

**Pearson Platform Navigation Guide for the  
Certified Equity Professional Institute (CEPI) Exams  
OnVUE Remote Proctoring**



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# Introduction

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This tutorial is designed to help you become familiar with the Pearson computer-based testing platform.

It will guide you through how to navigate the testing platform, answer questions, and review your responses.

**Please note: The Multiple-Choice examples shown in this tutorial are not actual test questions, nor are they sample or practice test items. They are provided solely to demonstrate how the testing platform works.**

During the tutorial, you will encounter Multiple-Choice items similar to the example shown below.

Equity Compensation Associate (Level 1) - Candidate Name Time Remaining 226:56

Comment Calculator Pause Exam Flag for Review Color Scheme

- CEPI Welcome Packet
- XYZ Corporation Equity Incentive Plan
- XYZ Corporation Employee Stock Purchase Plan
- Consider Your Options (2019)
- Selected Issues in Equity Compensation (20th ed.)
- The Stock Options Book (24th ed.)
- Equity Alternatives (21st ed.)
- GPS 4-in-1

Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?

- A. 2:15 p.m.
- B. 2:45 p.m.
- C. 3:00 p.m.
- D. 3:45 p.m.

Previous Next

## How to Adjust the Font Size

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You can use keyboard shortcuts to adjust the magnification of on-screen content up to 200%, using different commands for PC and Mac computers.

### PC - Enlarge Text (ctrl+)



### PC - Decrease Text (ctrl-)



## How to Adjust the Font Size (continued)

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### Mac - Enlarge Text (command+)



### Mac - Decrease Text (command-)

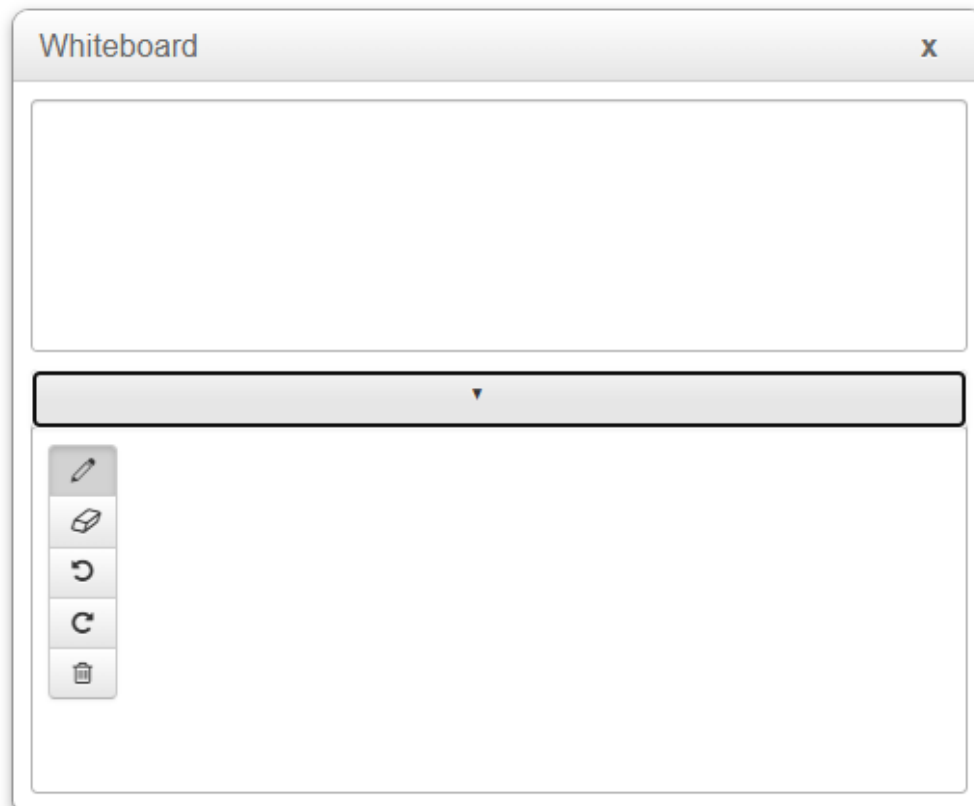


## Using the Whiteboard During Your OnVUE Exam

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You can access the whiteboard at any time during your exam by clicking the whiteboard icon at the top of the screen.

The whiteboard may be used for scratch work and includes separate areas for text entry and free-form drawing. You can practice using the online whiteboard before your exam by visiting [OnVUE Whiteboard // Pearson VUE](#).



With the online whiteboard, you can:

- Enter text
- Draw shapes and lines as needed
- Erase or clear content to start something new (your work will remain accessible throughout all sections of the exam)
- Resize or move the whiteboard anywhere on your screen

The online whiteboard is the only tool permitted for rough work during the exam. Personal paper, notes, or other materials are strictly prohibited.

