two users** per site may be assigned the **May add and edit (other) users** role.

Pearson VUE recommends that 2 users per site be assigned the **May reset passwords and lock/unlock user accounts**. That way if a user locks their account there are at least two people who can unlock and/or reset the account for the user locked out of their account.

6. Select the following roles for the Test Center Administrator role.

- **May edit site information using Site Manager**  
(Site admin cannot remove this role from their profile)
- **May add and edit (other) users**  
(Site admin cannot remove this role from their profile)
- **May reset passwords and disable accounts**
- **May admit candidates and deliver exams**

See the **Connect User Management** online help for a description of all the roles that may be assigned to a user.

7. Select **Save**. A message notifies you that the user account has been successfully updated.
8. Select the **Users** button at the top of the page, or the **Done** button at the bottom of the page to return to the Users list.

## Configure site

New user flow

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Update user account

**Update password & security questions**

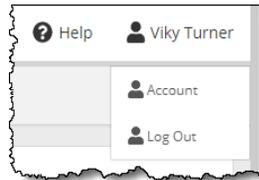
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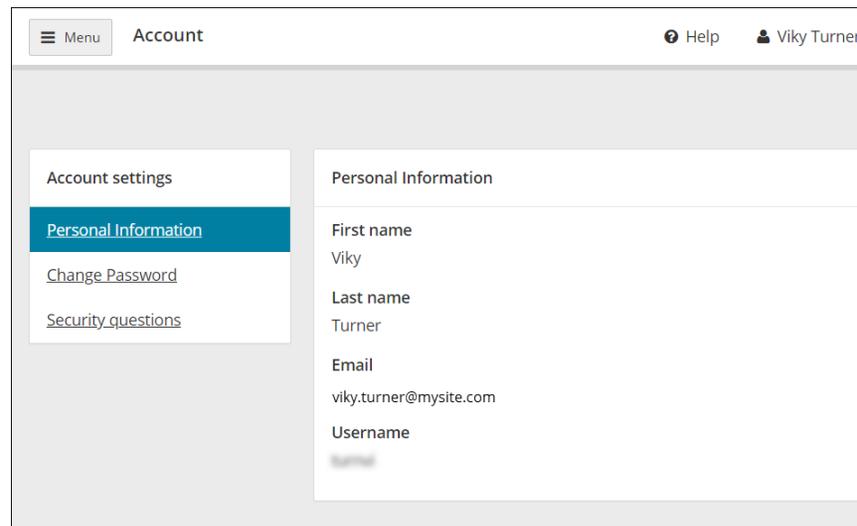
## Update your password and security questions

If you want to change your Connect user password or security questions, you can do this through the Connect Account settings.

1. Select your **User Account name** in the upper right-hand corner of Connect and select the **Account** menu.



The **Account Personal Information** page opens.



2. See the [Change User Password](#) and [Change User Security Questions](#) help topics in the **Connect portal help** for details.

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Set up workstations

Set up assets

Enter directions

Create other accounts and select contacts

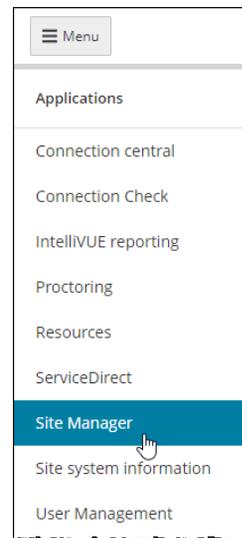
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# Site Manager configuration

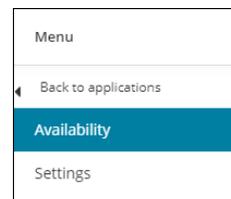


The Site Manager application is used to set up some basic information about the site and its workstations, so you are prepared to deliver exams for a testing event. All these things must be done before you can deliver any candidate exams.

1. Select **Site Manager** on the left navigation menu. If the navigation pane is not displayed, select the **Show/Hide navigation Menu** button.



2. The two Site Manager category menus are displayed: **Availability** and **Settings**.



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Set up workstations

Set up assets

Enter directions

Create other accounts and  
select contacts

Create Proctor users

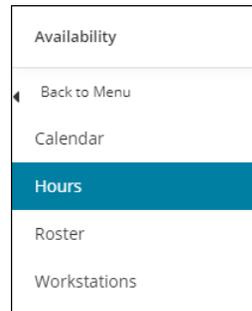
## Set up open and closed rules



Open and closed site availability rules define the hours of operation for your site. Open rules define specific days and hours that your site is available to deliver exams. Closed rules define specific days and hours that your site is specifically closed (such as on holidays or for an emergency). Candidates are prevented from registering for exams during closed hours.

The testing system evaluates the rules you create when candidates register for an exam appointment. Closed rules override all open rules for the period selected in the closed rule. The closed rule prevents candidates from registering for exam appointments during the dates and times when a site is scheduled to be closed.

1. Select the **Availability** category and then select the **Hours** menu in the left navigation.



## Configure site

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**Set up workstations**

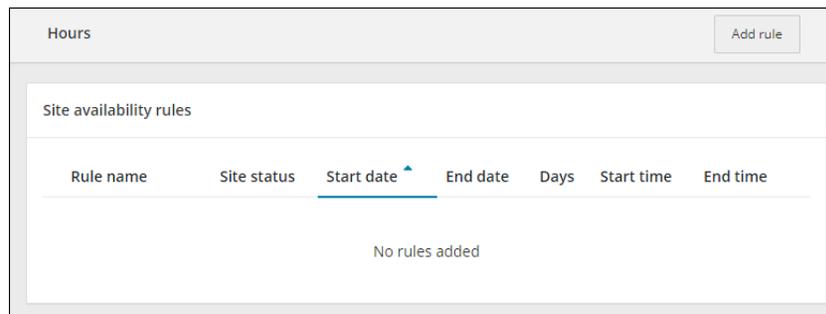
Set up assets

Enter directions

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- The **Hours** page opens and displays the list of open and closed rules configured for your site.



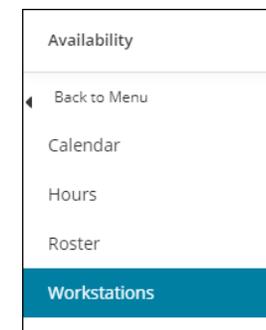
- Add both open and closed site availability rules for your site. See the [Add Open and Closed Site Availability Rules](#) topic in the **Site Manager** online help for details.

## Set up exam delivery workstations



Workstations are the physical computers needed to deliver an exam to a candidate. Each exam delivery workstation in your center must be entered in the testing system, so that the system knows how many workstations are available for candidates at any given time.

- Select the **Availability** category and then select the **Workstations** menu in the left navigation.



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**Set up workstations**

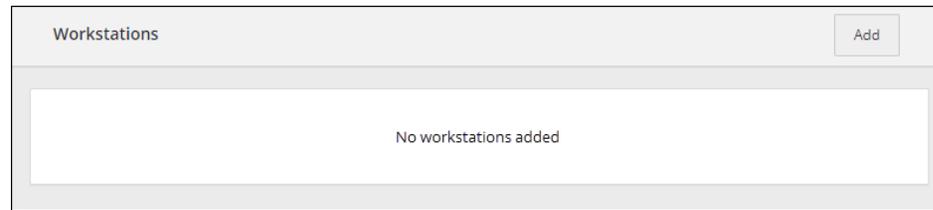
Set up assets

Enter directions

Create other accounts and  
select contacts

Create Proctor users

The **Workstations** page opens.



### Note

You must create a Workstation entry for every single exam delivery workstation in your site. **If you have a travelling Client proctored – appointment required site, you must adjust this number for each event to match the number of candidates that will be taking exams**

2. Add workstations for your site. See the [Add and Edit Workstations](#) topic in the **Site Manager** online help for details.
3. Add workstation unavailability rules if a workstation will be unavailable for exam delivery. See the [Work with Workstation Unavailability Rules](#) topic in the **Site Manager** online help for details.

---

## Configure site

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**Set up assets**

**Enter directions**

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Create Proctor users

## Set up assets



Assets are resources needed to deliver an exam to a candidate. Assets include the applications used at part of the testing process and supporting materials, such as exhibits. The assets you add to your site are tracked by the Pearson VUE Testing System, and they are used to determine whether an exam can be scheduled at your site. See the [Assets](#) topic in the **Site Manager** online help.

## Enter directions



The testing system must contain clear and accurate directions to your site. These directions are used by candidates scheduling exams at your center through the Pearson VUE Candidate website or a Pearson VUE Call Center. For help in entering directions in Site Manager, see the [Location](#) topic in the **Site Manager** online help.

---

## Configure site

New user flow

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**Create other accounts and  
select contacts**

Create Proctor users

## Create user accounts and select contacts



Pearson VUE must have the names of all staff members at your site who are responsible for various roles. The **Settings** category **Contacts** page in Site Manager allows you to quickly select the staff members that fulfill these roles. Before you can select people's names on the Contacts page, you must create user accounts for each of them.

- To set up user accounts for other staff members and assign them the necessary roles, refer to the [Add Users](#) topic in the **Connect User Management** online help.
- To add titles for the contact people at your site, refer to the [Contacts](#) topic in the **Site Manager** online help.



### Note

You must add a "Chief Administrator", "Billing" and "On-site Technical" title to a contact before you can activate the site.

## Configure site

New user flow

Login to Connect

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Site Manager configuration

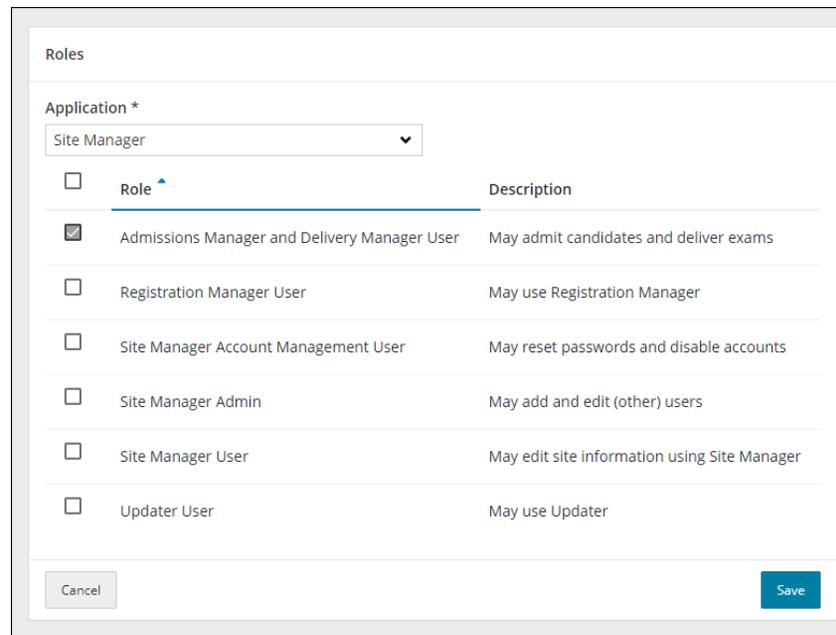
**Create proctor users**

# Create Proctor users



Any user that will proctor exams must have a user account with the **May admit candidates and deliver exams** role. No other roles are required for proctors.

1. Create a new user following the instructions in the [Add Users](#) topic in the **Connect User Management** online help.
2. Assign the proctor user the **May admit candidates and deliver exams** role.



The screenshot shows a 'Roles' configuration window. At the top, there is a dropdown menu for 'Application \*' set to 'Site Manager'. Below this is a table with columns for 'Role' and 'Description'. The 'Admissions Manager and Delivery Manager User' role is selected with a checked checkbox. Other roles listed include 'Registration Manager User', 'Site Manager Account Management User', 'Site Manager Admin', 'Site Manager User', and 'Updater User'. At the bottom of the window are 'Cancel' and 'Save' buttons.

| Role   | Description                                  |
|--|--|
| <input checked="" type="checkbox"/> Admissions Manager and Delivery Manager User | May admit candidates and deliver exams       |
| <input type="checkbox"/> Registration Manager User                               | May use Registration Manager                 |
| <input type="checkbox"/> Site Manager Account Management User                    | May reset passwords and disable accounts     |
| <input type="checkbox"/> Site Manager Admin                                      | May add and edit (other) users               |
| <input type="checkbox"/> Site Manager User                                       | May edit site information using Site Manager |
| <input type="checkbox"/> Updater User  | May use Updater                              |

Site activation

Site activation checklist

Activate your site

## Site activation

After configuring your site, you must activate the site so you can deliver candidate exams. We recommend you also test your site following the instructions in the [Appendix: Test the System](#) section of this document.

## Site activation checklist

This is a list of the items required to activate the exams for your testing site.

### Site Manager Setup

- An open rule for the site's standard open hours is set up in the [Availability](#) category on the [Hours](#) page.
- [Exam delivery workstations](#) have been set up – one for each workstation where the exam will be delivered.

### Personnel

- All Personnel who will be operating the Client proctored test center for Pearson VUE have been added in Connect User Management.
- The **Chief Administrator**, **Billing**, **Contract**, and **On Site Technical Support contacts** have been added to the list in the [Settings](#) category on the [Contacts](#) page in Site Manager. See the [Contacts](#) topic in the Site Manager online help.

 **Note**

Use the links in this sidebar and at the bottom of the page to navigate through the document.

 **Note**

---

## Site Activation

### Site activation checklist

Activate your site

#### Set Administrator Roles

- The chief administrator and one other user must have the **May add and edit (other) users** role. Additional Administrators may be added and assigned the **May reset passwords and disable accounts** role.

#### Run System Check

- Run system check on the **Administration workstation** at the exam delivery location to verify the internet connection is robust enough to handle the number of candidates testing that day.
- Ensure candidates have run the system check on their workstation prior to arriving at the exam event.

#### ServiceDirect

- Create a Case in ServiceDirect using instructions from chapter 7 in the [Client Test Center Policies & Procedures Guide](#).

---

## Site Activation

Site activation checklist

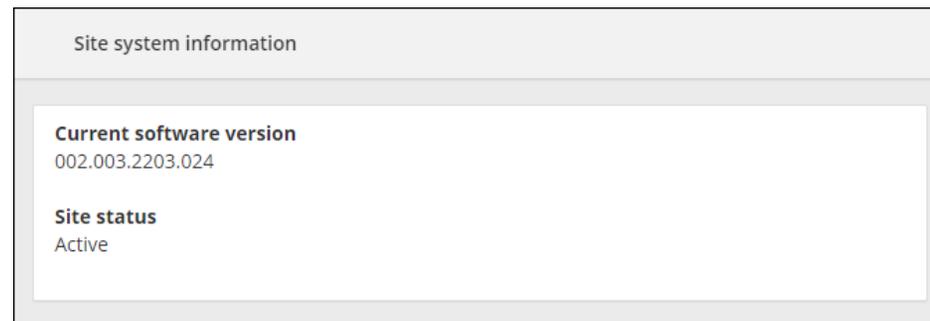
**Activate your site**

# Activate your site

- Complete the items in the [Site Activation Checklist](#).
- **Site Manager Setup**—Instructions for these items are provided in the [Site Manager configuration](#) section of this document.
- **MinSpec-ZFP-TDFT** exam has been taken to test the admissions process. (Recommended, but not required.) See the [Test the system](#) section of this document.
- **Create a ServiceDirect case to activate your site**

After you have completed these items, please allow 1 business day for VUE Support Services to activate and authorize your test center to deliver Pearson VUE exams.

Once your site is activated, the Site system information page in the Connect portal now lists your Site status as **Active**, and the current VUE Testing System software version installed on the Hub is displayed.



## Before an event

Run test simulation

Create a proctoring event

# Before an event

Several actions must be completed by the proctor prior to the event day.

This section of the document walks you through:

- Running a Test Simulation to verify that the site can connect to the Internet and successfully deliver exams using the Pearson ITS test driver
- Create a proctoring event to admit candidates for their exams on testing day



## Note

Use the links in this sidebar and at the bottom of the page to navigate through the document.

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**Before an event****Run test simulation**

Create a proctoring event

## Run test simulation

Prior to running any IBT exam on an exam delivery workstation, you must verify that the site can connect to the Internet and successfully deliver exams using the Pearson ITS test driver. ITS has provided a suite of tools with the **Site Readiness Portal** to assist proctors in troubleshooting site readiness. Proctors should run a **Test Simulation** before launching any exams to ensure the workstation can deliver the exam. If candidates will take the exam on client supplied computers, proctors run a [System Check](#) on each exam delivery workstation. Otherwise, candidates must run a System Check on their own device.



### Note

Prior to a testing event, proctors should launch the **Test Simulation** on multiple devices at the same time to simulate the network traffic of several test takers at your site. **You must start the simulation on the Administration workstation.**

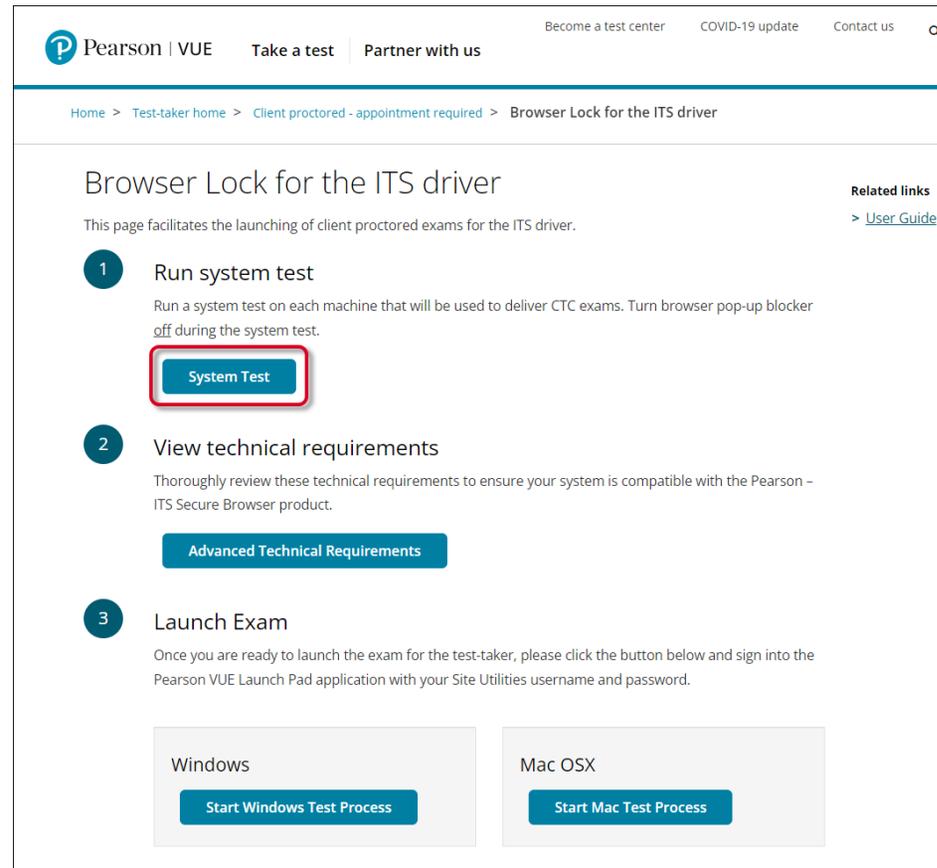
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## Before an event

### Run test simulation

Create a proctoring event

1. On the **Administration** workstation, launch an **Internet browser** and navigate to the **Client proctored – ITS Secure Browser** landing page on the Pearson VUE website. <https://home.pearsonvue.com/cp/its-pvbl>



2. Select the **System Test** button.

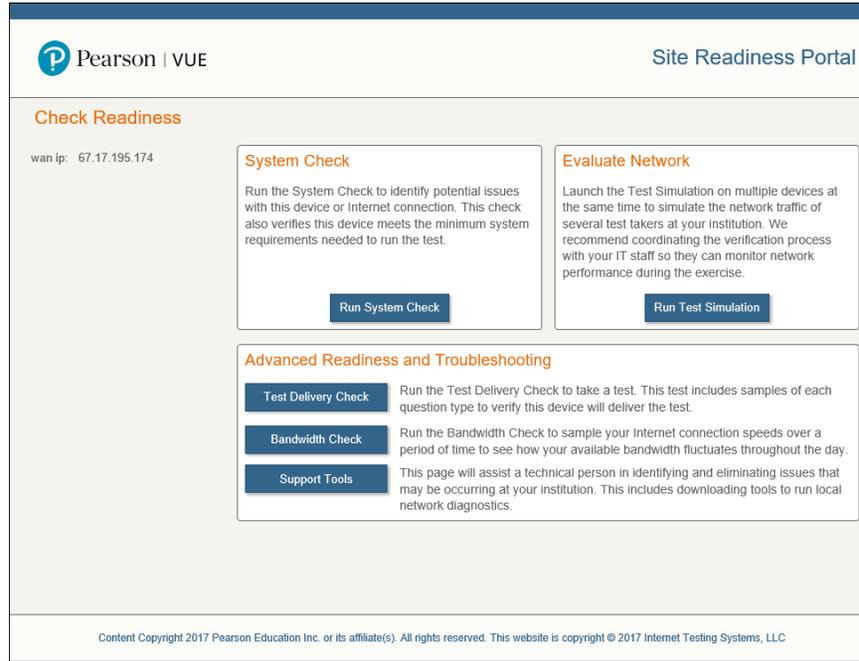
---

## Before an event

### Run test simulation

Create a proctoring event

3. The [Site Readiness Portal](#) launches in a new browser tab. Select the **Run Test Simulation** button on the proctor workstation.



