CERTIFICATION CENTER

Testing Procedure

Before the Exam

1. Go to your testing provider's website (Pearson VUE, Prometric, Kryterion, ETS / TOEFL, or CASTLE Worldwide) to create a personal account and apply for the certification. If you're taking the exam for the first time, pay attention to your personal information (address and phone numbers). This information will be used by the exam provider and vendor to contact you.
Please note: The name must exactly match the name in your documents.

2. Complete your registration. Choose the most convenient Certification Center, as well as your preferred exam date and time according to the given schedule. Complete payment for the exam.
Please note: Ensure that you don't have limit for online purchases in advance.

3. Arrive at the testing center 15 minutes before the scheduled appointment time to sign the necessary forms.
Please note: The exam fee is nonrefundable so be sure to arrive at the scheduled appointment on time.

You will be required to show two forms of identification before being allowed to enter the testing room. Both must have your signature, and one must feature your photo.

Each attempt to take the exam costs a fee, regardless of prior results, so take a careful approach to the exam procedure. Prepare accordingly, and stay attentive throughout the entire examination procedure — from filling in the registration form to receiving the results.

Before taking the test you should get familiar with the candidate rules specific to the provider you have chosen. Before and during the exam you will be monitored by a Certification Center Administrator.
Please note: cancellations and rescheduling (if allowed by a vendor) should be made at least 24 hours prior to the scheduled exam time.

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During the Exam

Exams are taken in specially equipped rooms. The following rules should be observed when taking an exam:

- You are not allowed to talk with other candidates, look at their screens, exam materials, or notes.
- You are not allowed to use notes, printed materials, or any other assistants. You should ask the administrator if this is an exception.
- You are not allowed to use computers, smartphones, programmable calculators, etc.
- Personal items such as food, drinks, purses, briefcases, cellular phones, and pagers are not allowed in the testing room.
- You are not allowed to recopy test questions and/or test answers, and/or take them out of the testing room.
- You are not allowed to use a dictionary unless it is permitted by the vendor.

If you have questions about the exam, you must contact the administrator.

After the Exam

When you finish your exam, click the "End Exam" button and raise your hand to signal the Administrator. At the end of the exam you will be given a score report that is printed automatically after you press the "End Exam" button, regardless of whether you pass the exam or not.

Document sets are not shipped automatically. To receive a paper copy of your certificate, you should contact your certification vendor. For example, if you've successfully passed a Microsoft exam, you will receive an email from Microsoft inviting you to join the MCP Member site where you can either download your certificate in a PDF format or request mailing your paper copy. (Note: A request for a paper copy may include a shipping fee.)

Each exam vendor specifies its own policy for retaking exams. For most, a waiting period is imposed between retakes to limit a candidate's exposure to exam content and discourage memorization of content.

Any appeals concerning exam content are at the discretion of the exam vendor and not the Certification Center.

Good luck on your exam!

Frequently Asked Questions

How can I complete registration for an exam?

To complete registration you need to go to your testing provider's website, create account and go through all steps of registration. During registration process you are required to choose the Certification Center, suitable date and time and pay the exam. After you complete registration you will get the confirmation email with all details. In case you have any difficulties, you can contact Certification Center Specialist for assistance.

Should I pay for my exam at Certification Center?

You are required to pay for your exam during the registration. There are no additional fees for Certification Center services.

When do I get my results?

The way you get your results depends on your certification Vendor. Sometimes you can see you result on the computer screen after you submit the exam, sometimes results can be printed out, sometimes they are sent to your email during some time after exam completion. This information can be checked at your certification vendor website.

How many forms of ID should I have with?

You are required to bring 2 forms of ID. The primary ID should be governmental issued with your photo and signature. The secondary can have signature only.

Can I use a dictionary/ calculator/ mobile phone/ tablet during the exam?

No, you are not allowed to take anything to the testing room. All your personal belongings will be stored in a locked drawer. All testing rules you can read in CCenter before the exam starts.

Can I cancel or rescheduled an exam?

Yes, you can cancel or reschedule your exam using your account or Certification Center Specialist can assist you with this issue. Please, note that you are able to cancel or reschedule your exam not later than 24 hours before the exam starts.

When can I retake the failed exam?

Retake policy depends on your certification vendor. In most cases there is a period of time between attempts so candidate could improve the knowledge and not share the examination info with other candidates.

ABOUT US

SoftServe is a global digital authority and consulting company, operating at the cutting edge of technology. We reveal, transform, accelerate, and optimise the way large enterprises and software companies do business. With expertise across healthcare, retail, financial services, software, and more, we implement end-to-end solutions to deliver the innovation, quality, and speed that our clients' users expect.

SoftServe delivers open innovation – from generating compelling new ideas, to developing and implementing transformational products and services. Our work and client experience is built on a foundation of empathetic, human-focused experience design that ensures continuity from concept to release.

Ultimately, we empower businesses to re-identify their differentiation, accelerate market position, and vigorously compete in today's digital, global economy.

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