## Your Exam Screen

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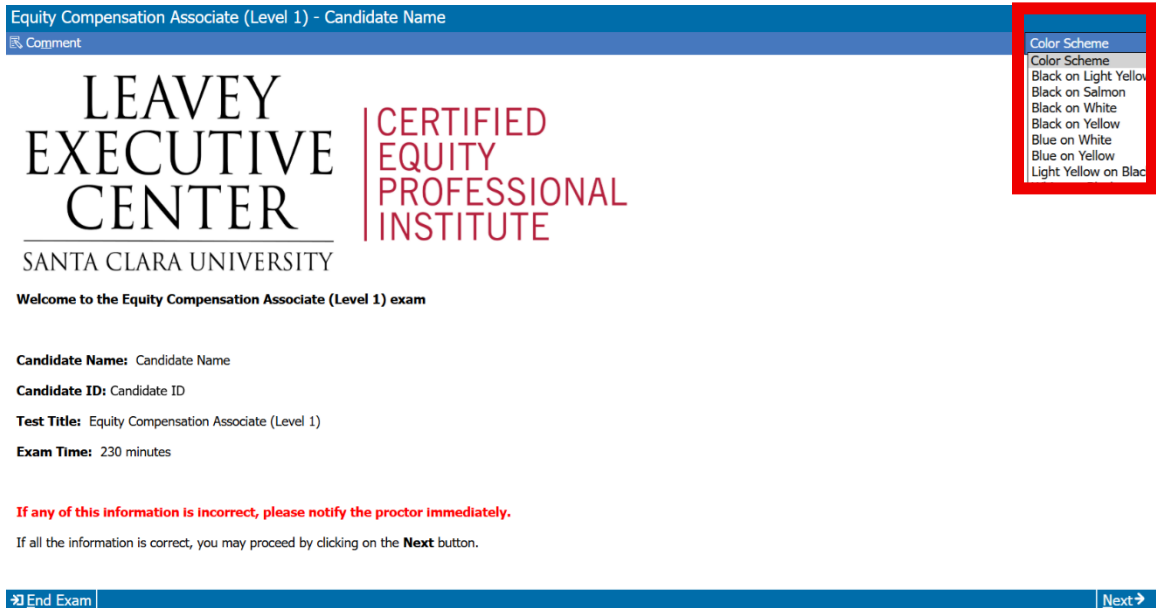
Before beginning your exam, you will see the screen shown below. Please verify that your name, candidate ID, test title, and allotted exam time are correct.

If any of this information is incorrect, please notify the proctor immediately. If everything is accurate, you may proceed by selecting **Next** to begin the exam.

The screenshot shows the exam interface. At the top, a blue header bar contains the text "Equity Compensation Associate (Level 1) - Candidate Name" on the left and "Color Scheme" with a dropdown arrow on the right. Below the header, the "LEAVEY EXECUTIVE CENTER" logo is displayed in black serif font, with "SANTA CLARA UNIVERSITY" underneath. To the right of the logo is the "CERTIFIED EQUITY PROFESSIONAL INSTITUTE" logo in red. Below the logos, the text "Welcome to the Equity Compensation Associate (Level 1) exam" is shown. Further down, the candidate information is listed: "Candidate Name: Candidate Name", "Candidate ID: Candidate ID", "Test Title: Equity Compensation Associate (Level 1)", and "Exam Time: 230 minutes". A red warning message states: "If any of this information is incorrect, please notify the proctor immediately." Below this, it says: "If all the information is correct, you may proceed by clicking on the **Next** button." At the bottom, a blue footer bar contains "End Exam" with a left arrow and "Next" with a right arrow.


## Color Scheme

The examination platform allows you to adjust the color scheme to meet your individual viewing needs. To change the display, navigate to the right-hand side of the exam screen, select **Color Scheme**, and choose your preferred option. Any changes you make will be applied to all subsequent screens.



The screenshot shows the top portion of an exam interface. At the top, a blue header bar contains the text "Equity Compensation Associate (Level 1) - Candidate Name" and a "Comment" icon. Below this, the main content area features the logos for "LEAVEY EXECUTIVE CENTER" and "CERTIFIED EQUITY PROFESSIONAL INSTITUTE" on the left, and "SANTA CLARA UNIVERSITY" below them. A "Welcome to the Equity Compensation Associate (Level 1) exam" message is displayed. Below the welcome message, candidate information is listed: "Candidate Name: Candidate Name", "Candidate ID: Candidate ID", "Test Title: Equity Compensation Associate (Level 1)", and "Exam Time: 230 minutes". A red warning message states: "If any of this information is incorrect, please notify the proctor immediately." Below this, a note says: "If all the information is correct, you may proceed by clicking on the Next button." At the bottom of the main content area, there are two buttons: "End Exam" and "Next". On the right side of the interface, a dropdown menu for "Color Scheme" is open, showing options: "Color Scheme", "Black on Light Yellow", "Black on Salmon", "Black on White", "Black on Yellow", "Blue on White", "Blue on Yellow", and "Light Yellow on Black".

*In the image below, the Color Scheme has been set to "Black on Light Yellow".*



The screenshot shows the same exam interface as above, but with a yellow background. The "Color Scheme" dropdown menu is now set to "Black on Light Yellow". The candidate information is updated: "Candidate ID: 0d996662-5e7a-4db3-b68b-1060e141746f". The "Next" button is now visible on the right side of the interface.