The screenshot shows the 'Site Readiness Portal' interface. At the top left is the Pearson | VUE logo, and at the top right is the title 'Site Readiness Portal'. Below the header is a 'Check Readiness' section with a 'wan ip: 67.17.195.174' indicator. There are three main content areas: 1. 'System Check' with a description and a 'Run System Check' button. 2. 'Evaluate Network' with a description and a 'Run Test Simulation' button. 3. 'Advanced Readiness and Troubleshooting' which contains three sub-sections: 'Test Delivery Check', 'Bandwidth Check', and 'Support Tools', each with a button and a brief description. At the bottom of the page is a copyright notice: 'Content Copyright 2017 Pearson Education Inc. or its affiliate(s). All rights reserved. This website is copyright © 2017 Internet Testing Systems, LLC'.

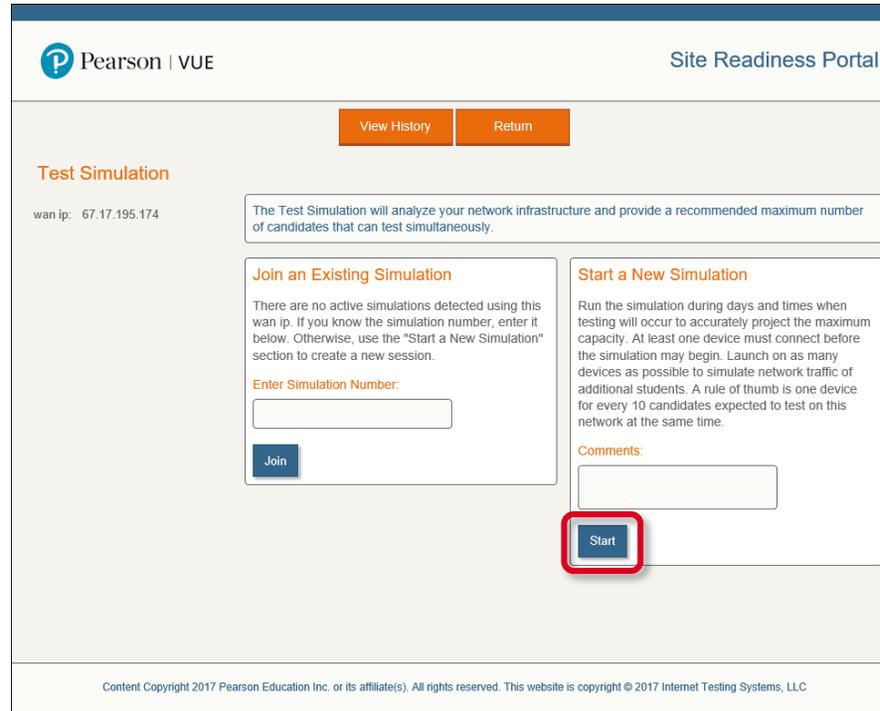
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## Before an event

### Run test simulation

Create a proctoring event

4. Select **Start** in the Start a New Simulation box on the right-hand side of the page.



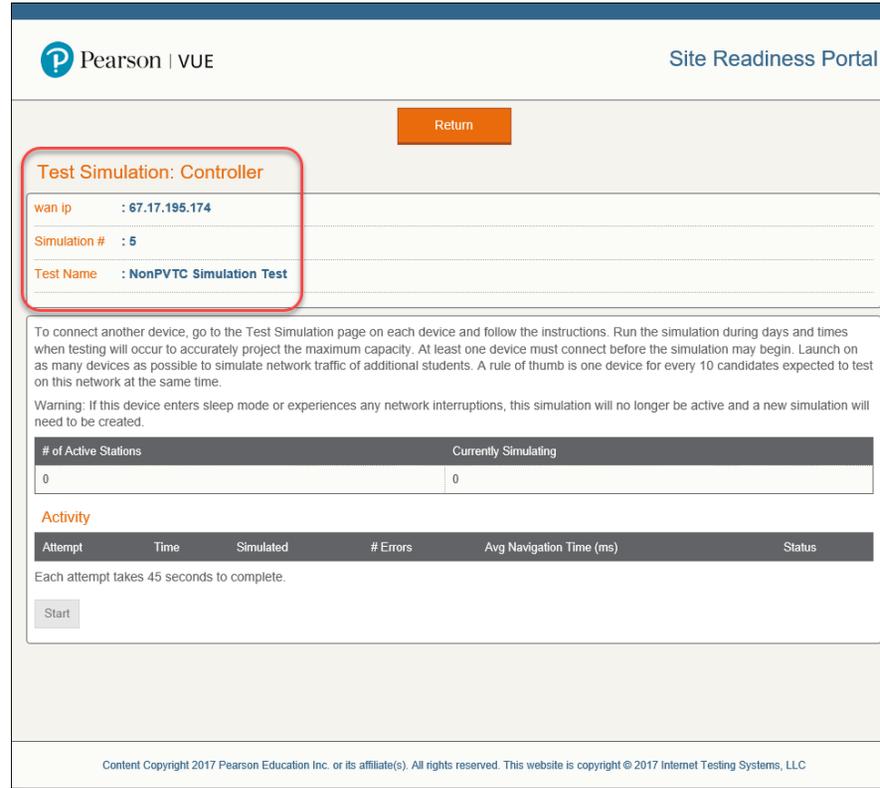
The screenshot shows the 'Site Readiness Portal' interface. At the top, there is a navigation bar with the Pearson VUE logo and the text 'Site Readiness Portal'. Below this, there are two orange buttons: 'View History' and 'Return'. The main content area is titled 'Test Simulation' and includes a 'wan ip: 67.17.195.174' label. A text box explains: 'The Test Simulation will analyze your network infrastructure and provide a recommended maximum number of candidates that can test simultaneously.' There are two main sections: 'Join an Existing Simulation' and 'Start a New Simulation'. The 'Join an Existing Simulation' section contains a text box with instructions, an 'Enter Simulation Number:' label, an input field, and a 'Join' button. The 'Start a New Simulation' section contains a text box with instructions, a 'Comments:' label, an input field, and a 'Start' button. The 'Start' button is highlighted with a red box. At the bottom of the page, there is a copyright notice: 'Content Copyright 2017 Pearson Education Inc. or its affiliate(s). All rights reserved. This website is copyright © 2017 Internet Testing Systems, LLC'.

## Before an event

### Run test simulation

Create a proctoring event

- Take note of the **Simulation #**. You must enter this simulation number on the exam delivery workstations.



The screenshot shows the 'Site Readiness Portal' interface. At the top, there is a 'Return' button. Below it, a red box highlights the 'Test Simulation: Controller' section, which contains the following information:

- wan ip : 67.17.195.174
- Simulation # : 5
- Test Name : NonPVTC Simulation Test

Below this section, there is a paragraph of instructions and a warning. A table shows the current status of the simulation:

| # of Active Stations | Currently Simulating |
|----------------------|----------------------|
| 0                    | 0                    |

Below the table, there is an 'Activity' section with a table header:

| Attempt | Time | Simulated | # Errors | Avg Navigation Time (ms) | Status |
|---------|------|-----------|----------|--------------------------|--------|
|---------|------|-----------|----------|--------------------------|--------|

Each attempt takes 45 seconds to complete. A 'Start' button is located below the activity table. At the bottom of the page, there is a copyright notice: 'Content Copyright 2017 Pearson Education Inc. or its affiliate(s). All rights reserved. This website is copyright © 2017 Internet Testing Systems, LLC'.

- Proceed to consecutive **exam delivery** workstations and launch the Site Readiness Portal at <http://readiness.vue.programworkshop.com/>.
- Select **Run Test Simulation**.

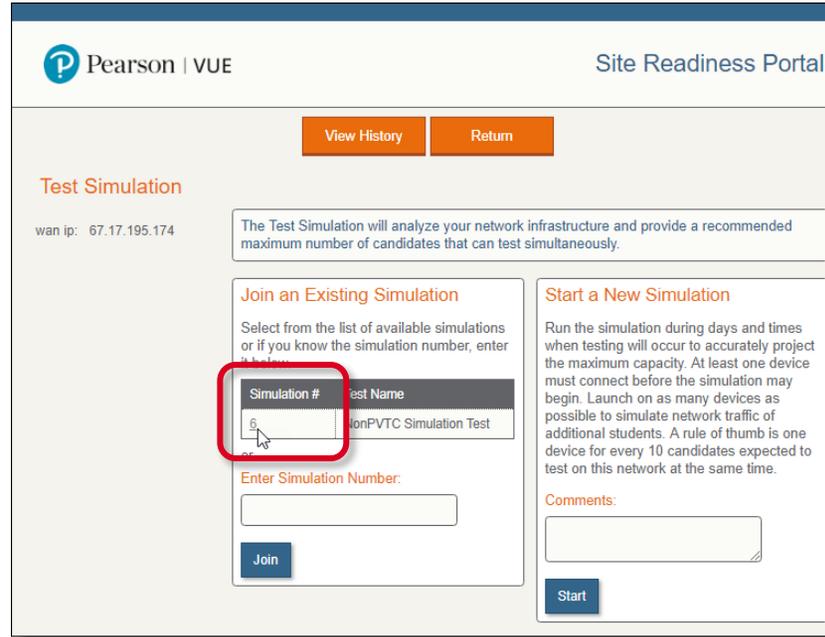
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## Before an event

### Run test simulation

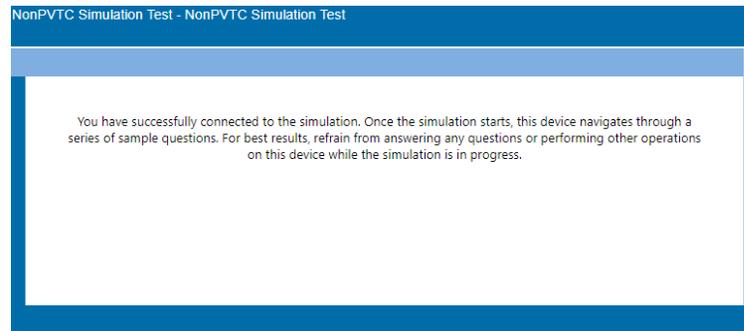
Create a proctoring event

8. Select the **Simulation Number** or enter the simulation number in the Join Existing Simulation text box.



The screenshot shows the 'Site Readiness Portal' interface. At the top, there are 'View History' and 'Return' buttons. Below them is the 'Test Simulation' section. A text box explains that the simulation will analyze network infrastructure. There are two main options: 'Join an Existing Simulation' and 'Start a New Simulation'. The 'Join an Existing Simulation' section includes a table with columns 'Simulation #' and 'Test Name'. The first row has '6' and 'NonPVTC Simulation Test'. Below the table is an 'Enter Simulation Number:' input field and a 'Join' button. The 'Start a New Simulation' section includes a 'Start' button and a 'Comments:' text area.

A simulated exam appears on the exam delivery workstation. Do not close this window.



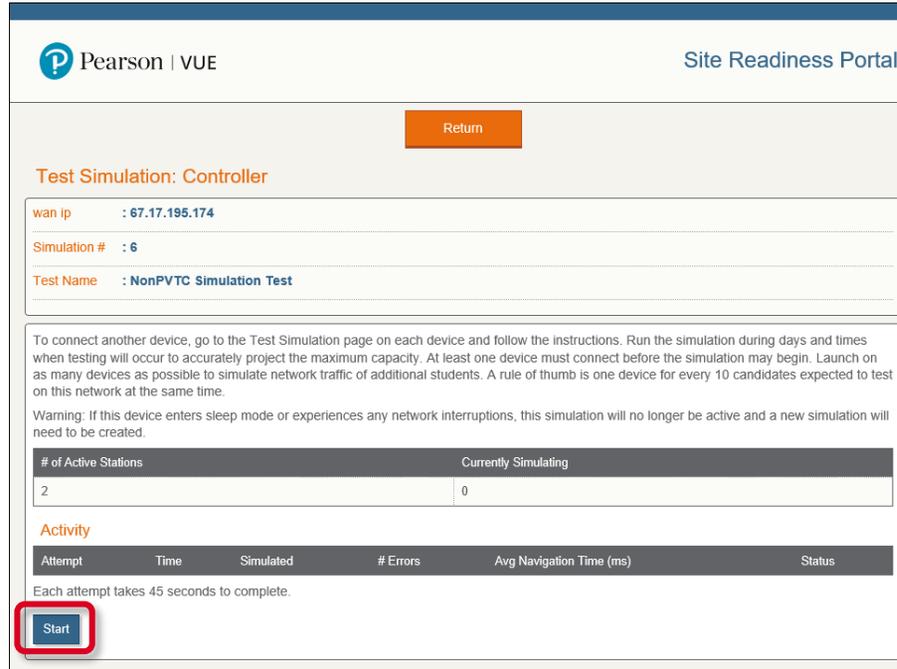
The screenshot shows a window titled 'NonPVTC Simulation Test - NonPVTC Simulation Test'. The window contains a message: 'You have successfully connected to the simulation. Once the simulation starts, this device navigates through a series of sample questions. For best results, refrain from answering any questions or performing other operations on this device while the simulation is in progress.'

9. Repeat steps 6, 7, and 8 on multiple exam delivery workstations.
10. Go back to the **Administration** workstation and select **Start**.

**Before an event**

**Run test simulation**

Create a proctoring event



Pearson | VUE Site Readiness Portal

[Return](#)

**Test Simulation: Controller**

wan ip : 67.17.195.174

Simulation # : 6

Test Name : NonPVTC Simulation Test

To connect another device, go to the Test Simulation page on each device and follow the instructions. Run the simulation during days and times when testing will occur to accurately project the maximum capacity. At least one device must connect before the simulation may begin. Launch on as many devices as possible to simulate network traffic of additional students. A rule of thumb is one device for every 10 candidates expected to test on this network at the same time.

Warning: If this device enters sleep mode or experiences any network interruptions, this simulation will no longer be active and a new simulation will need to be created.

| # of Active Stations | Currently Simulating |
|----------------------|----------------------|
| 2                    | 0                    |

**Activity**

| Attempt                                    | Time | Simulated | # Errors | Avg Navigation Time (ms) | Status |
|--|------|-----------|----------|--------------------------|--------|
| Each attempt takes 45 seconds to complete. |      |           |          |                          |        |

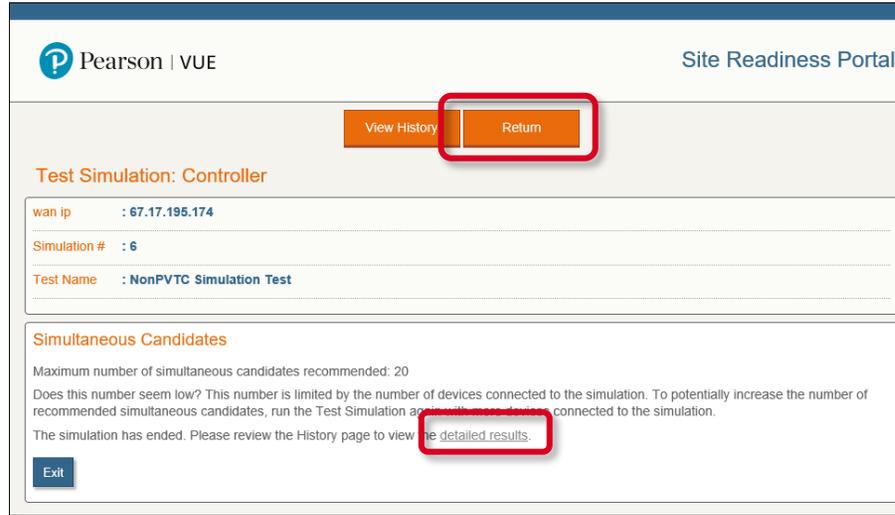
[Start](#)

## Before an event

### Run test simulation

Create a proctoring event

On each exam delivery workstation, simulated exams are run. The proctor workstation keeps a running list of how many simulations pass. Once the simulations are done running, you can view a detailed report by selecting on the **detailed results** link.



The screenshot shows the Pearson VUE Site Readiness Portal interface. At the top, there is a navigation bar with the Pearson VUE logo on the left and 'Site Readiness Portal' on the right. Below the navigation bar, there are two orange buttons: 'View History' and 'Return'. The 'Return' button is highlighted with a red box. Below the buttons, there is a section titled 'Test Simulation: Controller' with the following details: 'wan ip : 67.17.195.174', 'Simulation # : 6', and 'Test Name : NonPVTC Simulation Test'. Below this, there is a section titled 'Simultaneous Candidates' with the text: 'Maximum number of simultaneous candidates recommended: 20. Does this number seem low? This number is limited by the number of devices connected to the simulation. To potentially increase the number of recommended simultaneous candidates, run the Test Simulation again with more devices connected to the simulation. The simulation has ended. Please review the History page to view the detailed results.' The 'the detailed results' link is highlighted with a red box. At the bottom left of the main content area, there is a blue 'Exit' button.

