IBM proctor event planning guide

Welcome!

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

Prior to the Anywhere Proctored Event

2 weeks prior

☐ Make sure you have requested or know what the Private Access Code (PAC)
☐ Make sure you have requested or know what the Discount Access Code (DAC)
☐ Make sure you know your IBM Location Code
    ☐ Location code_____
☐ Contact information for your IBM Brand Manager. Your IBM Brand Manager can help you with Private Access Codes, Discount Access Codes and Location Codes:
    ☐ Name_____
    ☐ Email_____
    ☐ Phone_____

☐ Consider providing a link on your conference landing page to the Pearson VUE Anywhere Proctor page www.pearsonvue.com/IBM/AP

☐ Ensure the home page on each delivery workstation is set to:
    ☐ www.pearsonvue.com/IBM/AP (do this on each machine to ensure the secure browser launches properly)
    ☐ By selecting the 'sign-in' button the secure browser will launch
    ☐ Ensure the delivery workstations have the minimum specifications these requirements can be found on www.pearsonvue.com/IBM/AP on the home page
    ☐ Ensure the network has access to the Pearson VUE and ITS websites (white list)

2 days prior

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

☐ Please be sure to notify the candidates of the following:
    ☐ Location and directions to the testing event
    ☐ Testing event hours
    ☐ Profile creation www.pearsonvue.com/IBM 1 - 2 days prior to the event
    ☐ Notify candidates they need to bring their username and password for their Pearson VUE account to the event

☐ Be sure you are familiar with the candidate testing process. For more information, please visit www.pearsonvue.com/IBM/AP

☐ Know your username and password to launch exams

☐ If you do not have your username, please contact your IBM Brand Manager

☐ Review and understand the Guidelines for Proctors document

☐ Become familiar with the reference material regarding support during exam delivery

☐ Print candidate quick reference guide

☐ Have vouchers available to candidates (if needed)

On the Day of the Event

☐ Please review the Guidelines for Proctors document

    ☐ Double check that the home page on each delivery workstation is set to pearsonvue.com/IBM/AP (do this on each machine to ensure the secure browser launches properly)

        ☐ Select the 'sign-in' button to launch the secure browser

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

Score Report

☐ Inform candidates how to access their score report by signing back into pearsonvue.com/IBM with their username and password.

Conference Testing Terms

ROLES

Event Manager/Proctor: The individual(s) approved by IBM responsible for securely administering the exam to test-takers.

Candidate / Test-taker: The individual(s) taking the exams.

Pearson VUE support: Group within Pearson VUE who will support the Event Manager/Proctors and/or candidates to answer questions about the process and assist in resolving issues. Please refer to the Candidate quick reference guide.

IBM Brand Manager: The person who provides support to Event Managers/Proctors related to proctor user accounts. This includes establishing a new account and/or resetting an existing account and proctor passwords. The Brand Manager may also be the Event Manager and/or Proctor for the event.

GLOSSARY

Candidate Quick Reference Guide: Please distribute the Candidate Quick Reference Guide at events to provide candidates with a quick guide to creating their account, customer service and accessing their score report.

Proctor User Account: The client will approve proctors for their program and use the ITS Proctor Management tool to create a Event Manager/Proctor user account. This account allows the proctor to start the exam for the test-taker directly from the Pearson VUE Candidate Web Site www.pearsonvue.com/IBM/AP. Username and password provided by the IBM Brand Manager; this account allows you to log in and administer exams.

Discount Access Code: Discount Access Codes are used to apply Anywhere Proctored event based discounts at an event. These codes are not always required. The Discount Access Code can only be entered by proctors.

Location Code: This code identifies the location of the testing event and can be obtained by your IBM Brand Manager. Proctors will need the location code prior to starting the test.

Pearson VUE Anywhere Proctored: System used to administer proctored exams to candidates outside of Pearson VUE Test Centers.

Private Access Code: A code that limits access to exams that are offered on the Anywhere Proctored system. This code is provided to candidates by the Event Manager/Proctor prior to the event.

Secure Browser URL: The secure browser is required as part of the Anywhere Proctored system. Its purpose is to lockdown the desktop on the candidates workstation for security reasons. This can be found by navigating to www.pearsonvue.com/IBM/AP and clicking on the 'sign-in' button.

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

Candidate quick reference guide

Create an account on www.pearsonvue.com/IBM/ap
Username and password will be used to log into the test

For immediate assistance with setting up your username and password call
　　Americas:Toll 1-877-759-4426
　　EMEA: Toll +44-161-855-7455
　　APAC: Toll +852 3077 4923

Score report will appear as a PDF in your account at PearsonVUE.com/ibm

ALWAYS LEARNING

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