## Navigation Buttons and Function Keys

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Buttons and functions can also be accessed using keyboard shortcuts. For example, to select the **N**ext button, hold down the **Alt** key and press **N**.

You may also use the **P**revious and **N**ext buttons located along the bottom edge of the screen. These navigation buttons appear on most screens throughout your exam. Selecting **N**ext moves you forward to the following screen, while selecting **P**revious allows you to return to the screen you have already viewed.

If you find shortcut keys do not work, use your mouse to navigate through the exam.

Equity Compensation Associate (Level 1) - Candidate Name Time Remaining 226:56

Comment Calculator Pause Exam Flag for Review Color Scheme

CEPI Welcome Packet

XYZ Corporation Equity Incentive Plan

XYZ Corporation Employee Stock Purchase Plan

Consider Your Options (2019)

Selected Issues in Equity Compensation (20th ed.)

The Stock Options Book (24th ed.)

Equity Alternatives (21st ed.)

GPS 4-in-1

Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?

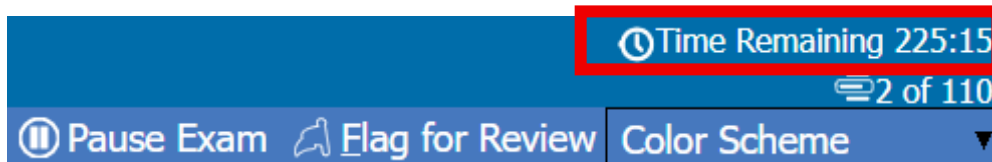
- A. 2:15 p.m.
- B. 2:45 p.m.
- C. 3:00 p.m.
- D. 3:45 p.m.

[← Previous](#) [Next →](#)

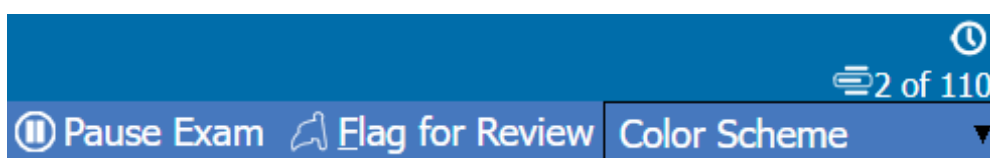
## How to Track the Time Remaining



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As soon as your exam begins, a countdown timer will start. You must complete all questions and any review of your answers before the allotted time expires. If you do not finish within the allowed time, the exam will automatically submit, and any unanswered questions will be scored as incorrect.



You can view the amount of time you have remaining at any point during the exam. The Time Remaining display appears on the upper-right corner of the screen by default.



If you prefer not to see the countdown while testing, you may hide it by selecting the **Clock** icon . Selecting the **Clock** icon  again will restore the time display.

## Accessing Reference Materials During the Exam

Reference materials will appear as PDF links on the left-hand side of the screen, while exam questions will display on the right-hand side.

The screenshot shows the exam interface for an Equity Compensation Associate (Level 1) candidate. On the left, there is a list of reference materials: CEPI Welcome Packet, XYZ Corporation Equity Incentive Plan, XYZ Corporation Employee Stock Purchase Plan, Consider Your Options (2019), Selected Issues in Equity Compensation (20th ed.), The Stock Options Book (24th ed.), Equity Alternatives (21st ed.), and GPS 4-in-1. On the right, a question is displayed: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?" with four multiple-choice options: A. 2:15 p.m., B. 2:45 p.m., C. 3:00 p.m., and D. 3:45 p.m. The interface also includes a top bar with "Equity Compensation Associate (Level 1) - Candidate Name", "Time Remaining 226:04", "1 of 110", and buttons for "Comment", "Calculator", "Pause Exam", "Flag for Review", and "Color Scheme". A "Next" button is visible at the bottom right.

You may open multiple references at the same time, switch between them, and drag them to your preferred location on the screen. You can also resize the reference PDFs by clicking, holding, and dragging the corners of the window.

The following references will be available for each level:

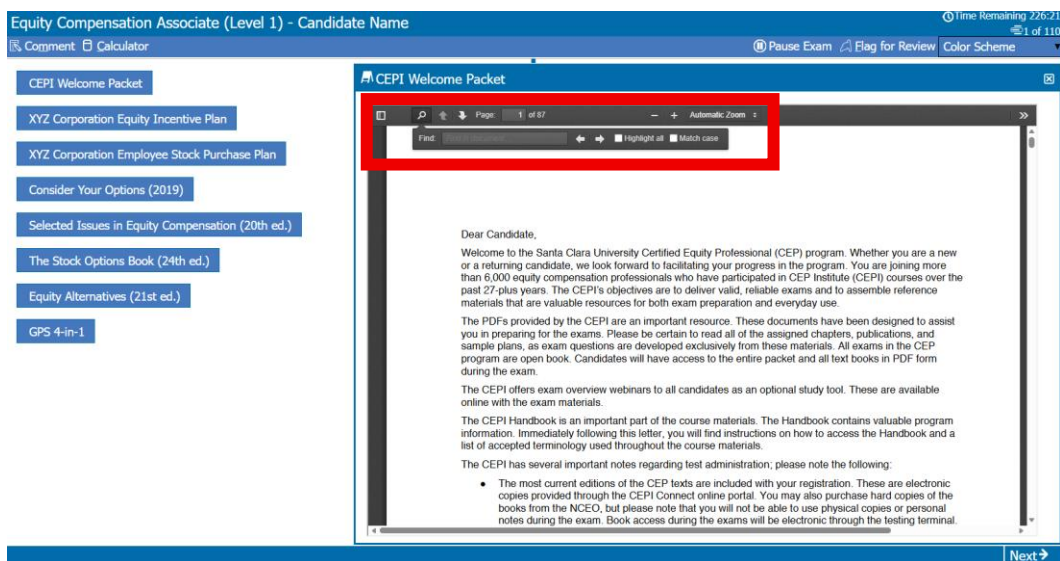
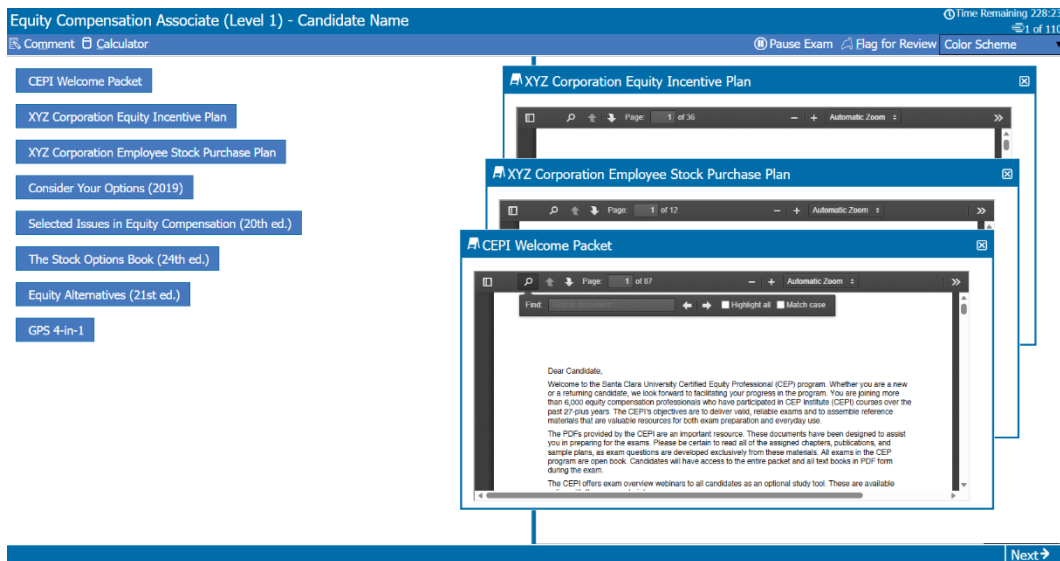
Level 1	Level 2, Level 3
CEPI Welcome Packet	CEPI Welcome Packet
XYZ Corporation Equity Incentive Plan	XYZ Corporation Equity Incentive Plan
XYZ Corporation Employee Stock Purchase Plan	XYZ Corporation Employee Stock Purchase Plan
Consider Your Options (2026)	Consider Your Options (2026)
Selected Issues in Equity Compensation (22nd ed.)	Selected Issues in Equity Compensation (22nd ed.)
The Stock Options Book (26th ed.)	The Stock Options Book (26th ed.)
Equity Alternatives (23rd ed.)	Equity Alternatives (23rd ed.)
GPS 4-in-1 (2024)	GPS 4-in-1 (2024)
	Accounting for Equity Compensation (22nd ed.)

## Accessing Reference Materials During the Exam (continued)

You can adjust the font size using the zoom controls on the PDF toolbar. You may also search for specific keywords or phrases by clicking the magnifying glass icon on the toolbar or by using the **ctrl + F** (PC) or **command + F** (Mac) keyboard shortcut.

Please note that reference PDFs open in overlapping windows. You may need to move the most recently opened reference to view previously opened references.

When you navigate to the next exam question, any open reference PDFs will automatically close. If you wish to continue using a reference, you will need to reopen it.





## Comment Form

You will have the opportunity during the examination to provide feedback on test questions, though providing feedback is optional. The **Comment Form** will appear on the left-hand side of the screen.

The screenshot displays an exam interface for the 'Equity Compensation Associate (Level 1) - Candidate Name' exam. The top navigation bar includes a 'Comment' button (highlighted with a red box), a 'Calculator' button, and options for 'Pause Exam', 'Flag for Review', and 'Color Scheme'. The time remaining is 22:32, and the question number is 1 of 110. On the left side, a list of study materials is shown, including 'CEPI Welcome Packet', 'XYZ Corporation Equity Incentive Plan', 'XYZ Corporation Employee Stock Purchase Plan', 'Consider Your Options (2019)', 'Selected Issues in Equity Compensation (20th ed.)', 'The Stock Options Book (24th ed.)', 'Equity Alternatives (21st ed.)', and 'GPS 4-in-1'. The main question area contains the text: 'Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?' with four multiple-choice options: A. 2:15 p.m., B. 2:45 p.m., C. 3:00 p.m., and D. 3:45 p.m. A 'Comment' form is floating in the center, featuring a large text input area and 'Save' and 'Cancel' buttons at the bottom right. A 'Next' button is visible in the bottom right corner of the interface.