11. Select **Return** on the Administration workstation. You are returned to the Check Readiness page.

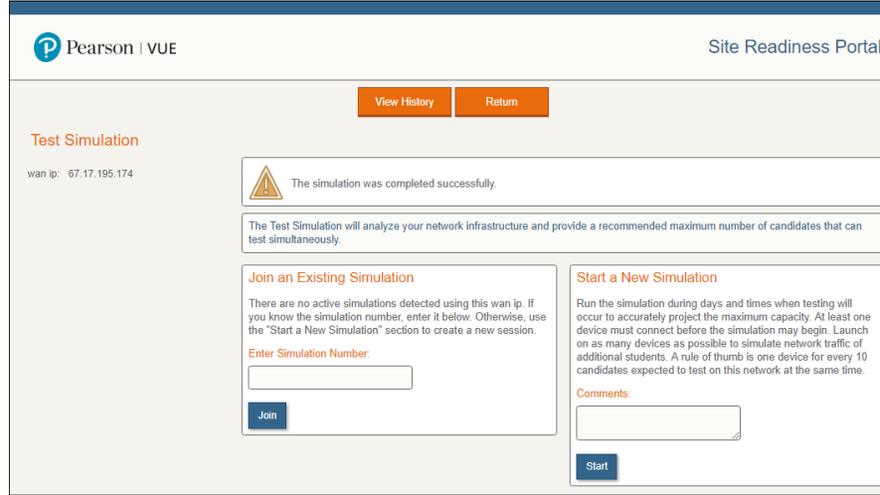
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## Before an event

### Run test simulation

Create a proctoring event

On each of the exam delivery workstations, proctors are notified that the simulation was completed successfully.



The screenshot shows the 'Site Readiness Portal' interface. At the top, there is a navigation bar with the Pearson VUE logo on the left and 'Site Readiness Portal' on the right. Below the navigation bar, there are two orange buttons: 'View History' and 'Return'. The main content area is titled 'Test Simulation' and shows a 'wan ip: 67.17.195.174'. A yellow warning icon with a checkmark indicates 'The simulation was completed successfully.' Below this, a text box explains: 'The Test Simulation will analyze your network infrastructure and provide a recommended maximum number of candidates that can test simultaneously.' There are two main sections: 'Join an Existing Simulation' and 'Start a New Simulation'. The 'Join an Existing Simulation' section contains the text: 'There are no active simulations detected using this wan ip. If you know the simulation number, enter it below. Otherwise, use the "Start a New Simulation" section to create a new session.' It has a text input field labeled 'Enter Simulation Number:' and a 'Join' button. The 'Start a New Simulation' section contains the text: 'Run the simulation during days and times when testing will occur to accurately project the maximum capacity. At least one device must connect before the simulation may begin. Launch on as many devices as possible to simulate network traffic of additional students. A rule of thumb is one device for every 10 candidates expected to test on this network at the same time.' It has a 'Comments:' text input field and a 'Start' button.

12. **Close** the web browser on each of the exam delivery workstations.

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## Before an event

Run test simulation

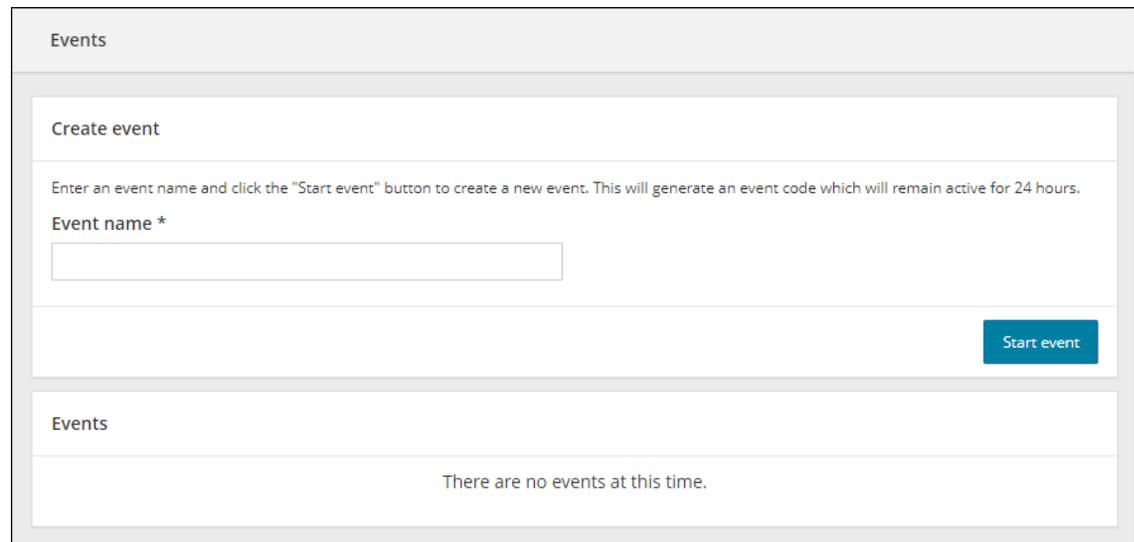
**Create proctoring event**

# Create a proctoring event

 Prior to a testing event proctors must create an event in the Proctoring application in the Connect portal. Events are used to admit candidates for their exams on testing day. The Proctoring application allows proctors to create the event, view the event, view the candidate and exam details, admit candidates for the event, and unlock exams for the candidate to begin testing. Events may be reused for multiple testing days.

1. Select the **Proctoring** menu in the left navigation pane.
2. The **Events** dashboard opens.

If this is the first time a user at the site has worked with the Proctoring application, no events are listed on the Events dashboard.



---

## Before an event

Run test simulation

**Create proctoring event**

Once any proctor at the site creates an event, the events are listed by Event creation date. The events are listed in the most recently created order to the oldest event created order. Users will see all events that have been created for the site by any proctor.

### Events

#### Create event

Enter an event name and click the "Start event" button to create a new event. This will generate an event code which will remain active for 24 hours.

Event name \*

### Events

| Event name       | Event date               |                                     |
|------------------|--------------------------|-------------------------------------|
| Tahoe Training   | August 18, 2016 12:06 PM | <input type="button" value="View"/> |
| Vegas Conference | August 18, 2016 12:02 PM | <input type="button" value="View"/> |
| My Test Event    | August 18, 2016 10:57 AM | <input type="button" value="View"/> |

50 per page ▲ 1 - 3 of 3

First < 1 > Last

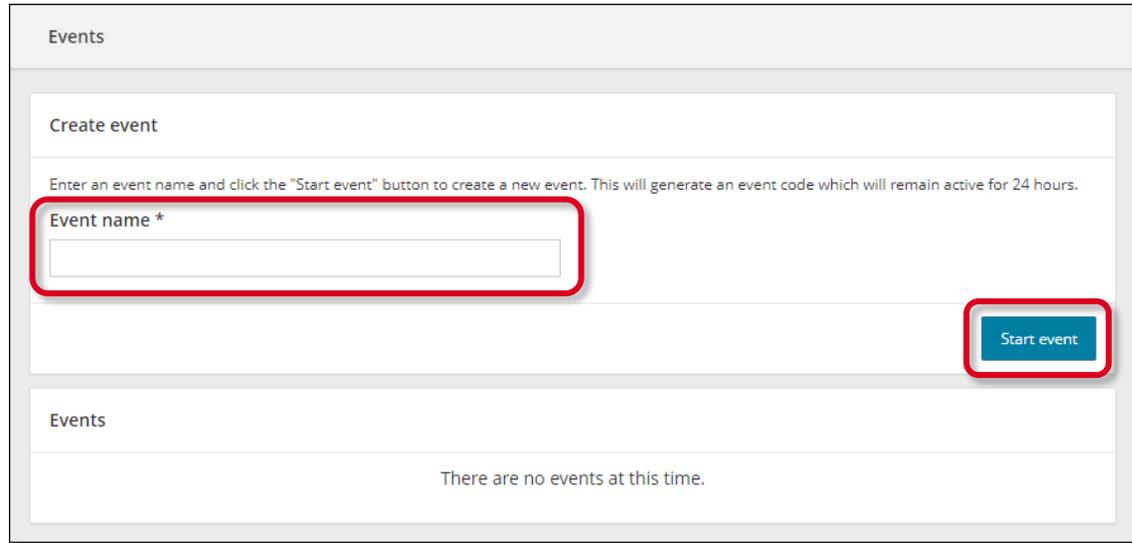
---

## Before an event

Run test simulation

**Create proctoring event**

3. On the Events dashboard, enter an **Event name** in the **Create event** section.



The screenshot shows the 'Events' dashboard. At the top, there is a 'Create event' section with a text input field labeled 'Event name \*' and a blue 'Start event' button. Below this is a table with the heading 'Events' and the message 'There are no events at this time.' The input field and the button are highlighted with red boxes.



### Note

- Event names can be a max of 50 characters. If you exceed this limit a warning message reminds you the entry must be 50 characters or less.
- Event names can be duplicated because each event is given an event creation date and time stamp that makes it unique.
- If you have many proctors for your site, you may recommend that proctors include their name as part of the event name. Proctors can see the list of all events for the site, but the events do not indicate which proctor created the event. Adding the proctor's name will make it easier for the proctors to easily see which proctors created the event.

---

## Before an event

Run test simulation

**Create proctoring event**

4. Select the **Start event** button.



### Note

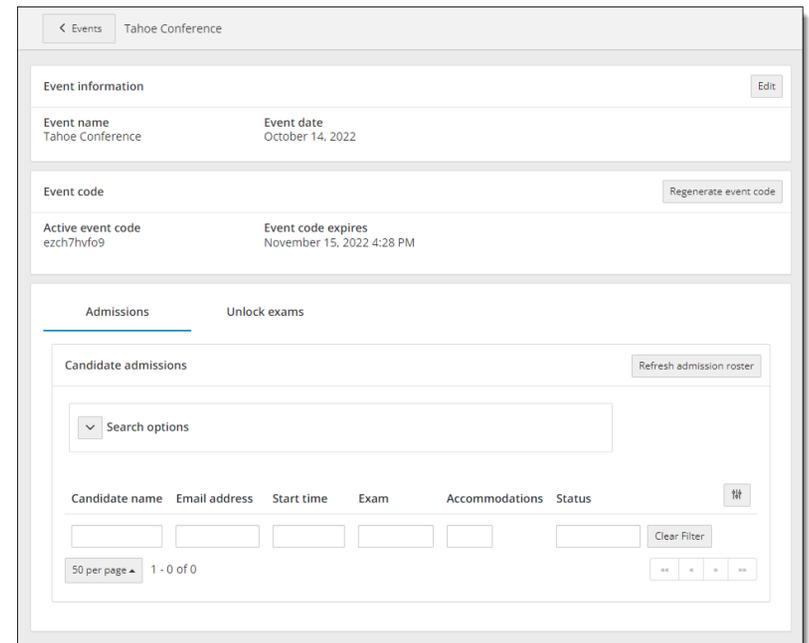
Make sure you want to create the event before you select **Start event**.

There is **no way to delete an event** once it has been created.

You may edit the event name once it has been created. The date and time stamp are never altered.

The event details page is displayed.

- The event is assigned an **event creation date and time**.
- The event is assigned an **event code** that is active for 24-hours.
- Under the Admissions tab, the **candidate admission roster** is empty until a candidate registers for an exam. It contains a roster of all candidates that have registered for an exam to be taken at your site on the current day.



The screenshot displays the 'Tahoe Conference' event details page. It includes sections for 'Event information' (Event name: Tahoe Conference, Event date: October 14, 2022), 'Event code' (Active event code: ezch7hvf09, Event code expires: November 15, 2022 4:28 PM), and 'Admissions' (Candidate admissions table). The table has columns for Candidate name, Email address, Start time, Exam, Accommodations, and Status. The table is currently empty, and there are search and filter options available.

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## Before an event

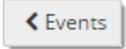
Run test simulation

**Create proctoring event**



### Note

- Event codes are used to unlock candidate exams. Candidates enter the event code during the testing process allowing proctors to unlock the exam from a single, centralized location.
- Event codes remain active for 24 hours from the moment they are generated.
- It is the proctor's responsibility to communicate this event code to the candidate at the event. It is up to the proctor at the event to determine the best method of communicating the code to the candidates. Possible options include:
  - Write the event code on a whiteboard in the exam delivery room.
  - Print the event code on a slip of paper and hand it to the candidate as they enter the exam delivery room and collect it after candidates have entered it into their system.
- If an event code is compromised in any way, or if proctors want to continue using an event for more than the 24 hours the event code is valid, proctors may regenerate a new event code which is valid for 24 hours from the time it was regenerated. When a new event code is generated, the previous event code expires. Candidates may no longer be admitted with an expired event code. The event is now active for 24 hours based on the active event code.

5. Select the **Events** button  at the top of the **Event Details** page.

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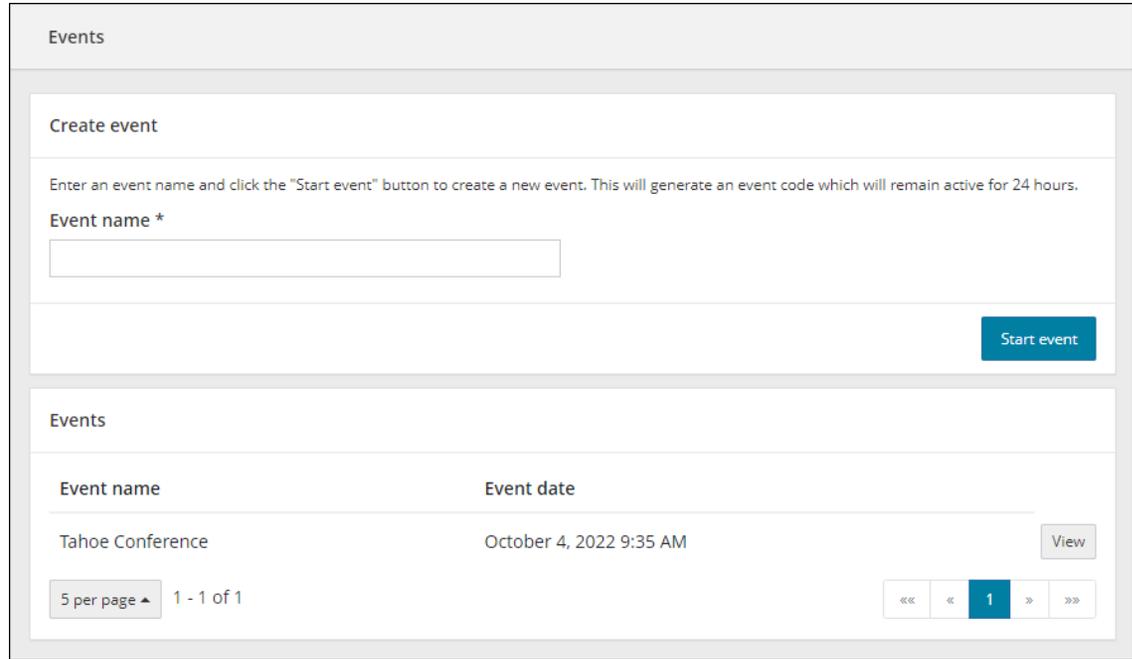
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## Before an event

Run test simulation

**Create proctoring event**

The Events dashboard is displayed. The newly created event is listed at the bottom of the page in the Events list. If you have created more than one event, the events are listed in the most recently created to the oldest event created order. The Event date column is the date and time the event was created. The event code determines when the event is active and exam registrations may be unlocked for testing.



The screenshot shows the 'Events' dashboard. At the top, there is a 'Create event' section with a text input field for 'Event name \*' and a 'Start event' button. Below this is an 'Events' list table with columns for 'Event name' and 'Event date'. The table contains one entry: 'Tahoe Conference' with the date 'October 4, 2022 9:35 AM'. A 'View' button is next to the entry. At the bottom of the list, there is a pagination control showing '5 per page' and '1 - 1 of 1'.

| Event name       | Event date              |
|------------------|-------------------------|
| Tahoe Conference | October 4, 2022 9:35 AM |

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser



### Note

Use the links in this sidebar and at the bottom of the page to navigate through the document.

## Event day

On event day, the proctor must perform several tasks before the candidates arrive for testing.

- Proctors must launch the secure browser on every exam delivery workstation which opens to Exam Launchpad where candidates enter their personal information and event code so the exam can be unlocked. You may alternatively place the secure browser/Browser Lock executable on the exam delivery workstation for the day of testing. Browser Lock must be downloaded from the client web page prior to each testing day to ensure the most current version is utilized.
- Proctors must ensure there is an active event code for the event they will use to admit candidates and unlock exams.
- Proctors must write the event code on a whiteboard in the exam delivery room, or otherwise communicate the event code, so candidates can enter the event code in Exam Launchpad.

Proctors and/or admission staff use the **Proctoring** application to admit candidates and unlock exam registrations. Candidates use **Exam Launchpad** to complete their exams.

This section of the document walks you through:

- Running a System Check
- Admitting candidates
- Seating candidates for exams
- Unlocking exams
- Removing the secure browser from the exam delivery workstations once candidates have completed their exams

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---

## Event day

### Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

Admit candidates with  
photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

## Candidate preparation

There are several things you must instruct candidates to do both prior to arriving at the event, and on the day of the event.

- If candidates are bringing their own device to the event, instruct them to run a System Check at home prior to the event to ensure their machine meets the minimum system requirements so they do not show up at the event with a machine that cannot deliver exams. See the [Run a system check](#) section.
- If candidates are bringing their own device to the event, instruct them to run a System Check on the day of the event to ensure the Internet connectivity meets the minimum system requirements for delivering the exam at the event. See the [Run a system check](#) section.

Instruct candidates to run the **Secure web browser** at the event so you can unlock their exam. See the [Launch the secure browser](#) section.

---

**Event day**

Candidate preparation

**Run a system check**

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

Admit candidates with  
photo capture

Seat candidates for exam

Unlock exam

Remove secure browser



## Run a system check



### Note

The Proctor must run a system check on their system to run an exam.

**Candidates must be instructed to run the system check on their workstations prior to the testing event to ensure they can run an exam.**

Proctors and candidates must run the system checker at the test venue prior to launching an exam at the event to ensure the Internet connection is working properly.

1. On each **exam delivery workstation**, launch an **Internet browser** and navigate to the **Client proctored – ITS Secure Browser** page at <https://home.pearsonvue.com/cp/its-pvbl>.
2. Select the **System Test** button.

3. The Site Readiness Portal launches in a new browser tab. Select **Run System Check**.

## Event day

Candidate preparation

**Run a system check**

Launch secure browser

Verify event code is active

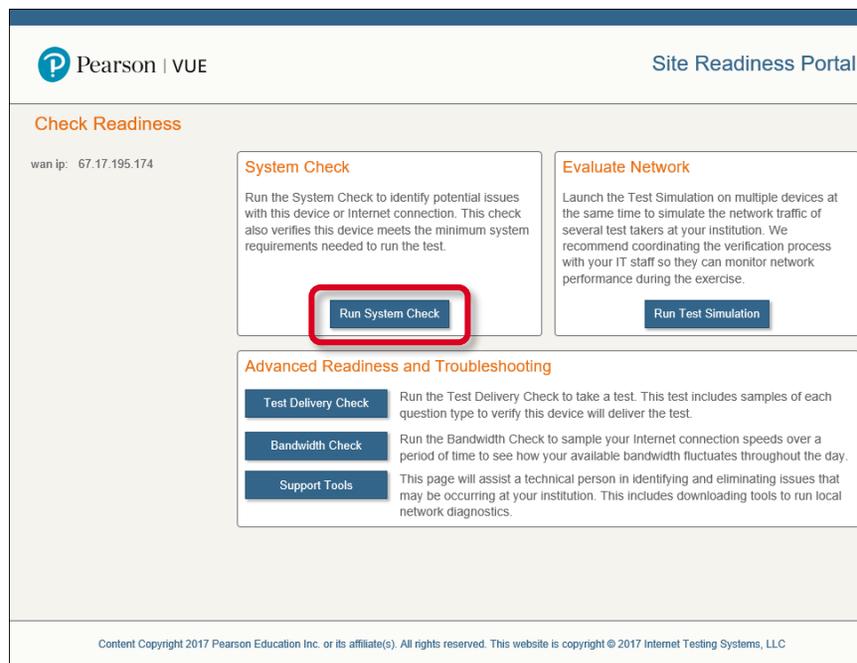
Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser



## Event day

Candidate preparation

### Run a system check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

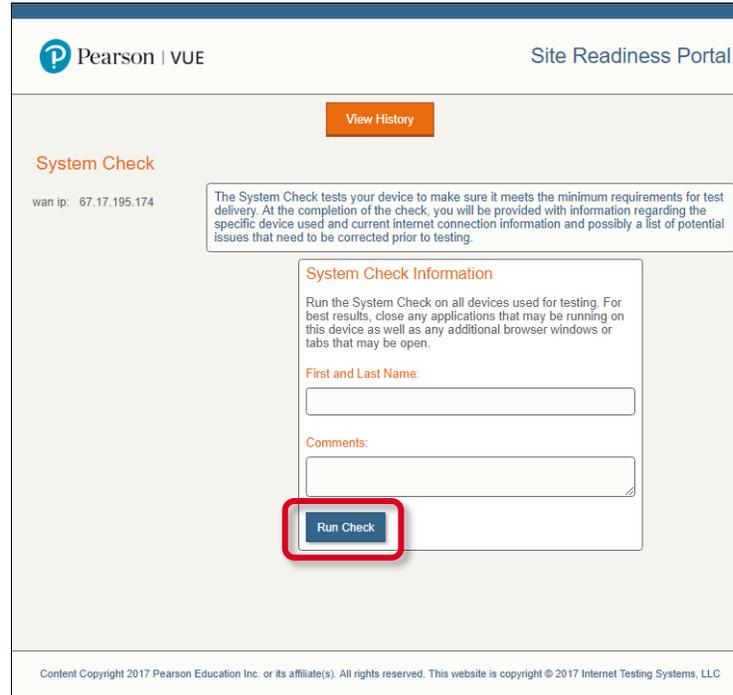
Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

4. Select **Run Check**. ITS recommends you close any applications running on the device as well as any additional browsers or tabs before running the system check.



The screenshot shows the 'Site Readiness Portal' interface. At the top, there is a 'View History' button. Below it, the 'System Check' section is displayed. It includes a 'wan ip: 67.17.195.174' and a text box explaining the purpose of the system check. Below this, there is a 'System Check Information' section with instructions to run the check on all devices used for testing and to close any applications. There are two input fields: 'First and Last Name' and 'Comments'. At the bottom of this section, the 'Run Check' button is highlighted with a red rectangular box.

The System Check launches in a new browser tab. It verifies the following system settings:

- Exam delivery machine has a valid Operating System
- Display settings are configured properly
- Internet browser is supported
- Internet browser supports the use of cookies
- Exam will successfully launch

## Event day

Candidate preparation

### Run a system check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

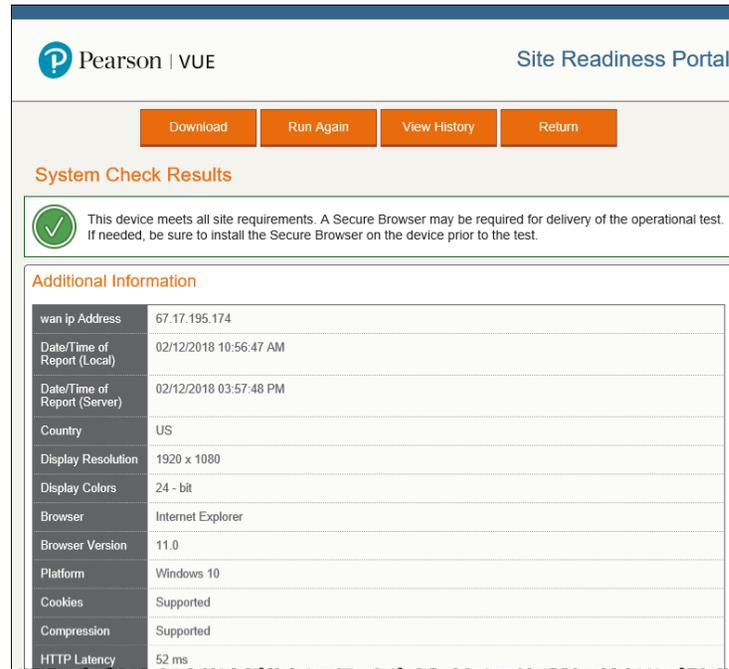
Seat candidates for exam

Unlock exam

Remove secure browser

- Internet bandwidth available to the computer and identifies how many simultaneous exam deliveries may occur at the location

The system check takes a few minutes to run. A **System Check** report appears that identifies if all components meet the minimum system requirements for delivering an exam. Ensure the Browser, Operating System, Display, and Internet Connection all meet the minimum specifications.



System Check Results

 This device meets all site requirements. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.

Additional Information

|                              |                        |
|------------------------------|------------------------|
| wan ip Address               | 67.17.195.174          |
| Date/Time of Report (Local)  | 02/12/2018 10:56:47 AM |
| Date/Time of Report (Server) | 02/12/2018 03:57:48 PM |
| Country                      | US                     |
| Display Resolution           | 1920 x 1080            |
| Display Colors               | 24 - bit               |
| Browser                      | Internet Explorer      |
| Browser Version              | 11.0                   |
| Platform                     | Windows 10             |
| Cookies                      | Supported              |
| Compression                  | Supported              |
| HTTP Latency                 | 52 ms                  |

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## Event day

Candidate preparation

**Run a system check**

Launch secure browser

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

| HTTP Latency            | 52 ms   |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
|-------------------------|---|---|------|----------------|--------|---|----|---------------|---|----|--------------|---|---|--|---|---|--------------|---|---|---|---|---|-----------|
| User Agent String       | Mozilla/5.0 (Windows NT 10.0; WOW64; Trident/7.0; rv:11.0) like Gecko   |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| System Language         | en-US   |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| Download Speed          | 6 Mbps (767 KB/s)   |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| Upload Speed            | 4 Mbps (431 KB/s)   |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| Traceroute              | <p><b>Traceroute Detail</b></p> <table border="1"> <thead> <tr> <th>Hop#</th> <th>Latency(in ms)</th> <th>Router</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>&lt;1</td> <td>206.188.12.59</td> </tr> <tr> <td>2</td> <td>&lt;1</td> <td>64.27.83.138</td> </tr> <tr> <td>3</td> <td>1</td> <td>te6-2.core2.nyc.datapine.net [64.27.83.20]</td> </tr> <tr> <td>4</td> <td>1</td> <td>64.27.83.163</td> </tr> <tr> <td>5</td> <td>1</td> <td>6-1-38.ear2.newyork1.level3.net [4.35.90.109]</td> </tr> <tr> <td>6</td> <td>*</td> <td>Timed out</td> </tr> </tbody> </table> <p>Number of Hops: 6 hops<br/>Latency: 0 ms</p> |   | Hop# | Latency(in ms) | Router | 1 | <1 | 206.188.12.59 | 2 | <1 | 64.27.83.138 | 3 | 1 | te6-2.core2.nyc.datapine.net [64.27.83.20] | 4 | 1 | 64.27.83.163 | 5 | 1 | 6-1-38.ear2.newyork1.level3.net [4.35.90.109] | 6 | * | Timed out |
| Hop#                    | Latency(in ms)  | Router  |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| 1                       | <1  | 206.188.12.59                                 |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| 2                       | <1  | 64.27.83.138                                  |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| 3                       | 1   | te6-2.core2.nyc.datapine.net [64.27.83.20]    |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| 4                       | 1   | 64.27.83.163                                  |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| 5                       | 1   | 6-1-38.ear2.newyork1.level3.net [4.35.90.109] |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| 6                       | *   | Timed out                                     |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| HTTP Protocol           | HTTP/1.1  |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| Mime Types              | application/x-adobeasmdetect, application/x-shockwave-flash, application/futuresplash, application/x-silverlight-2, application/x-silverlight   |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| Number of Checks        | 18  |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |
| Number of Checks Passed | 18  |   |      |                |        |   |    |               |   |    |              |   |   |  |   |   |              |   |   |   |   |   |           |

## Event day

Candidate preparation

### Run a system check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser



## Caution

The workstation must pass the system check. If a candidate workstation fails the system check or detects issues that may affect exam delivery (see example below), you must resolve the issue(s) and rerun the system check. If it still does not pass, see the [advanced minimum specifications](#) for details on how to resolve the issue. You may also run [Test Simulations](#), run a sample exam using the [Test Delivery Check](#), perform a [Bandwidth Check](#), or view [Support Tools](#) for additional information on how to resolve any issues. **DO NOT launch a client exam on a system that does not pass the system check, or the candidate will be unable to complete the exam and may be subject to the client rescheduling fees and/or policies.**

See the [Troubleshoot Exam Delivery Issues](#) section for additional troubleshooting tools on the [ITS Site Readiness Portal](#).

The screenshot shows the 'Site Readiness Portal' interface. At the top, there are navigation buttons: 'Download', 'Run Again', 'View History', and 'Return'. Below these is a 'System Check Results' section with a warning icon and the message: 'This device meets all site requirements, but may need attention. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.' Below this is a 'Results' table:

| Check          | Status          | Details   |
|----------------|-----------------|---|
| Pop-up Windows | ⚠ Not Supported | This browser does not support the use of pop-up windows. Check your browser security settings and ensure that pop-ups are always allowed or that they are allowed for this site.  |
| Trace Route    | ⚠ Warning       | The traceroute could not be completed successfully. If the upload and download checks have also failed then please contact support, otherwise this should not have an impact on testing. See the traceroute section for additional information. |

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## Event day

Candidate preparation

Run a System Check

**Launch secure browser**

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

5. **Close** the **web browser** once you have completed a successful system check on the exam delivery workstation.

## Launch the secure browser



Prior to the testing event, proctors must download the secure browser on every exam delivery workstation. Always download the secure browser from the website to ensure you have the most current version of the secure browser for the testing day.



### Note

Proctors must launch the secure browser on every exam delivery workstation. The Candidate Search page should be ready for every candidate as they are seated at the exam delivery workstation. Proctors may alternatively place the executable on the exam delivery desktop and ask candidates to double-click the executable to launch the secure browser.



### Note

Any workstation used to deliver a candidate exam must use the Pearson VUE Browser Lock secure web browser to launch the exams.

As a best practice you should **save any open files** and **close all open applications** prior to launching an exam.

**Event day**

Candidate preparation

Run a System Check

**Launch secure browser**

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

1. On the **Exam Delivery** workstation, launch an **Internet browser** and navigate to the **BrowserLock for the ITS driver** landing page.

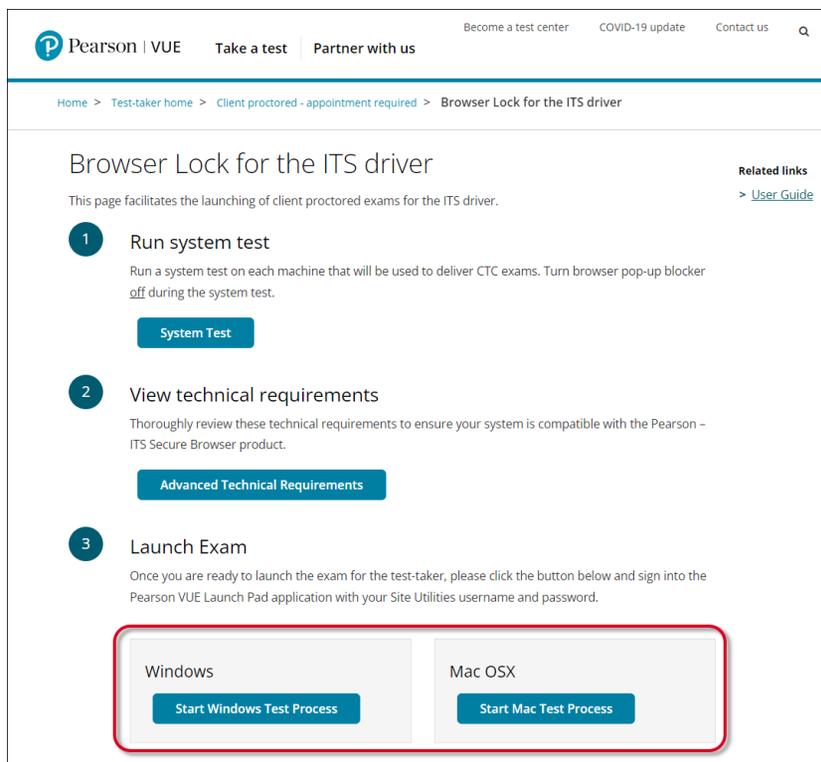
<https://home.pearsonvue.com/cp/its-pvbl>

**Exception:**

If you have a client specific landing page navigate to the Client proctored – appointment required landing page:

<https://home.pearsonvue.com/<clientname>/cp>

2. Select the **Start <OS> Test Process** button that matches your operating system.



## Event day

Candidate preparation

Run a System Check

**Launch secure browser**

Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

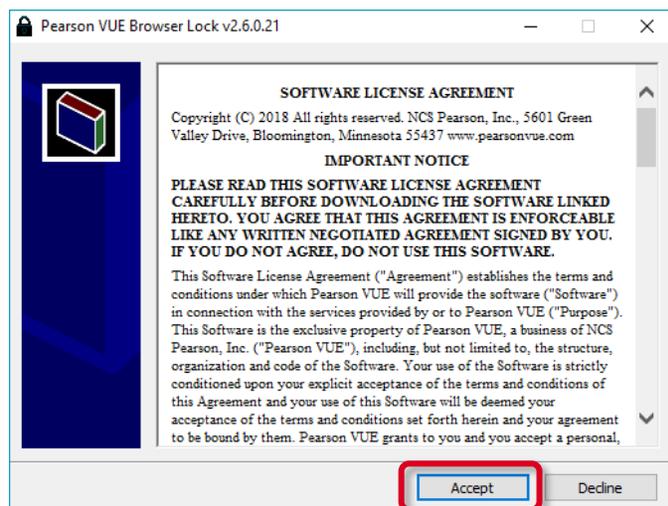
3. Open **Windows Explorer** and navigate to the **Downloads** folder. Double-click **CTC.exe** to launch the Pearson VUE Browser Lock secure browser.



### Note

Always download the secure browser off the website for that day's event rather than saving it to the local machine. This ensures the current version of the secure browser is always used for exam delivery.

4. Read the Software License Agreement. Select the **Accept** button.



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## Event day

Candidate preparation

Run a System Check

**Launch secure browser**

Verify event code is active

Admit candidates without  
photo capture

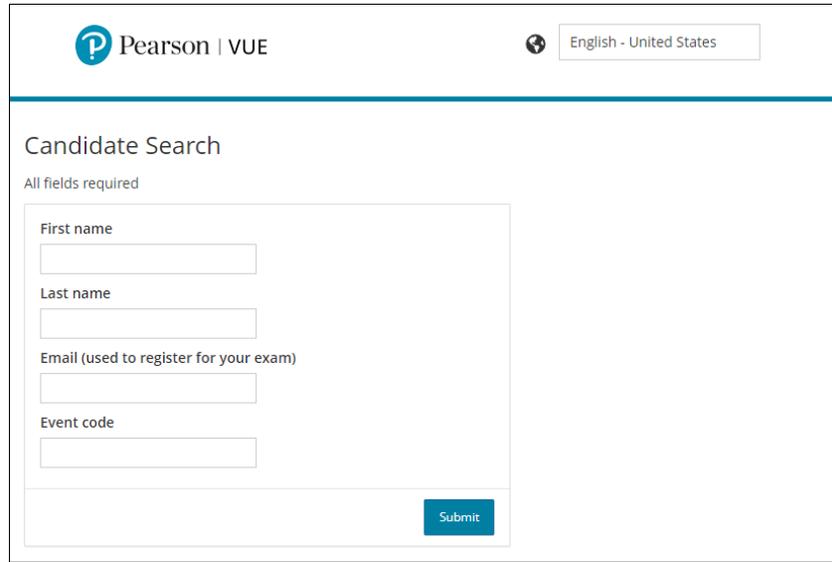
Admit candidates with  
photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

5. The **Exam Launchpad** opens in a secure browser.



The screenshot shows the Pearson VUE Candidate Search interface. At the top, there is a Pearson | VUE logo and a language selection dropdown set to "English - United States". Below this is the "Candidate Search" section, which includes a note "All fields required". The form contains four input fields: "First name", "Last name", "Email (used to register for your exam)", and "Event code". A blue "Submit" button is located at the bottom right of the form.

---

## Event day

Candidate preparation

Run a System Check

Launch secure browser

### Verify event code is active

Admit candidates without photo capture

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

## Verify event code is active

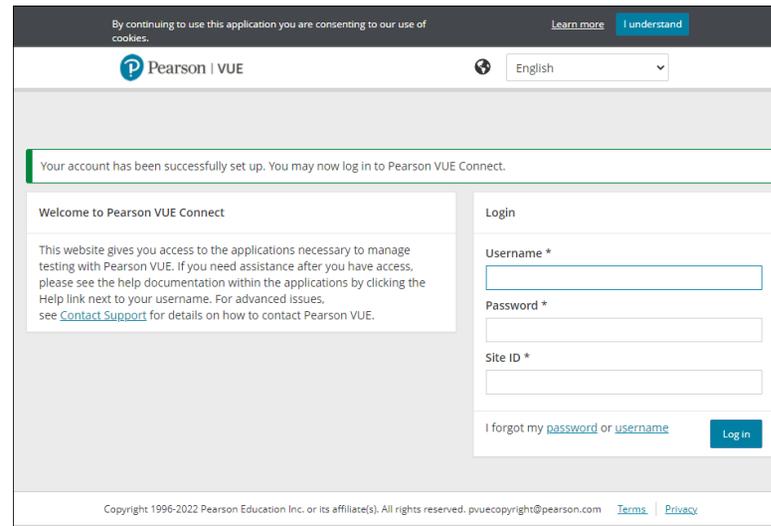


Proctors must provide the event code to candidates on the day of the testing event. If the event was created more than 24 hours before the event, or if the current event code will expire before all candidates finish their exam, you must generate a new event code.

1. On the proctor workstation, open a web browser and navigate to the Connect portal.

<https://connect.pearsonvue.com/Connect/#/authenticate>

2. Enter your **Username**, **Password**, and **Site ID**, and select **Login**.



The screenshot shows the Pearson VUE Connect login interface. At the top, there is a cookie consent banner. Below it, the Pearson VUE logo and a language dropdown menu are visible. A green notification box states: "Your account has been successfully set up. You may now log in to Pearson VUE Connect." The main content area is split into two columns. The left column contains a "Welcome to Pearson VUE Connect" message with a link to "Contact Support". The right column is titled "Login" and contains three input fields: "Username \*", "Password \*", and "Site ID \*". Below these fields are links for "I forgot my password or username" and a "Log in" button. The footer contains copyright information and links for "Terms" and "Privacy".