You may open the **Comment Form** at any time and position it wherever you prefer by dragging it to another location the screen. You may also resize the form by clicking, holding, and dragging its corners.

## Comment Form (continued)

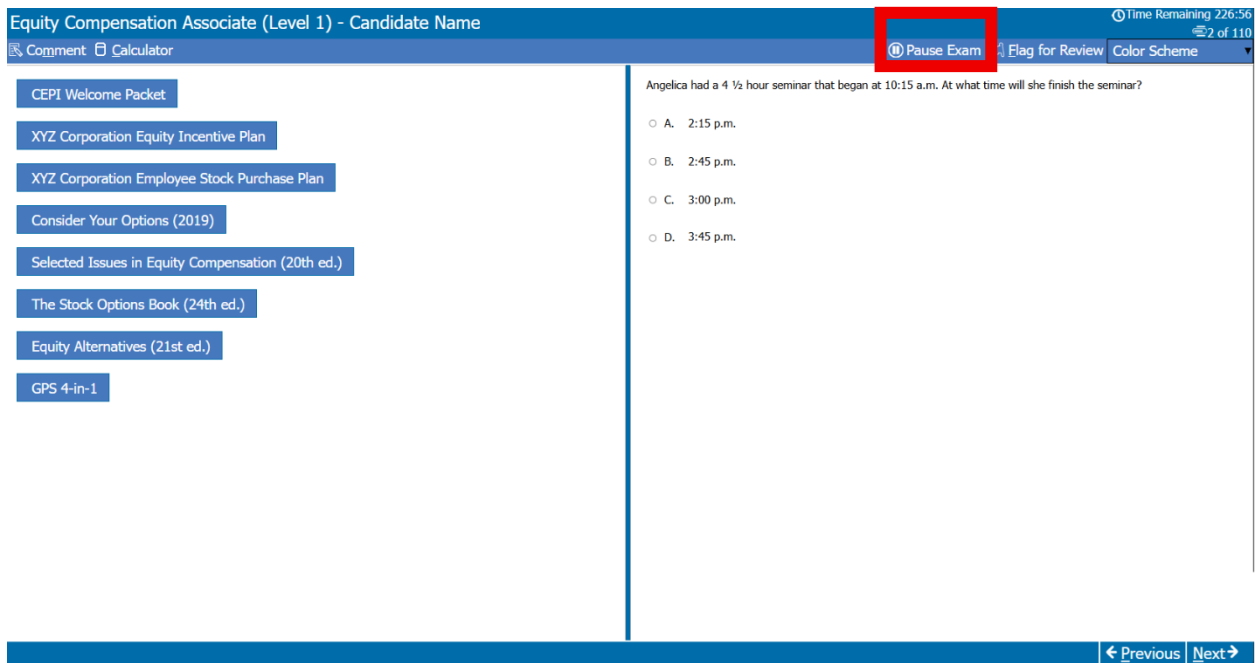
Please be sure to select **Save** on the **Comment Form** before navigating to the next question. Comments that are not saved will not be retained.

The screenshot displays an exam interface for an "Equity Compensation Associate (Level 1) - Candidate Name". The top navigation bar includes a "Comment" icon, a "Calculator" icon, and a "Time Remaining 22:23" indicator. The main content area is split into two columns. The left column contains a list of study materials: "CEPI Welcome Packet", "XYZ Corporation Equity Incentive Plan", "XYZ Corporation Employee Stock Purchase Plan", "Consider Your Options (2019)", "Selected Issues in Equity Compensation (20th ed.)", "The Stock Options Book (24th ed.)", "Equity Alternatives (21st ed.)", and "GPS 4-in-1". The right column contains a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?" with four multiple-choice options: "A. 2:15 p.m.", "B. 2:45 p.m.", "C. 3:00 p.m.", and "D. 3:45 p.m.". At the bottom of the screen, a "Comment" form is open, featuring a large text input area and "Save" and "Cancel" buttons. A "Next" button with a right-pointing arrow is located in the bottom right corner of the interface.

## Taking a Break During Your Exam

Your exam session includes up to 10 minutes of break time. To begin your break, notify your proctor and select the **Pause Exam** button on the top-right corner of the screen.

When you end your break—or when the 10 minutes have elapsed, whichever occurs first, the **exam timer will automatically resume**. Please note that **failure to return from your break within the allotted time may result in your exam being terminated**.



Equity Compensation Associate (Level 1) - Candidate Name Time Remaining 226:56

Comment Calculator Pause Exam Flag for Review Color Scheme

CEPI Welcome Packet

XYZ Corporation Equity Incentive Plan

XYZ Corporation Employee Stock Purchase Plan

Consider Your Options (2019)

Selected Issues in Equity Compensation (20th ed.)