## Event day

Candidate preparation

Run a System Check

Launch secure browser

**Verify event code is active**

Admit candidates without  
photo capture

Admit candidates with  
photo capture

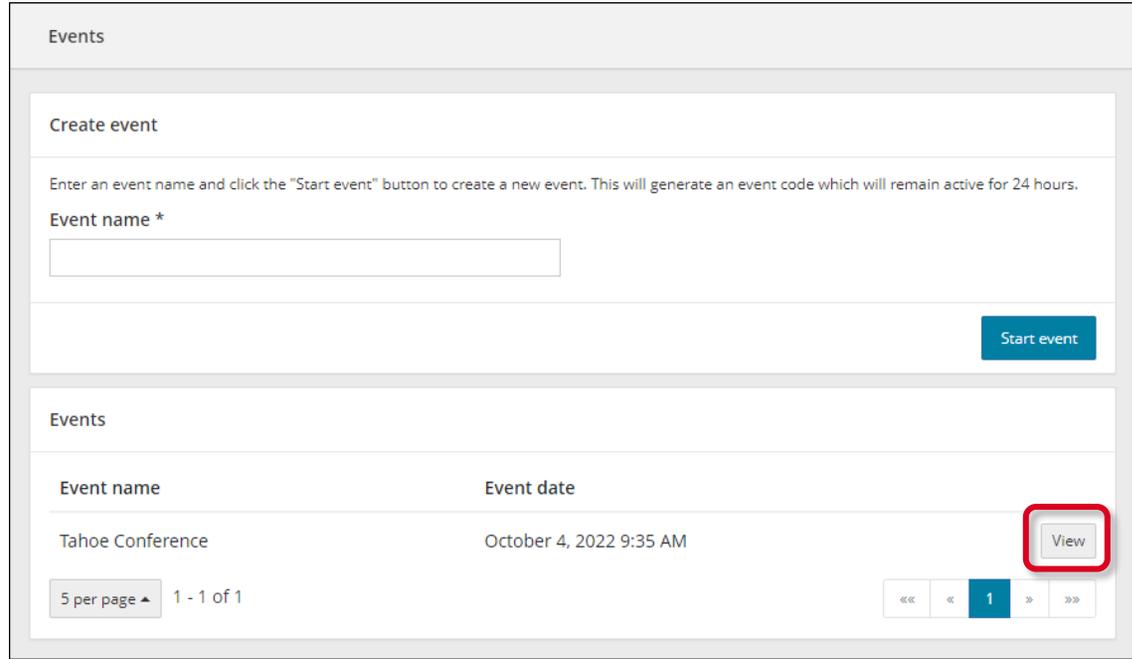
Seat candidates for exam

Unlock exam

Remove secure browser

3. Select the **Proctoring** menu in the left navigation pane.

The **Events** dashboard opens and lists all the events that have been created for your testing site.



| Event name       | Event date              |
|------------------|-------------------------|
| Tahoe Conference | October 4, 2022 9:35 AM |

4. Locate your event in the list and select the event's **View** button.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

**Verify event code is active**

Admit candidates without photo capture

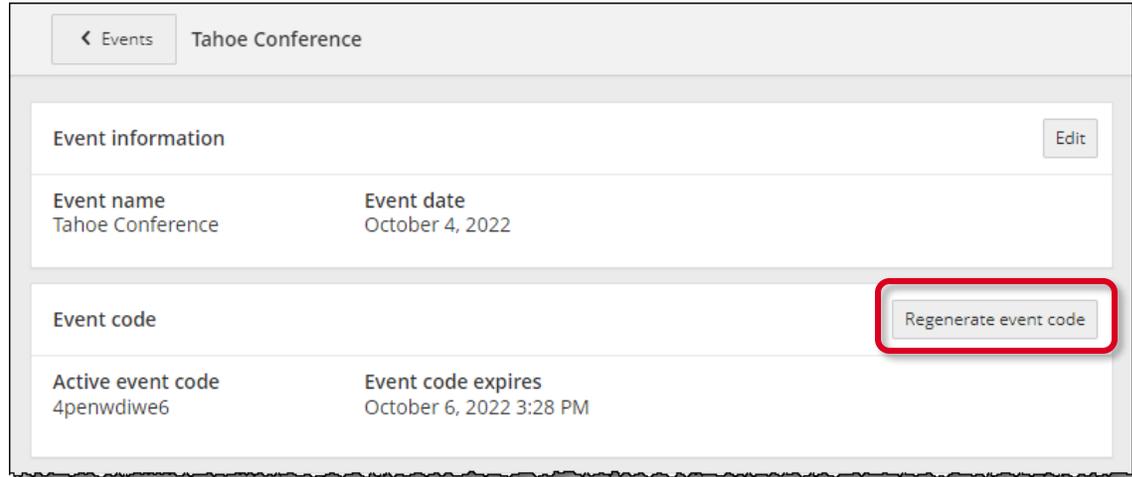
Admit candidates with photo capture

Seat candidates for exam

Unlock exam

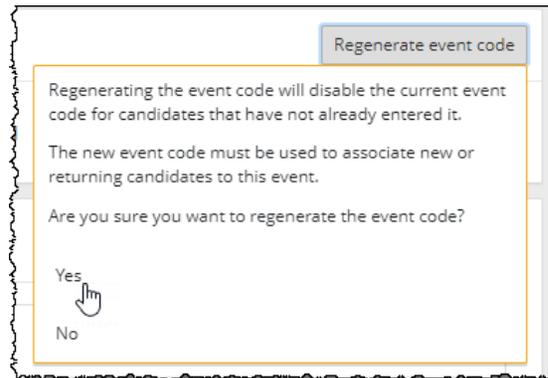
Remove secure browser

The event information and the current event code are listed at the top of the event page.



The screenshot shows the 'Tahoe Conference' event page. At the top, there is a navigation bar with a back arrow and the text '< Events Tahoe Conference'. Below this is a section titled 'Event information' with an 'Edit' button. The event name is 'Tahoe Conference' and the event date is 'October 4, 2022'. Below this is a section titled 'Event code' with a 'Regenerate event code' button highlighted by a red box. The active event code is '4penwdiwe6' and the event code expires on 'October 6, 2022 3:28 PM'.

5. If you need to create a new event code, select the **Regenerate event code** button.
6. Select **Yes** to confirm you want to regenerate the event code.



The screenshot shows a confirmation dialog box titled 'Regenerate event code'. The text inside the dialog reads: 'Regenerating the event code will disable the current event code for candidates that have not already entered it. The new event code must be used to associate new or returning candidates to this event. Are you sure you want to regenerate the event code?'. There are two buttons at the bottom: 'Yes' and 'No'. A mouse cursor is pointing at the 'Yes' button.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

**Verify event code is active**

Admit candidates without photo capture

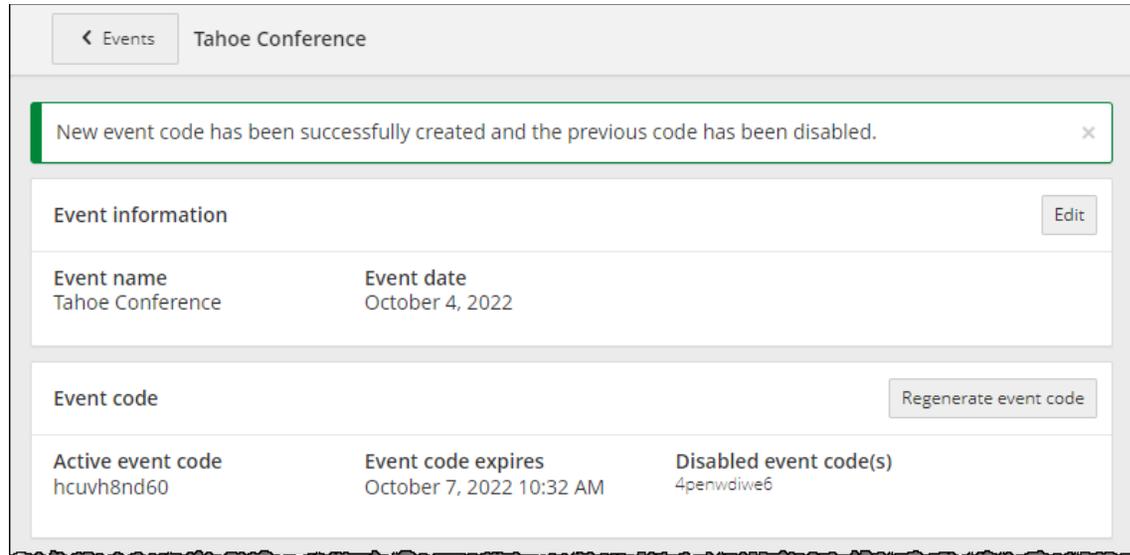
Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

A message notifies you that the new event code has been successfully created and the previous code has been disabled. The new event code is active for an additional 24 hours. The previous code is listed on the right side of the table under the Disabled event code(s) heading.



The screenshot shows the 'Events' page for 'Tahoe Conference'. At the top, there is a navigation breadcrumb '< Events Tahoe Conference'. A green-bordered message box at the top states: 'New event code has been successfully created and the previous code has been disabled.' Below this, the 'Event information' section shows 'Event name: Tahoe Conference' and 'Event date: October 4, 2022'. The 'Event code' section shows 'Active event code: hcuvh8nd60', 'Event code expires: October 7, 2022 10:32 AM', and 'Disabled event code(s): 4penwdiwe6'. A 'Regenerate event code' button is visible next to the event code information.

- Write the active event code on a whiteboard in the exam delivery room. Candidates must enter the event code to allow the proctor to unlock their exam.

---

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

**Admit candidates without photo capture**

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

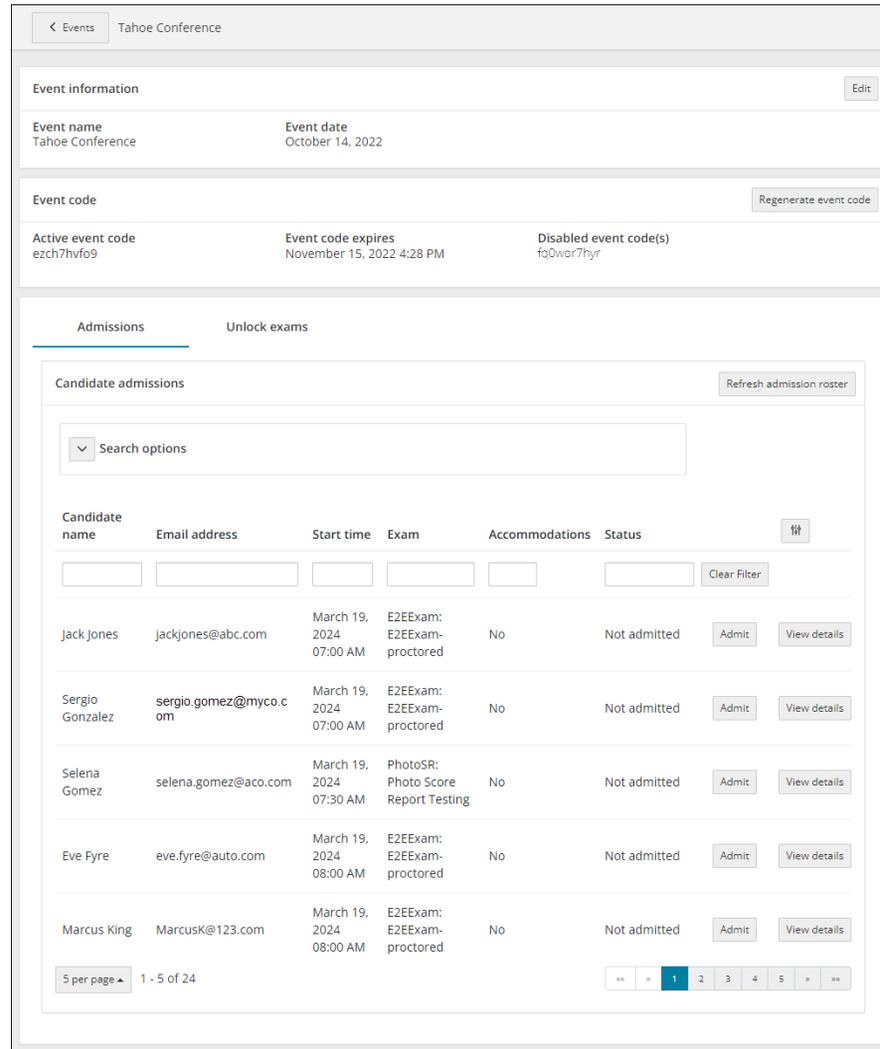
# Admit candidates without photo capture



Admission staff or Proctors with the **May admit candidates and deliver exams** use the **Proctoring** application to admit candidates for their exams. When candidates register for an exam at your testing site, all candidates registered for that day's testing appear in all the events for the site. This allows you to use multiple proctors to admit candidates for exams. You may only admit candidates that are scheduled for the current day. If the client does not require a photo of the candidate, the **Admit** button appears on the Candidate admissions page. If the button says **Take photo**, see [Admit candidates with photo capture](#).

1. Open the **Proctoring** application.
2. Locate your event in the list and select the event's **View** button.

The event details page lists all candidates that have registered for exams at your testing site on the Admissions tab at the bottom of the page. Exam registrations are listed in ascending order by exam start time.



The screenshot shows the 'Event information' section for the 'Tahoe Conference' event on October 14, 2022. Below this, the 'Event code' section displays the active event code 'ezch7hvf09', the expiration date 'November 15, 2022 4:28 PM', and disabled event code(s) 'fq0wcr7hyr'. The 'Admissions' tab is selected, showing a table of candidate admissions. The table includes columns for candidate name, email address, start time, exam type, accommodations, and status. Five candidates are listed, all with a status of 'Not admitted'. Each row has 'Admit' and 'View details' buttons. A search bar and a 'Refresh admission roster' button are also visible.

| Candidate name  | Email address         | Start time              | Exam                                | Accommodations | Status       |
|-----------------|-----------------------|-------------------------|-------------------------------------|----------------|--------------|
| Jack Jones      | jackjones@abc.com     | March 19, 2024 07:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted |
| Sergio Gonzalez | sergio.gomez@myco.com | March 19, 2024 07:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted |
| Selena Gomez    | selena.gomez@aco.com  | March 19, 2024 07:30 AM | PhotoSR: Photo Score Report Testing | No             | Not admitted |
| Eve Fyre        | eve.fyre@auto.com     | March 19, 2024 08:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted |
| Marcus King     | MarcusK@123.com       | March 19, 2024 08:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted |

---

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

**Admit candidates without photo capture**

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

3. As each candidate arrives, check their ID, and locate the desired candidate in the admissions list. You can use the advanced search feature or the advanced filter feature to locate the candidate.

### **Note**

You may locate an exam registration by candidate first name, last name, email address, Registration ID, or registration dates.

You can search by **only first name**, **only last name**, or by **first name and last name**. Partial searches are allowed. These fields are not case sensitive.

You must enter **two or more characters** in the first name and/or last name field.

**You cannot search for characters in the middle of a name, just the beginning characters in either the first or last name.**

Alternately, you may use the **advanced filter** fields to locate the desired candidate. See the [Admit candidates for an exam: Search for candidate using the advanced filters](#) help topic.

4. You can select the **View details** button to see the exam details for the candidate.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

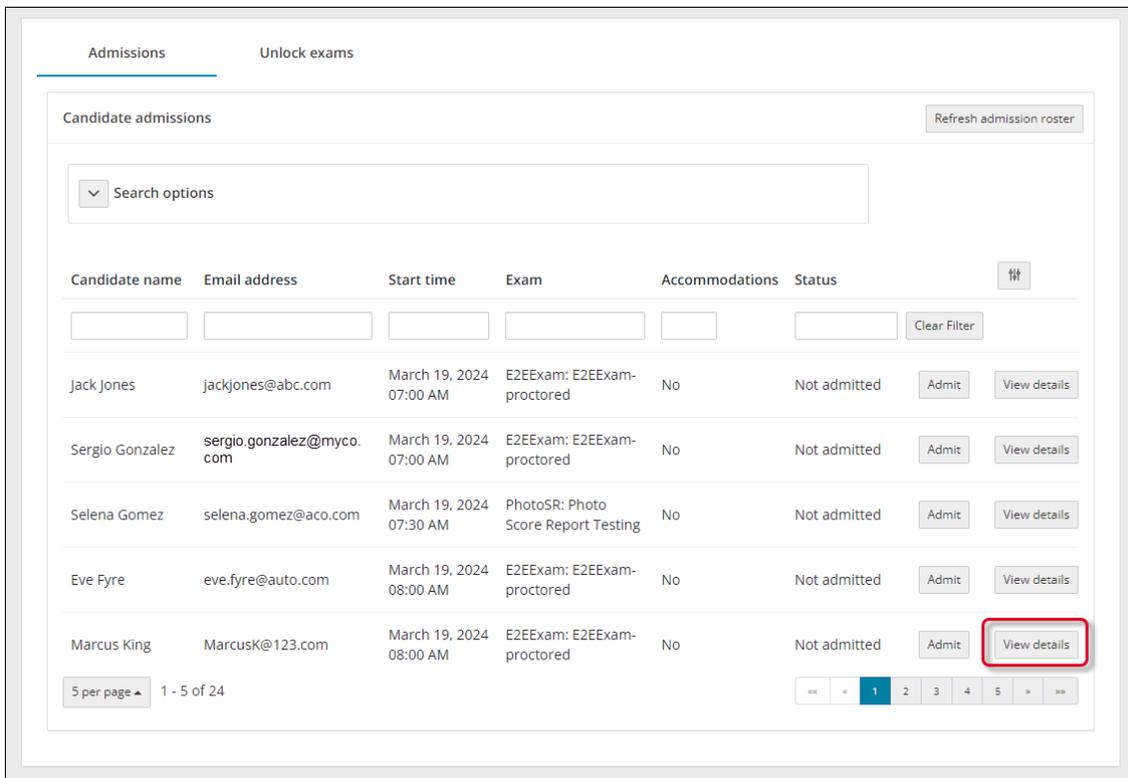
**Admit candidates without photo capture**

Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser



The screenshot shows the 'Admissions' section of the Pearson VUE interface. It features a table of candidate admissions with columns for Candidate name, Email address, Start time, Exam, Accommodations, and Status. Each row includes an 'Admit' button and a 'View details' button. The 'View details' button for the candidate Marcus King is highlighted with a red box. The interface also includes search options, a refresh button, and pagination controls.

| Candidate name  | Email address            | Start time              | Exam                                | Accommodations | Status       | Admit | View details |
|-----------------|--------------------------|-------------------------|-------------------------------------|----------------|--------------|-------|--------------|
| Jack Jones      | jackjones@abc.com        | March 19, 2024 07:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit | View details |
| Sergio Gonzalez | sergio.gonzalez@myco.com | March 19, 2024 07:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit | View details |
| Selena Gomez    | selena.gomez@aco.com     | March 19, 2024 07:30 AM | PhotoSR: Photo Score Report Testing | No             | Not admitted | Admit | View details |
| Eve Fyre        | eve.fyre@auto.com        | March 19, 2024 08:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit | View details |
| Marcus King     | MarcusK@123.com          | March 19, 2024 08:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit | View details |