The Stock Options Book (24th ed.)

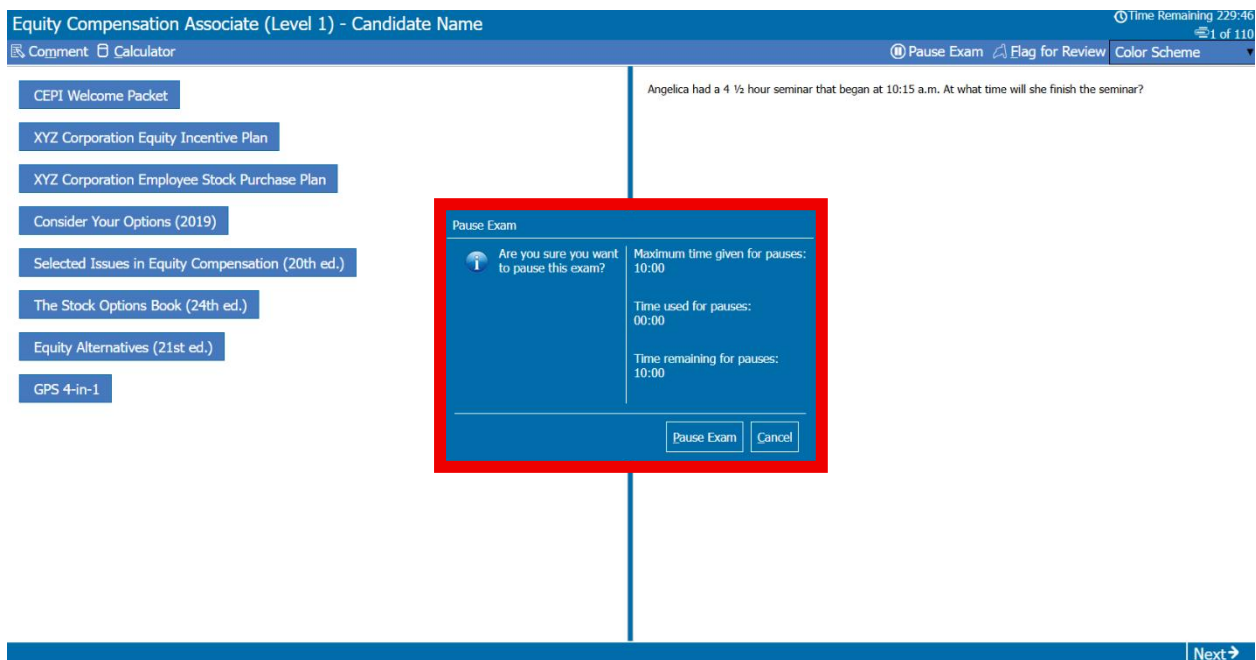
Equity Alternatives (21st ed.)

GPS 4-in-1

Angelica had a 4 ½ hour seminar that began at 10:15 a.m. At what time will she finish the seminar?

- A. 2:15 p.m.
- B. 2:45 p.m.
- C. 3:00 p.m.
- D. 3:45 p.m.

Previous Next



Equity Compensation Associate (Level 1) - Candidate Name Time Remaining 229:46

Comment Calculator Pause Exam Flag for Review Color Scheme

CEPI Welcome Packet

XYZ Corporation Equity Incentive Plan

XYZ Corporation Employee Stock Purchase Plan

Consider Your Options (2019)

Selected Issues in Equity Compensation (20th ed.)


The Stock Options Book (24th ed.)

Equity Alternatives (21st ed.)

GPS 4-in-1

Angelica had a 4 ½ hour seminar that began at 10:15 a.m. At what time will she finish the seminar?

**Pause Exam**

 Are you sure you want to pause this exam?

Maximum time given for pauses:	10:00
Time used for pauses:	00:00
Time remaining for pauses:	10:00

Next

# Taking a Break During Your Exam (continued)

Equity Compensation Associate (Level 1) - Candidate Name Time Remaining 229:37  
1 of 110

Your exam is paused

Maximum time given for pauses: 10:00
Time used for pauses: 08:39
Time paused beyond maximum may be deducted from current section time


[Resume Exam](#)

Equity Compensation Associate (Level 1) - Candidate Name Time Remaining 218:52  
2 of 110

[Comment](#) [Calculator](#) [Pause Exam](#) [Flag for Review](#) [Color Scheme](#)

- [CEPI Welcome Packet](#)
- [XYZ Corporation Equity Incentive Plan](#)
- [XYZ Corporation Employee Stock Purchase Plan](#)
- [Consider Your Options \(2019\)](#)
- [Selected Issues in Equity Compensation \(20th ed.\)](#)
- [The Stock Options Book \(24th ed.\)](#)
- [Equity Alternatives \(21st ed.\)](#)
- [GPS 4-in-1](#)

Pause Exam

 You are unable to pause because you have used all of the time or pauses currently allotted to you.

Maximum time given for pauses: 10:00
Time remaining for pauses: 00:00

[OK](#)

[← Previous](#) [Next →](#)

## How to Use the Item Review Screen

You may select the “**Flag for Review**” button in the upper-right corner of the screen to mark any question you would like to revisit later.

The screenshot displays an exam interface for an "Equity Compensation Associate (Level 1) - Candidate Name". The top navigation bar includes a "Comment" icon, a "Calculator" icon, a "Pause Exam" button, a "Flag for Review" button (highlighted with a red box), and a "Color Scheme" dropdown menu. The main content area is split into two columns. The left column contains a list of study materials: "CEPI Welcome Packet", "XYZ Corporation Equity Incentive Plan", "XYZ Corporation Employee Stock Purchase Plan", "Consider Your Options (2019)", "Selected Issues in Equity Compensation (20th ed.)", "The Stock Options Book (24th ed.)", "Equity Alternatives (21st ed.)", and "GPS 4-in-1". The right column displays a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?" with four multiple-choice options: "A. 2:15 p.m.", "B. 2:45 p.m.", "C. 3:00 p.m.", and "D. 3:45 p.m.". The bottom navigation bar features "Previous" and "Next" buttons.

## How to Use the Item Review Screen (continued)

When you have completed your examination, the **Item Review Screen** will appear (as shown below). Any questions you flagged for review will be marked with a filled-in flag icon next to the question number. In the example shown, questions 6, 10, and 13 have been flagged for review.

The screenshot displays the 'Item Review' screen. At the top, there is a blue header bar with 'Demo Exam - Candidate Name' on the left and 'Time Remaining 113:00' on the right. Below this is a light blue bar with 'Instructions' and a magnifying glass icon. The main area is titled 'Item Review' and contains a table of 14 questions. Each question is listed with a flag icon (filled or empty) and the status 'Incomplete'. Questions 6, 10, and 13 have filled-in flag icons. At the bottom, there is a navigation bar with four buttons: 'End Review', 'Review All', 'Review Incomplete', and 'Review Flagged'. The 'Review All', 'Review Incomplete', and 'Review Flagged' buttons are highlighted with a red border.

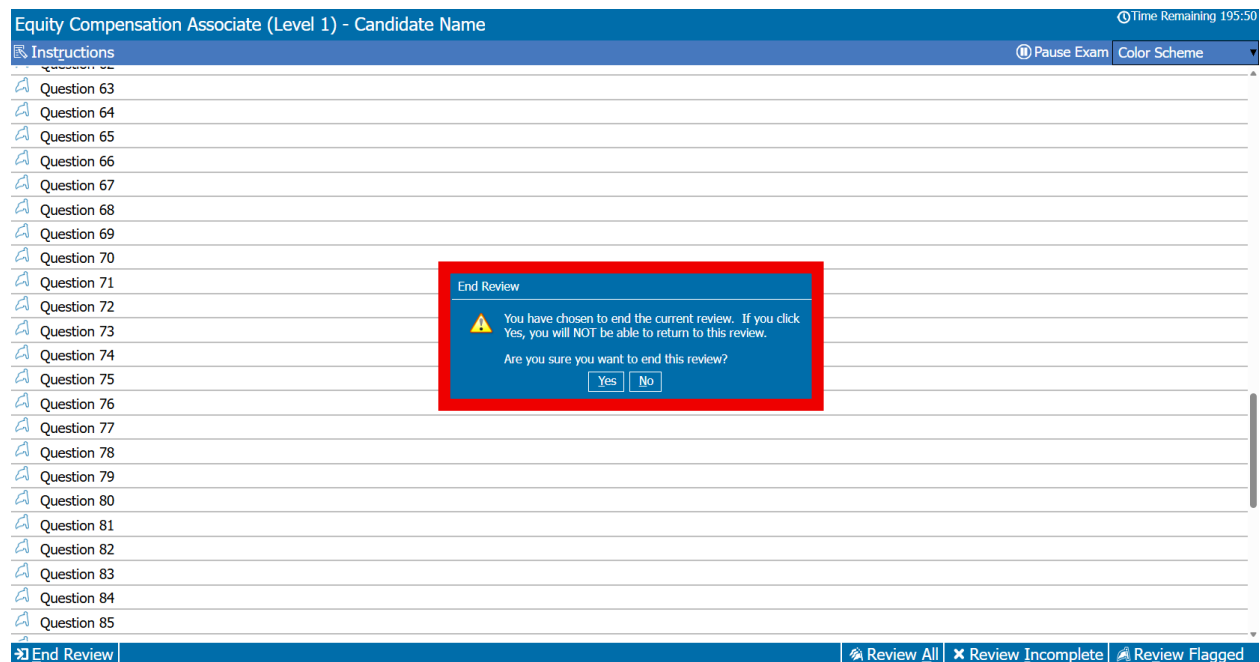
Items Section	( 13 Unseen/Incomplete )
Question 1	Incomplete
Question 2	Incomplete
Question 3	Incomplete
Question 4	Incomplete
Question 5	Incomplete
Question 6	Incomplete
Question 7	Incomplete
Question 8	Incomplete
Question 9	Incomplete
Question 10	Incomplete
Question 11	Incomplete
Question 12	Incomplete
Question 13	Incomplete
Question 14	Incomplete

From the **Item Review Screen**, you may choose to review all items or select specific items to revisit. The following functions are available:

- **Review All** - Allows you to review all items on the exam.
- **Review Incomplete** - Allows you to review you have not yet completed.
- **Review Flagged** - Moves you through each item you flagged for review.
- **End Review** - Ends the review process.