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

**Admit candidates without photo capture**

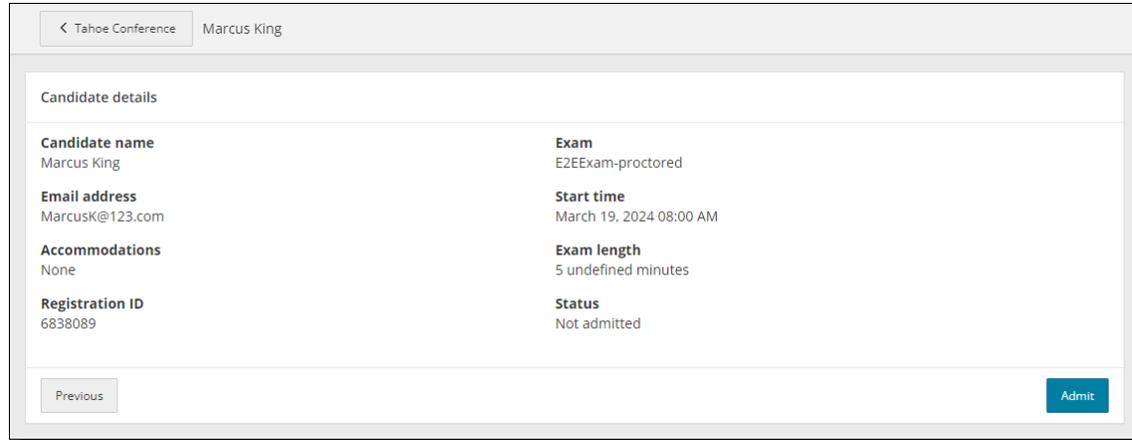
Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

The view **Candidate details** page identifies the candidate’s name, email address, any accommodations the candidate has for the exam, the Registration ID, the exam the candidate is registered to take, the exam start time, the exam length, and the current status of the exam (Not admitted, Admitted, Unlock requested, Exam in Progress, or Completed).



| Candidate details                       |  |
|---|--|
| <b>Candidate name</b><br>Marcus King    | <b>Exam</b><br>E2EExam-proctored             |
| <b>Email address</b><br>MarcusK@123.com | <b>Start time</b><br>March 19, 2024 08:00 AM |
| <b>Accommodations</b><br>None           | <b>Exam length</b><br>5 undefined minutes    |
| <b>Registration ID</b><br>6838089       | <b>Status</b><br>Not admitted                |

5. You may admit the candidate for the exam by selecting the **Admit** button on this page, or by selecting the **Previous** button and selecting the **Admit** button on the Admissions tab.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

**Admit candidates without photo capture**

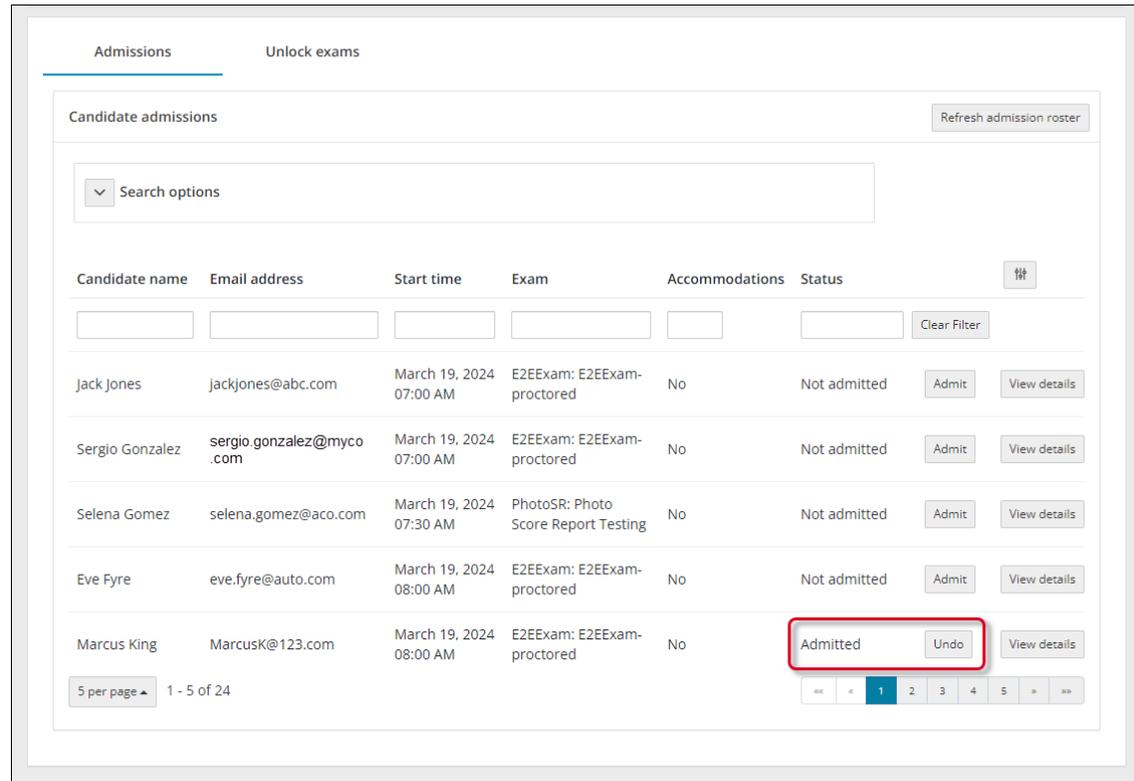
Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

The candidate registration on the Admissions tab is now listed as Admitted and the Admit button now says Undo.



The screenshot shows the 'Admissions' tab in the Pearson VUE interface. The 'Candidate admissions' section is active, displaying a table of candidates. The candidate 'Marcus King' is highlighted with a red box, showing a status of 'Admitted' and an 'Undo' button. Other candidates are listed with 'Not admitted' status and 'Admit' buttons. The interface includes search options, filters, and pagination controls.

| Candidate name  | Email address            | Start time              | Exam                                | Accommodations | Status       |                    |
|-----------------|--------------------------|-------------------------|-------------------------------------|----------------|--------------|--------------------|
| Jack Jones      | jackjones@abc.com        | March 19, 2024 07:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit View details |
| Sergio Gonzalez | sergio.gonzalez@myco.com | March 19, 2024 07:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit View details |
| Selena Gomez    | selena.gomez@aco.com     | March 19, 2024 07:30 AM | PhotoSR: Photo Score Report Testing | No             | Not admitted | Admit View details |
| Eve Fyre        | eve.fyre@auto.com        | March 19, 2024 08:00 AM | E2EExam: E2EExam-proctored          | No             | Not admitted | Admit View details |
| Marcus King     | MarcusK@123.com          | March 19, 2024 08:00 AM | E2EExam: E2EExam-proctored          | No             | Admitted     | Undo View details  |

6. Select the **Previous** button to return to the Candidate admissions roster.
7. If you inadvertently admitted the wrong candidate, select the **Undo** button and the status changes to **Not admitted** and the button changes to Admit.
8. Select the **Refresh admission roster** button frequently to ensure any new exam registrations appear on the page.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

**Admit candidates with photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

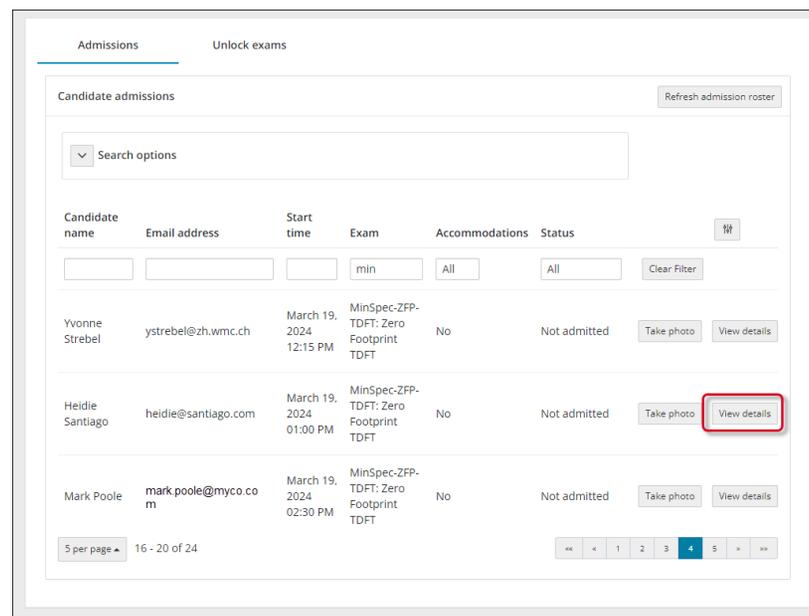
# Admit candidates with photo capture



Admission staff or Proctors with the **May admit candidates and deliver exams** use the **Proctoring** application to admit candidates for their exams. When candidates register for an exam at your testing site, all candidates registered for that day's testing appear in all the events for the site. This allows you to use multiple proctors to admit candidates for exams. You may only admit candidates that are scheduled for the current day. If the client requires a photo of the candidate, the **Take photo** button appears on the Candidate admissions page. If the button says **Admit**, see [Admit candidates without photo capture](#).

1. Open the **Proctoring** application.
2. Locate your event in the list and select the event's **View** button.

The event details page lists all candidates that have registered for exams at your testing site on the Admissions tab at the bottom of the page. Exam registrations are listed on ascending order by exam start time.



---

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

**Admit candidates with  
photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

3. As each candidate arrives, check their ID, and locate the desired candidate in the admissions list. You can use the advanced search feature or the advanced filter feature to locate the candidate.



### Note

You may locate an exam registration by candidate first name, last name, email address, Registration ID, or registration dates.

You can search by **only first name**, **only last name**, or by **first name and last name**. Partial searches are allowed. These fields are not case sensitive.

You must enter **two or more characters** in the first name and/or last name field.

**You cannot search for characters in the middle of a name, just the beginning characters in either the first or last name.**

Alternately, you may use the **advanced filter** fields to locate the desired candidate. See the [Admit candidates for an exam: Search for candidate using the advanced filters](#) help topic.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

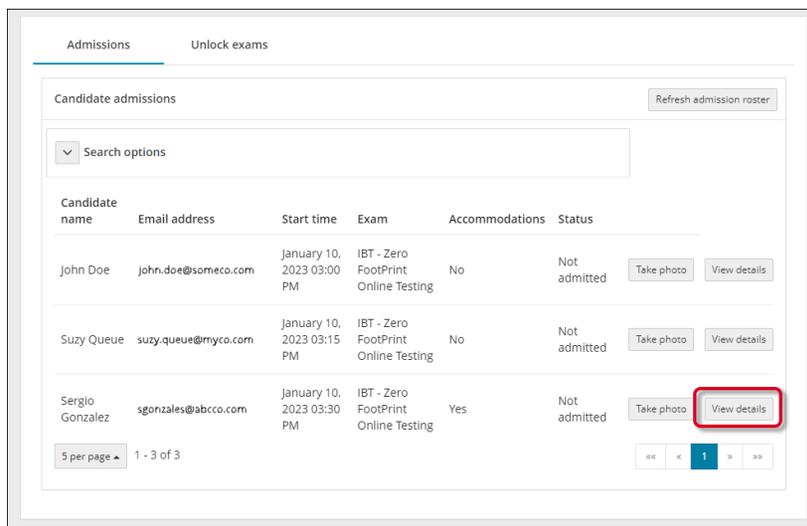
**Admit candidates with photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

4. You can select the **View details** button to see the details for the candidate.



## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

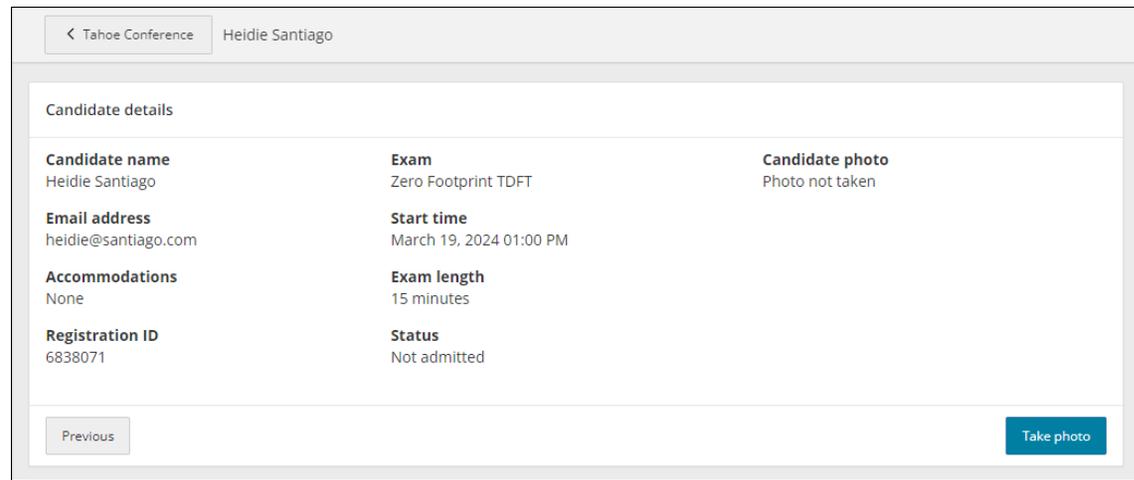
**Admit candidates with photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

The view Candidate details page identifies the candidate's name, email address, any accommodations the candidate has for the exam, the Registration ID, the exam the candidate is registered to take, the exam start time, the exam length, the current status of the exam (Not admitted, Admitted, Unlock requested, Exam in Progress, or Completed), and the Candidate photo status (Photo not taken if you have not admitted the candidate for the exam).



| Candidate details                           |  |   |
|---|--|---|
| <b>Candidate name</b><br>Heidi Santiago     | <b>Exam</b><br>Zero Footprint TDFT           | <b>Candidate photo</b><br>Photo not taken |
| <b>Email address</b><br>heidie@santiago.com | <b>Start time</b><br>March 19, 2024 01:00 PM |   |
| <b>Accommodations</b><br>None               | <b>Exam length</b><br>15 minutes             |   |
| <b>Registration ID</b><br>6838071           | <b>Status</b><br>Not admitted                |   |

Previous Take photo

- You may admit the candidate for the exam by selecting the **Take photo** button on this page, or by selecting the **Previous** button and selecting the **Take photo** button on the Admissions tab.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

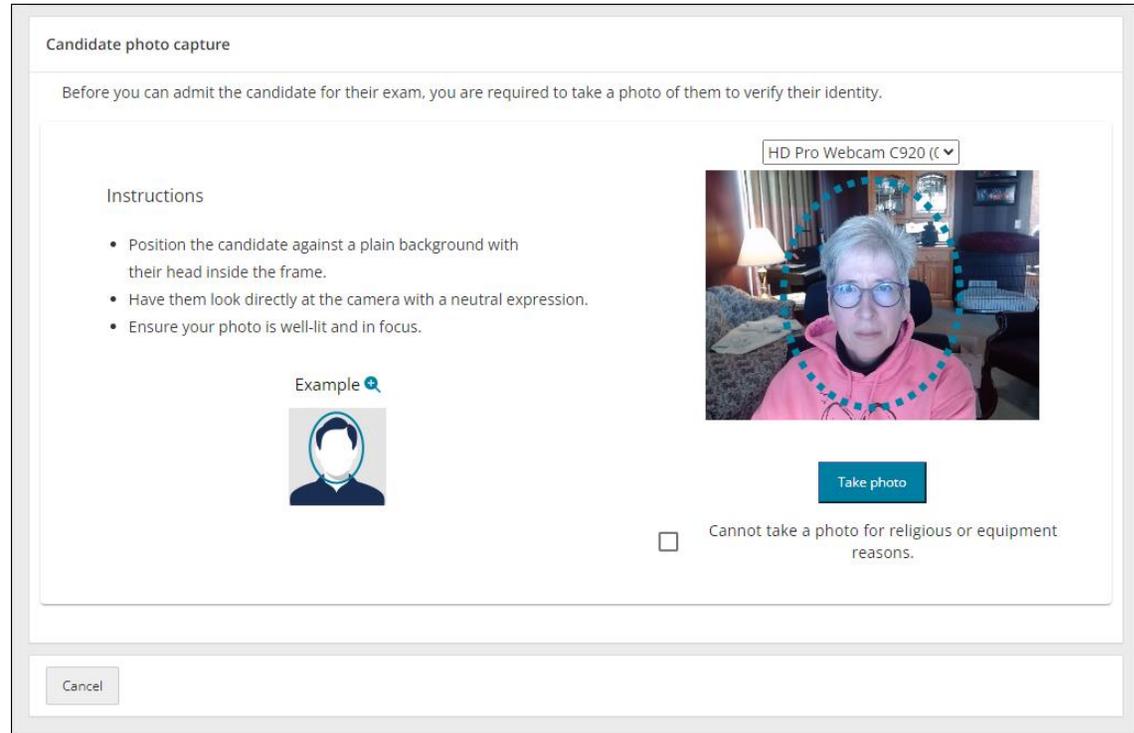
**Admit candidates with photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

The Candidate photo capture page appears.



6. You must take a photo of the candidate to verify their identity. You may use an external camera, or by using the camera on the laptop.
7. Position the candidate against a plain background with their head inside the dotted circle.
8. Have the candidate look directly at the camera with a neutral expression.
9. Select the **Take Photo** button.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

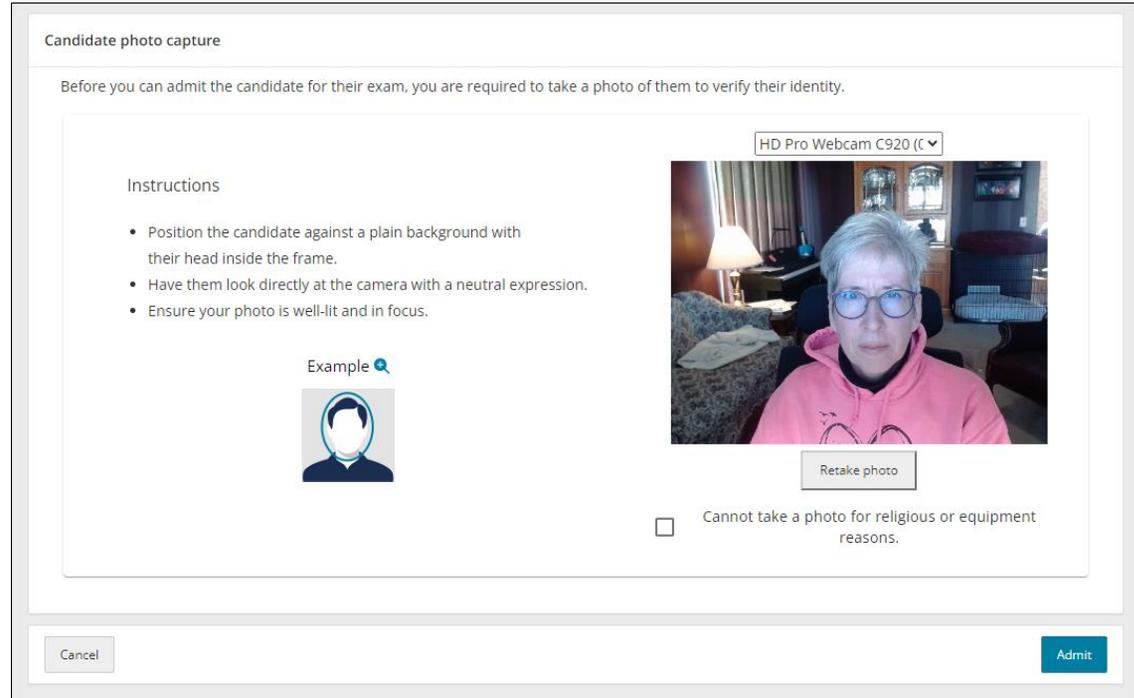
**Admit candidates with  
photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

10. The photo is captured. If you did not capture a good photo, you may select the **Retake Photo** button and take the photo again.



Candidate photo capture

Before you can admit the candidate for their exam, you are required to take a photo of them to verify their identity.

HD Pro Webcam C920 (C)

Instructions

- Position the candidate against a plain background with their head inside the frame.
- Have them look directly at the camera with a neutral expression.
- Ensure your photo is well-lit and in focus.

Example 

Retake photo

Cannot take a photo for religious or equipment reasons.

Cancel Admit

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

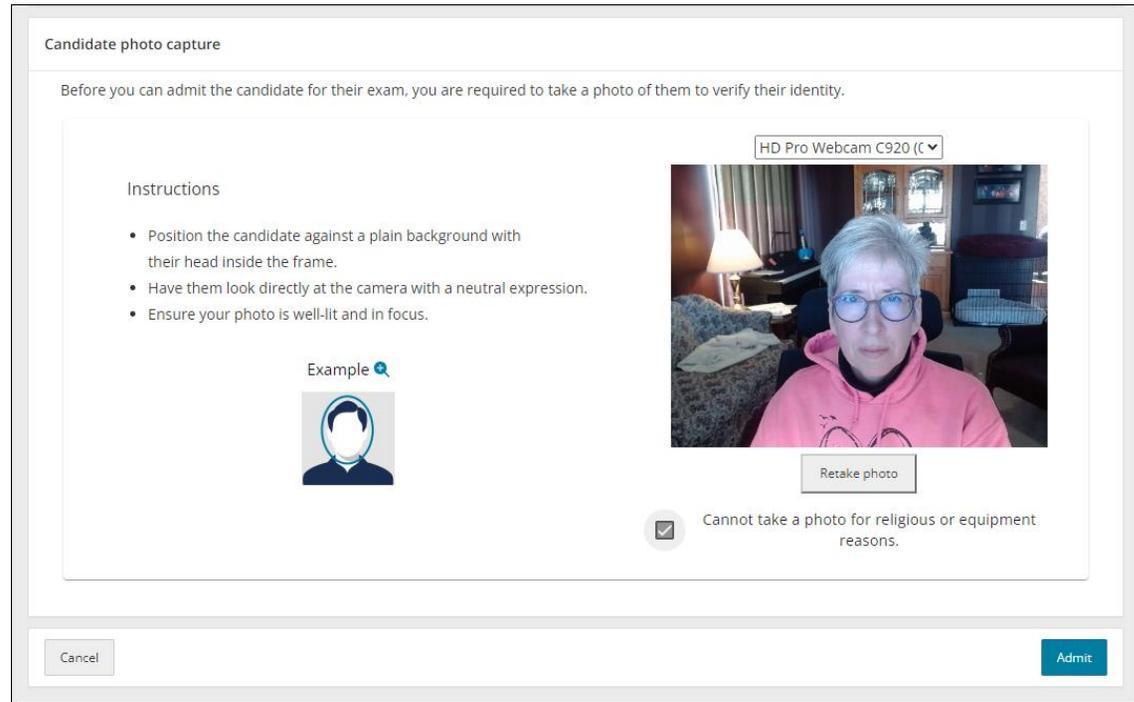
**Admit candidates with photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

11. If there are religious objections to having a photo taken, or if there are issues with the camera preventing you from taking a photo, select the **Cannot take a photo for religious or equipment reasons** check box.



12. Select the **Admit** button.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

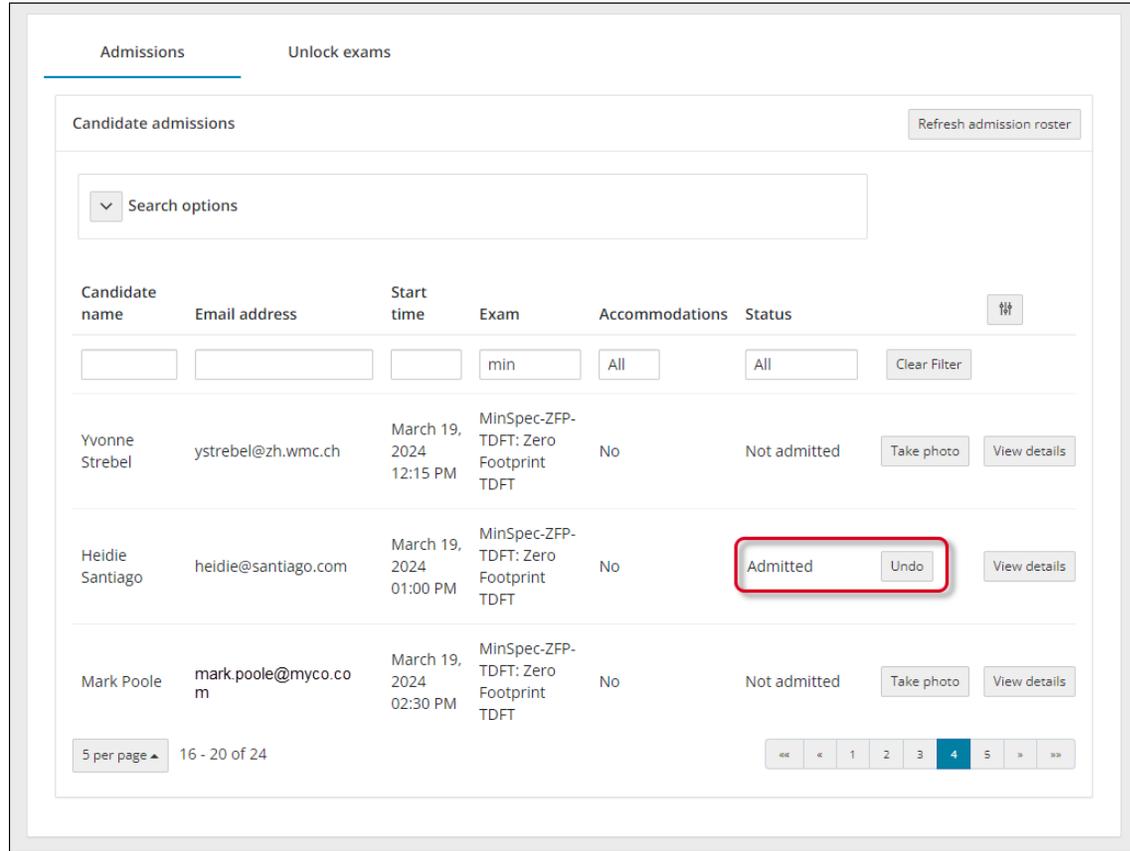
**Admit candidates with photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

The candidate registration on the Admissions tab is now listed as Admitted and the Take photo button now says Undo.



The screenshot shows the 'Admissions' tab in the Pearson VUE interface. It features a table with columns for Candidate name, Email address, Start time, Exam, Accommodations, and Status. The 'Status' column for Heidi Santiago is 'Admitted', and the 'Take photo' button next to her name has been replaced with an 'Undo' button. A red box highlights the 'Admitted' status and the 'Undo' button.

| Candidate name | Email address       | Start time              | Exam                                  | Accommodations | Status       |                         |
|----------------|---------------------|-------------------------|---------------------------------------|----------------|--------------|-------------------------|
| Yvonne Strebel | ystrebel@zh.wmc.ch  | March 19, 2024 12:15 PM | MinSpec-ZFP-TDFT; Zero Footprint TDFT | No             | Not admitted | Take photo View details |
| Heidi Santiago | heidie@santiago.com | March 19, 2024 01:00 PM | MinSpec-ZFP-TDFT; Zero Footprint TDFT | No             | Admitted     | Undo View details       |
| Mark Poole     | mark.poole@myco.com | March 19, 2024 02:30 PM | MinSpec-ZFP-TDFT; Zero Footprint TDFT | No             | Not admitted | Take photo View details |

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

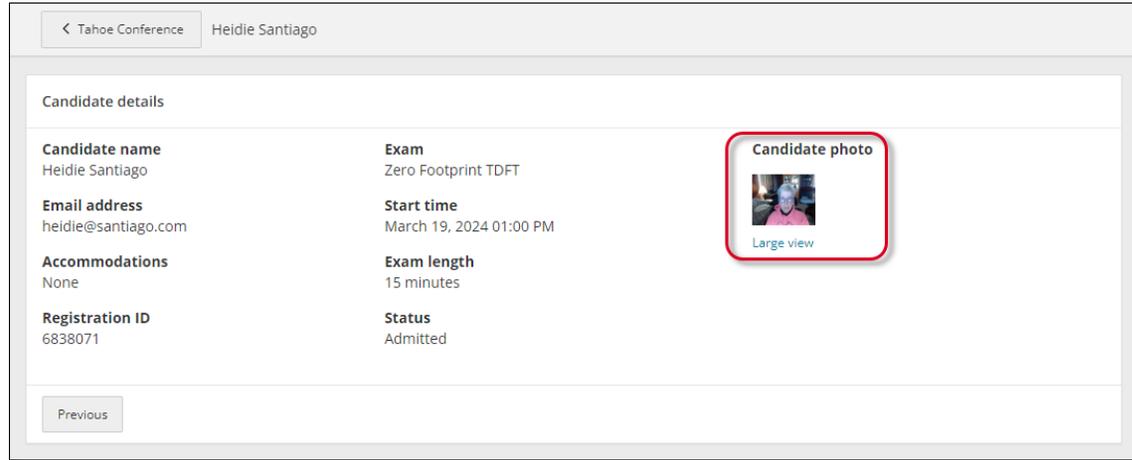
### Admit candidates with photo capture

Seat candidates for exam

Unlock exam

Remove secure browser

Select the **View details** button for a candidate admitted with photo capture enabled. The Candidate photo is displayed, or Photo opt-out is displayed.

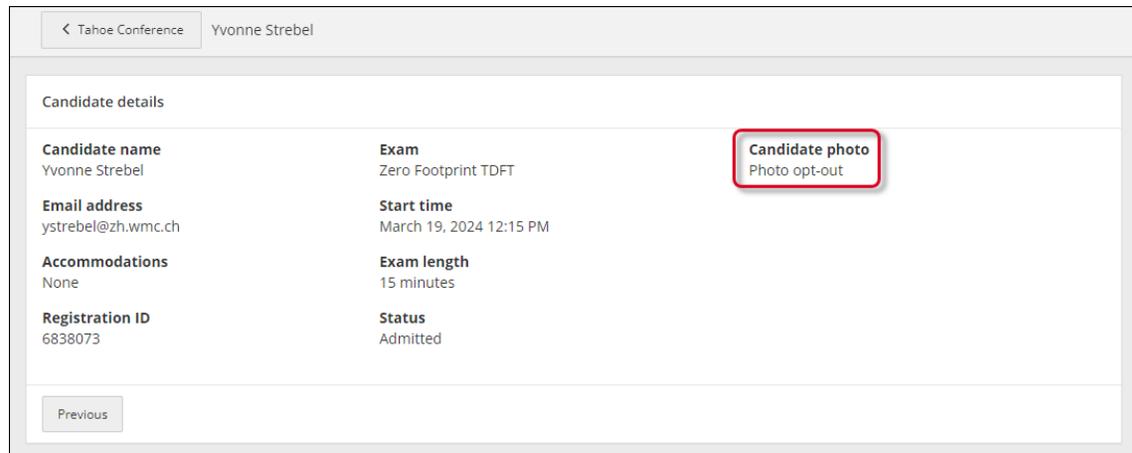


← Tahoe Conference Heidi Santiago

Candidate details

|   |  |   |
|---|--|---|
| <b>Candidate name</b><br>Heidie Santiago    | <b>Exam</b><br>Zero Footprint TDFT           | <b>Candidate photo</b><br><br>Large view |
| <b>Email address</b><br>heidie@santiago.com | <b>Start time</b><br>March 19, 2024 01:00 PM |   |
| <b>Accommodations</b><br>None               | <b>Exam length</b><br>15 minutes             |   |
| <b>Registration ID</b><br>6838071           | <b>Status</b><br>Admitted                    |   |

Previous



← Tahoe Conference Yvonne Strebel

Candidate details

|  |  |   |
|--|--|---|
| <b>Candidate name</b><br>Yvonne Strebel    | <b>Exam</b><br>Zero Footprint TDFT           | <b>Candidate photo</b><br>Photo opt-out |
| <b>Email address</b><br>ystrebel@zh.wmc.ch | <b>Start time</b><br>March 19, 2024 12:15 PM |   |
| <b>Accommodations</b><br>None              | <b>Exam length</b><br>15 minutes             |   |
| <b>Registration ID</b><br>6838073          | <b>Status</b><br>Admitted                    |   |

Previous

---

**Event day**

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

**Admit candidates with  
photo capture**

Seat candidates for exam

Unlock exam

Remove secure browser

13. Select the **Previous** button to return to the Candidate admissions roster.
14. If you inadvertently admitted the wrong candidate, select the **Undo** button and the status changes to **Not admitted** and the button changes to Take photo.
15. Select the **Refresh admission roster** button frequently to ensure any new exam registrations appear on the page.

---

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

Admit candidates with  
photo capture

**Seat candidates for exam**

Unlock exam

Remove secure browser

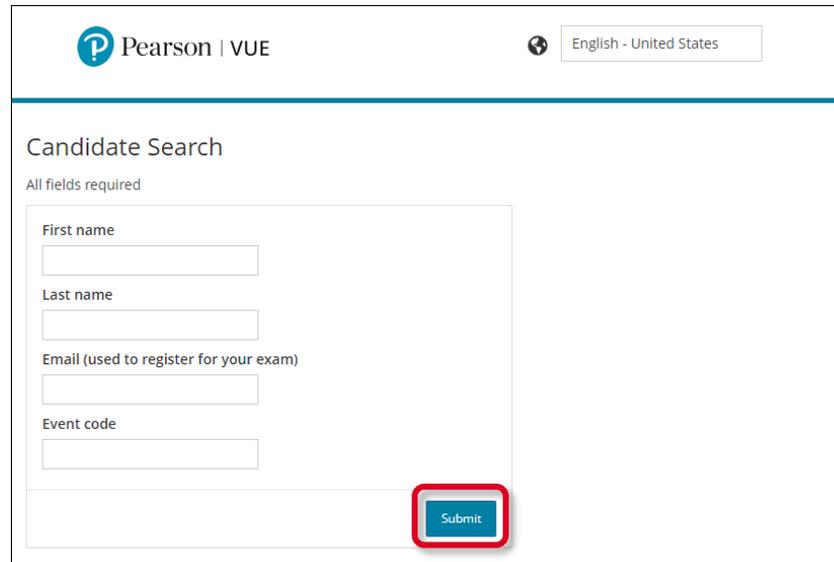
# Seat candidate for exam



1. Once you have admitted the candidate, you must escort the candidate to the exam delivery room and seat them at an exam delivery workstation. Ensure the **Secure Browser** is open to the **Candidate Search** page for the candidate.



2. Candidate enters their **First name**, **Last name**, **Email**, and the **Event code** you supplied them and selects **Submit**.



## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

Admit candidates with  
photo capture

### Seat candidates for exam

Unlock exam

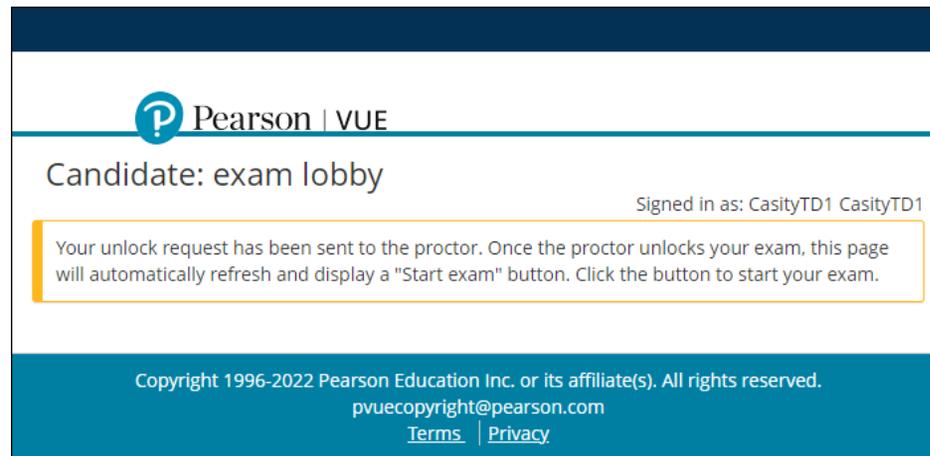
Remove secure browser



## Note

The **First name**, **Last name**, and **Email** fields are not case sensitive, but candidates must enter the name and email exactly as it was created in the system when they registered for the exam.

The secure browser Candidate: exam lobby page notifies the candidate that the unlock request has been sent to the proctor. Once the proctor unlocks the exam the candidate may begin their exam.



The screenshot shows the 'Candidate: exam lobby' page. At the top, there is a Pearson | VUE logo. Below the logo, the page title 'Candidate: exam lobby' is displayed. To the right of the title, it says 'Signed in as: CasityTD1 CasityTD1'. A yellow-bordered box contains the message: 'Your unlock request has been sent to the proctor. Once the proctor unlocks your exam, this page will automatically refresh and display a "Start exam" button. Click the button to start your exam.' At the bottom of the page, there is a footer with the text: 'Copyright 1996-2022 Pearson Education Inc. or its affiliate(s). All rights reserved. pvuecopyright@pearson.com' and links for 'Terms' and 'Privacy'.

---

**Event day**

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo captureAdmit candidates with  
photo capture

Seat candidates for exam

**Unlock exam**

Remove secure browser

## Unlock exam

 Once the candidate submits their personal information and the event code, the Admissions tab lists the exam status as **Unlock requested**. Proctors must unlock the exam on the **Unlock exams** tab.