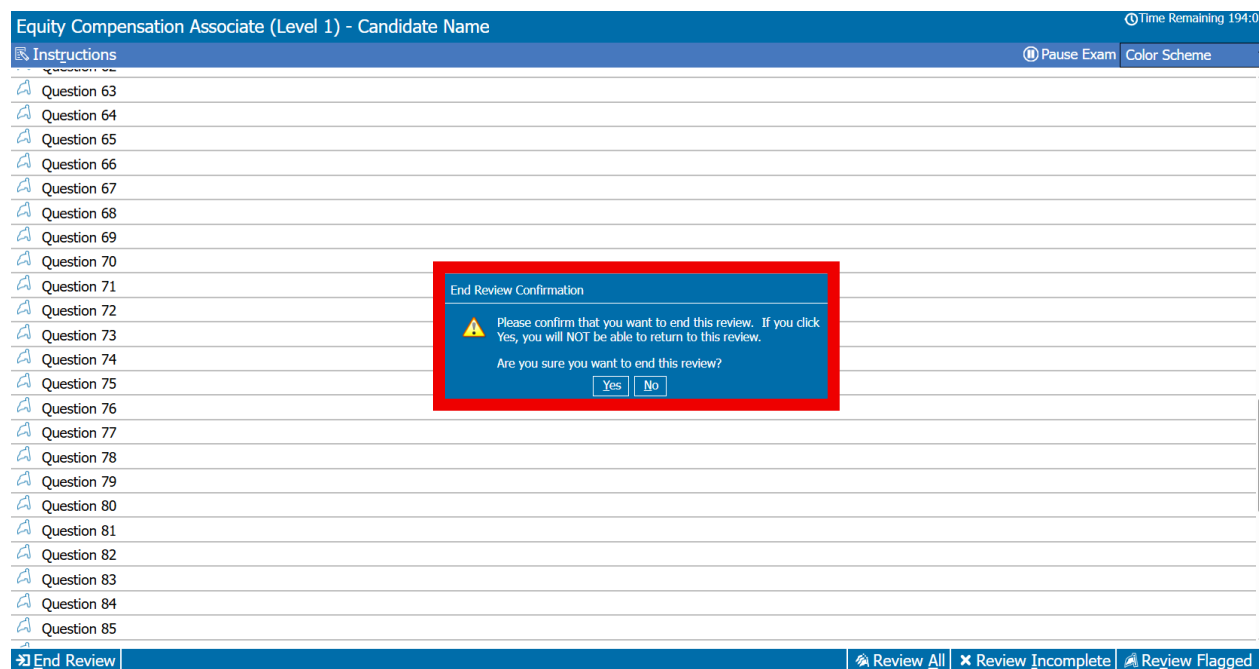
## Ending Your Exam

If you select **End Review** on the Item Review Screen, you will exit the exam and will no longer be able to return to or modify any responses. Be sure to read all on-screen instructions carefully.



The screenshot shows the 'Equity Compensation Associate (Level 1) - Candidate Name' exam interface. The top bar includes 'Instructions', 'Pause Exam', and 'Color Scheme'. A list of questions from 63 to 85 is visible on the left. A blue dialog box titled 'End Review' is centered on the screen, containing a warning icon and the text: 'You have chosen to end the current review. If you click Yes, you will NOT be able to return to this review. Are you sure you want to end this review?' with 'Yes' and 'No' buttons. The bottom navigation bar shows 'End Review', 'Review All', 'Review Incomplete', and 'Review Flagged'. The time remaining is 195:50.

After selecting **Yes** to end the review, you will be prompted to confirm your choice.



The screenshot shows the same exam interface as above, but with a blue dialog box titled 'End Review Confirmation' centered on the screen. It contains a warning icon and the text: 'Please confirm that you want to end this review. If you click Yes, you will NOT be able to return to this review. Are you sure you want to end this review?' with 'Yes' and 'No' buttons. The bottom navigation bar and time remaining (194:0) are also visible.

## Ending Your Exam (continued)

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After completing the exam, you will be directed to a completion screen confirming that your responses have been recorded. To exit, select **End Exam**.

Equity Compensation Associate (Level 1) - Candidate Name  
Comment Color Scheme

LEAVEY  
EXECUTIVE  
CENTER

SANTA CLARA UNIVERSITY

CERTIFIED  
EQUITY  
PROFESSIONAL  
INSTITUTE

Thank you for completing the Certified Equity Professional Institute Equity Compensation Associate (Level 1) exam. Your responses have been recorded. You will be notified via email in 4-6 weeks when your score is available.

End Exam

**YOU HAVE REACHED THE END OF THE TUTORIAL.**