1. Select the **Unlock exams** tab.
2. Select the **Refresh candidate roster** button to ensure you see the current list of candidates waiting to have their exams unlocked.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

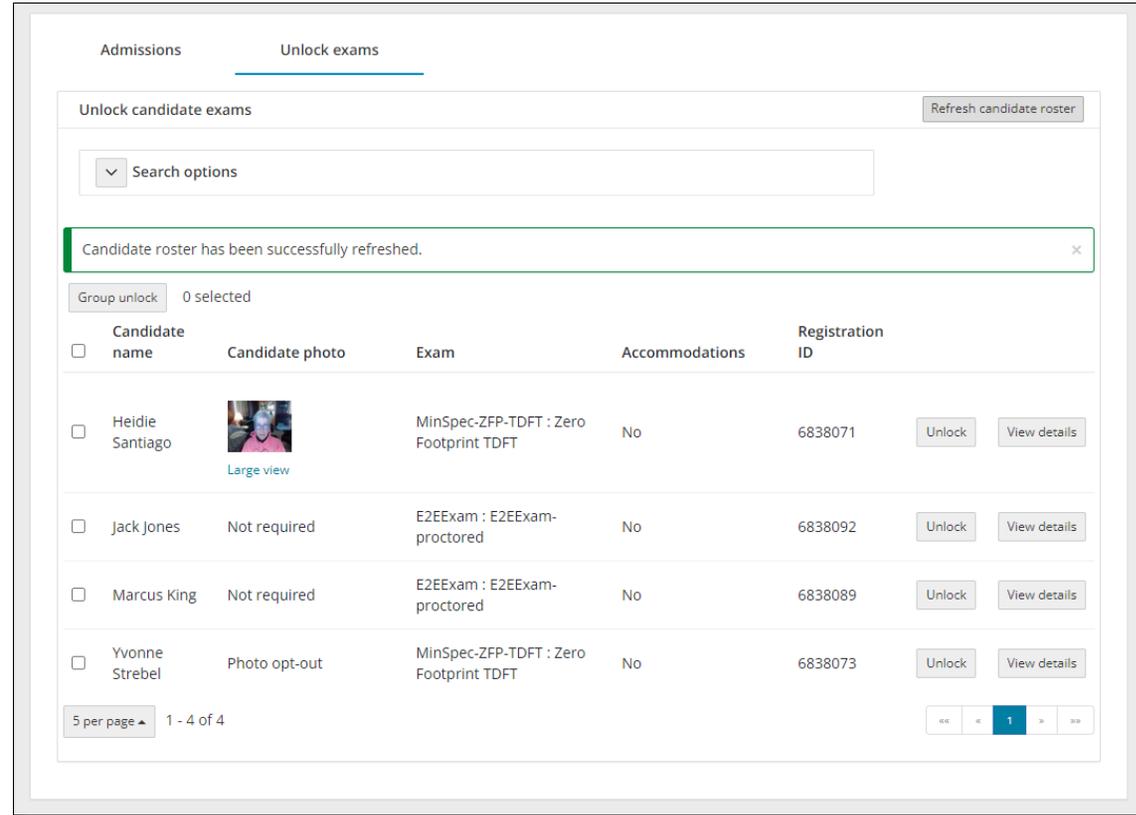
Admit candidates with photo capture

Seat candidates for exam

**Unlock exam**

Remove secure browser

The Unlock exams tab includes the Candidate photo if the candidate requires photo capture for admitting the candidate for an exam.



The screenshot shows the 'Unlock exams' tab in the Pearson VUE interface. At the top, there are tabs for 'Admissions' and 'Unlock exams'. Below the tabs, there is a 'Refresh candidate roster' button and a search bar with a dropdown arrow and the text 'Search options'. A green notification box states 'Candidate roster has been successfully refreshed.' Below this, there is a 'Group unlock' button and a status '0 selected'. The main content is a table with the following columns: Candidate name, Candidate photo, Exam, Accommodations, and Registration ID. The table contains five rows of candidate data. The first row shows a candidate named Heidi Santiago with a photo and a 'Large view' link. The second row shows Jack Jones with 'Not required' for the photo. The third row shows Marcus King with 'Not required' for the photo. The fourth row shows Yvonne Strebel with 'Photo opt-out' for the photo. Each row has 'Unlock' and 'View details' buttons. At the bottom of the table, there is a pagination control showing '5 per page' and '1 - 4 of 4'.

| Candidate name | Candidate photo   | Exam                                   | Accommodations | Registration ID |
|----------------|---|--|----------------|-----------------|
| Heidi Santiago | <br><a href="#">Large view</a> | MinSpec-ZFP-TDFT : Zero Footprint TDFT | No             | 6838071         |
| Jack Jones     | Not required  | E2EExam : E2EExam-proctored            | No             | 6838092         |
| Marcus King    | Not required  | E2EExam : E2EExam-proctored            | No             | 6838089         |
| Yvonne Strebel | Photo opt-out   | MinSpec-ZFP-TDFT : Zero Footprint TDFT | No             | 6838073         |

When photo capture is not required, the Candidate photo column displays **Not required**.

When photo capture is required, the Candidate photo column displays the **candidate photo** or **Photo opt-out**.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without photo capture

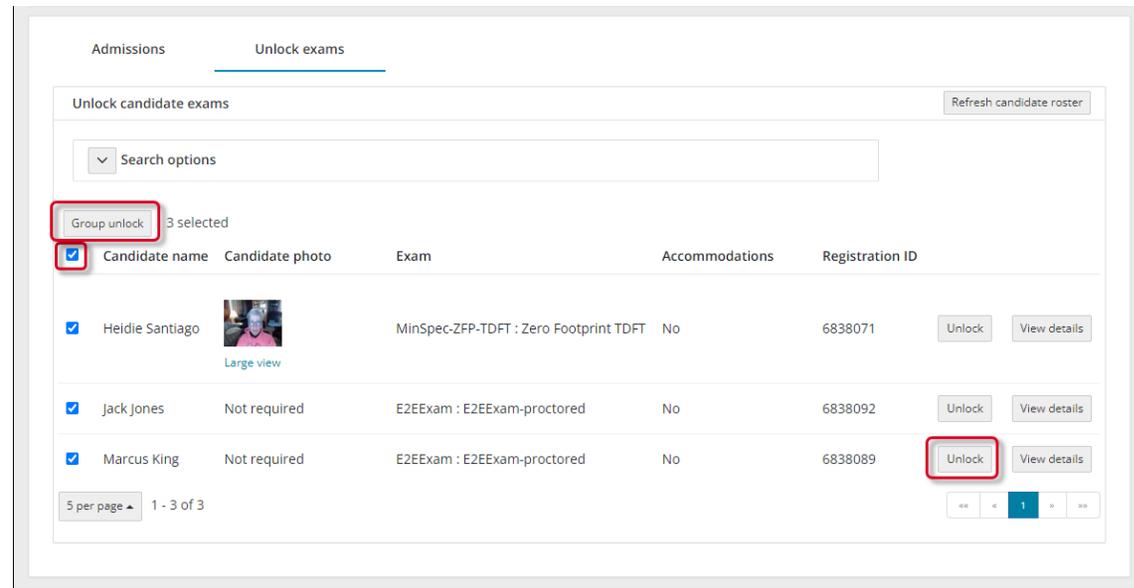
Admit candidates with photo capture

Seat candidates for exam

### Unlock exam

Remove secure browser

- To unlock a single candidate exam, the Proctor selects the desired candidate's **Unlock** button. To unlock all candidates waiting to start their exams, select the checkbox to the left of the Candidate name header. This selects all the candidate checkboxes. Select the **Group Unlock** button.



If you unlocked a single exam the Exam status on the **Unlock exams** tab changes to **unlocked** and a message notifies you the exam has been unlocked. The next time the candidate roster is refreshed, the unlocked exam is removed from the Unlock exams tab and only locked exams are listed.

If you group unlocked a bunch of exams, the exams are unlocked and the unlocked exams are no longer displayed on the Unlock exams tab.

The Exam status on the **Admissions tab** changes to **Exam in progress** for unlocked exams.

## Event day

Candidate preparation

Run a System Check

Launch secure browser

Verify event code is active

Admit candidates without  
photo capture

Admit candidates with  
photo capture

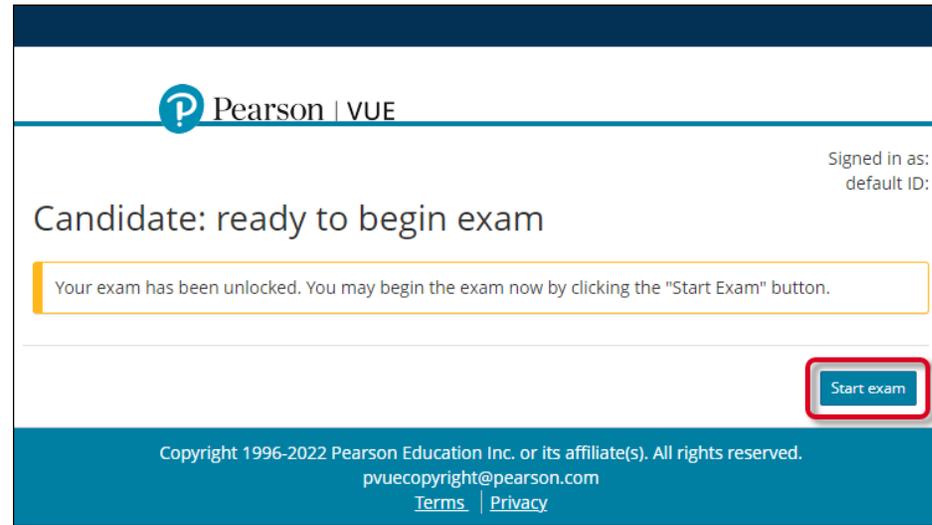
Seat candidates for exam

Unlock exam

**Remove secure browser**



- The secure browser now changes to **Candidate: ready to begin exam**. The **candidate** selects the **Start exam** button.



- Candidate completes the exam.

Once the candidate completes the exam, the **Admissions** tab lists the exam status as **Complete**.

## Remove secure browser



Once all testing is completed for the day, Pearson VUE recommends you remove the secure browser from each exam delivery workstation.

- Open a **Windows Explorer** window and navigate to the **Downloads** directory.
- Locate the **CTC.exe** file and **Delete** it.

## Test the system

Schedule exam appointment

Admit and unlock exam



### Note

Use the links in this sidebar and at the bottom of the page to navigate through the document.

# Appendix: Test the system

The testing procedure ensures that the site installation works from end to end. Prior to a testing event, Pearson VUE recommends that you register for a practice exam so you can run through admitting candidates for exams. Start by calling your local VUE Support Specialist to create a candidate account for yourself and to schedule yourself for an exam appointment which you can run on an exam delivery workstation. Then use **Proctoring** to admit yourself for the exam and use **Exam Launchpad** to take the practice exam.

This section of the document walks you through:

- Scheduling a Test Driver Functionality Test (TDFT)
- Admitting yourself for the TDFT exam
- Unlocking the exam
- Completing the exam

---

**Test the system**

**Schedule exam  
appointment**

Admit and unlock exam

## Schedule exam appointment



### Note

**This is an optional procedure, but Pearson VUE strongly recommends you register for a TDFT** so you can run through the procedure for unlocking an exam and running the secure web browser allowing you to launch an exam prior to an exam event.

In this procedure you must contact your local VUE Support Services team to create a candidate account for yourself so you can register for the Test Driver Functionality Tests (TDFT). Please create an account using your own name and address information. You can then use the same account later when running other test exams. Do not create a generic or “dummy” account such as “VUE Admin” or “Mickey Mouse”.



Test Driver Functionality Tests (TDFTs) are exams that Pearson VUE has created to test various types of functionalities on exam delivery workstations. Running these exams ensures that the workstation is prepared to deliver Pearson VUE exams. To perform this process, you must schedule yourself for one appointment which you will take on your administration workstation.

---

## Test the system

### Schedule exam appointment

Admit and unlock exam



### Note

The process of creating candidate accounts and registering for all other exams besides the **MinSpec-ZFP-TDFT** should be done by calling the **Call Center** or by going to the appropriate **Pearson VUE website program landing page** to register for the exams. We are only asking you to call VSS for purposes of ensuring that your test center is ready to deliver exams once you go live.

Follow these steps to create your candidate account and register for the **MinSpec-ZFP-TDFT** exam:

1. **Call your local Pearson VUE Support representative** using the appropriate phone number in the [Technical Support](#) section of this guide.
2. Ask the VSS representative to **create a candidate account** for you. You must supply the following information:  
**First name, Last name, Email, Country, Address, City, State, Postal Code, and Phone number.**
3. Ask the VSS representative to **register** you for the **MinSpec-ZFP-TDFT exam**. Provide the date you will run the exam.

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## Test the system

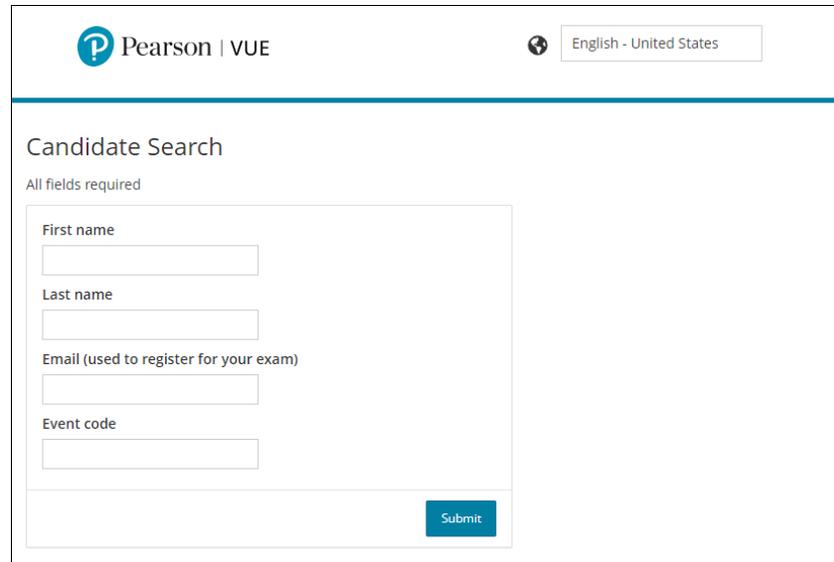
Schedule exam appointment

**Admit and unlock exam**

# Admit and unlock exam for delivery

Before you can launch an exam, you must first admit yourself for the exam. You may only unlock appointments that are scheduled for the current day.

1. Open the **Proctoring** application on the proctor administration workstation.
2. **View** your event.
3. Select the **Admit** button for your candidate registration.
4. On an exam delivery workstation download the Exam Launchpad secure browser from the Client proctored PVBL landing page.
5. Enter your **First name**, **Last name**, **Email address**, the **Event code** for your event, and select **Submit**.



The screenshot shows the Pearson VUE interface. At the top left is the Pearson VUE logo. At the top right is a language selection dropdown set to "English - United States". Below this is a "Candidate Search" section with the instruction "All fields required". The form contains four input fields: "First name", "Last name", "Email (used to register for your exam)", and "Event code". A blue "Submit" button is located at the bottom right of the form.

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Site  
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Before  
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**Test  
system**

Troubleshoot

---

## Test the system

Schedule exam appointment

**Admit and unlock exam**

6. On the proctor administration workstation, select the **Unlock exams** tab for your event.
7. Select the **Unlock** button for your exam.
8. On the exam delivery workstation, select the **Start exam** button and complete the exam.

## Troubleshoot exam delivery

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### Note

Use the links in this sidebar and at the bottom of the page to navigate through the document.

# Troubleshoot exam delivery issues

In addition to the Test Simulator and System Check tools, ITS has provided several other tools you can use to determine if a workstation can successfully deliver an exam. They are available on the ITS Site Readiness Portal.

The testing procedure ensures that the test center installation works from end to end. Prior to a testing event, we recommend that you register for a practice exam so you can run through admitting candidates for exams. Start by calling your local VUE Support Specialist to create a candidate account for yourself and to schedule yourself for an exam appointment which you can run on your administration workstation. Then use **Proctoring** to admit yourself for the exam and use **Exam Launchpad** to take the practice exams.

## Troubleshoot exam delivery

### Run bandwidth check

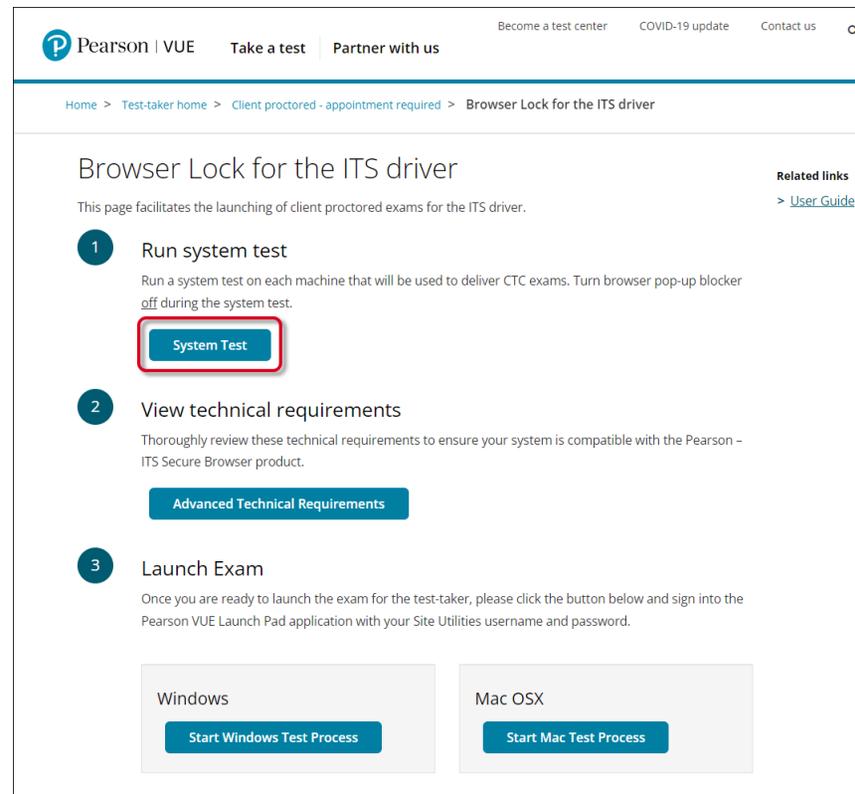
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# Run Bandwidth Check

Prior to a testing event, you may want to run a **Bandwidth Check** to sample your Internet connection speeds over a period to see how your available bandwidth fluctuates throughout the day.

1. On the **Administration** workstation, launch an **Internet browser** and navigate to the **Client proctored – ITS Secure Browser** landing page on the Pearson VUE website. <https://home.pearsonvue.com/cp/its-pvbl>



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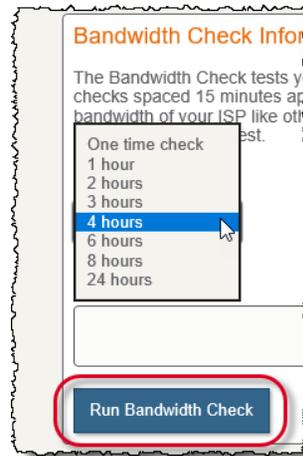
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2. Select the **System Test** button.
3. Select **Bandwidth Check** on the Check Readiness page.
4. Select the **Duration** for the bandwidth check from the drop-down list and select **Run Bandwidth Check**.



5. The bandwidth check runs through the simulation and creates a detailed report. Select **View Detailed Results**.

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## Troubleshoot exam delivery

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# Run Test Delivery Check

You can run the **Test Delivery Check** to take a practice exam. This exam includes samples of each question type to verify the device can deliver an exam. You may run this on any exam delivery workstation.

1. Select **Test Delivery Check** on the Check Readiness tab.
2. A practice exam opens. Run through the practice exam and complete each question type.
3. Select **Finish** and then **End Exam**.

## Support Tools

If issues, such as communications errors, occur while delivering exams or running Test Simulations, your IT group can use MTR (My Traceroute) to help diagnose local network problems.



### Caution

These configuration settings and requirements should only be implemented if you are confident that you understand and can implement these settings and configuration changes. If you do not understand these configuration settings and requirements **DO NOT make changes without first consulting with the local Technology Professional.**

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