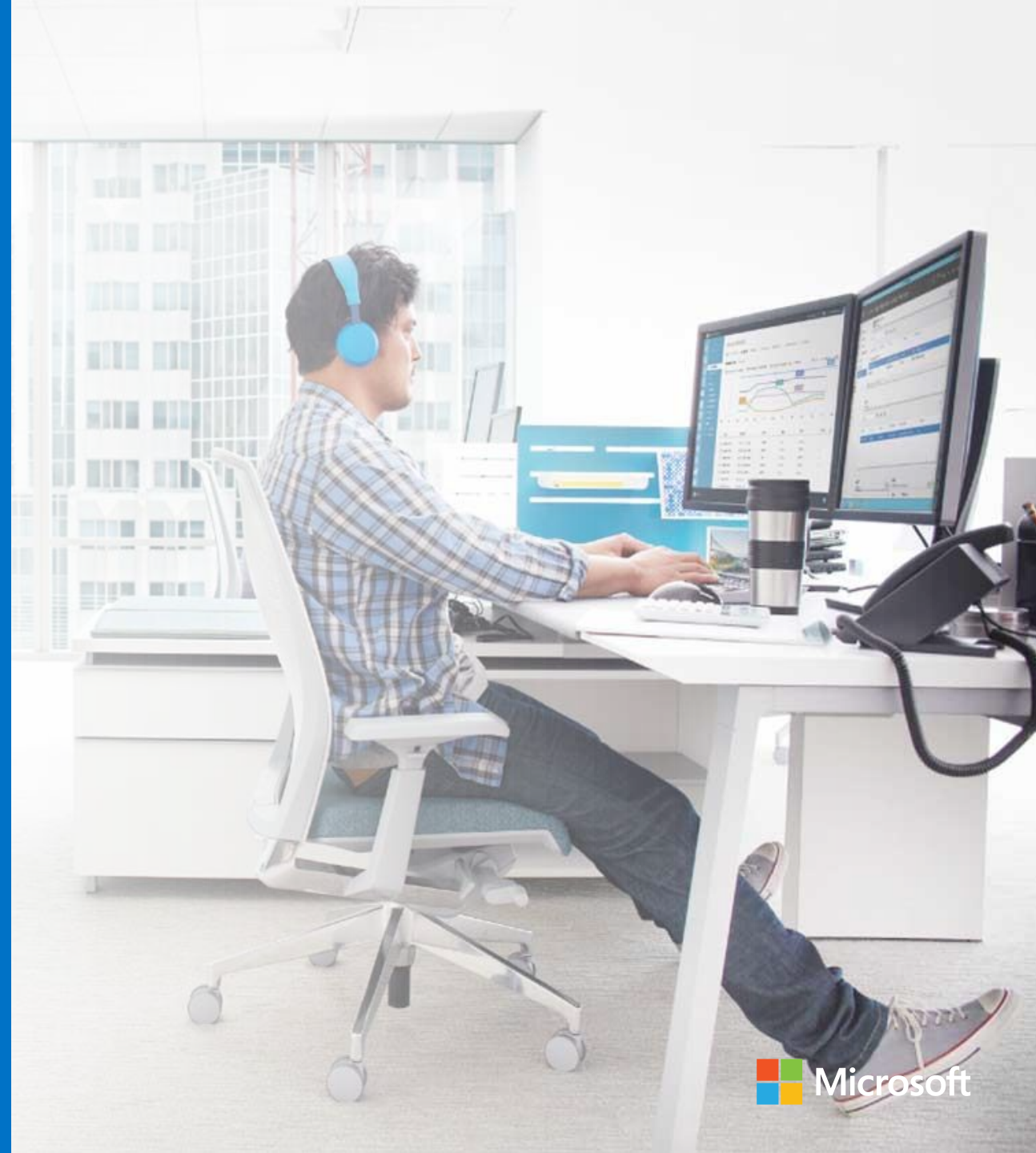


# MSExam@Home

---

How to take a proctored exam from home or office



# Agenda

---

1

Registering for proctored exam

2

How to prepare your room and your computer

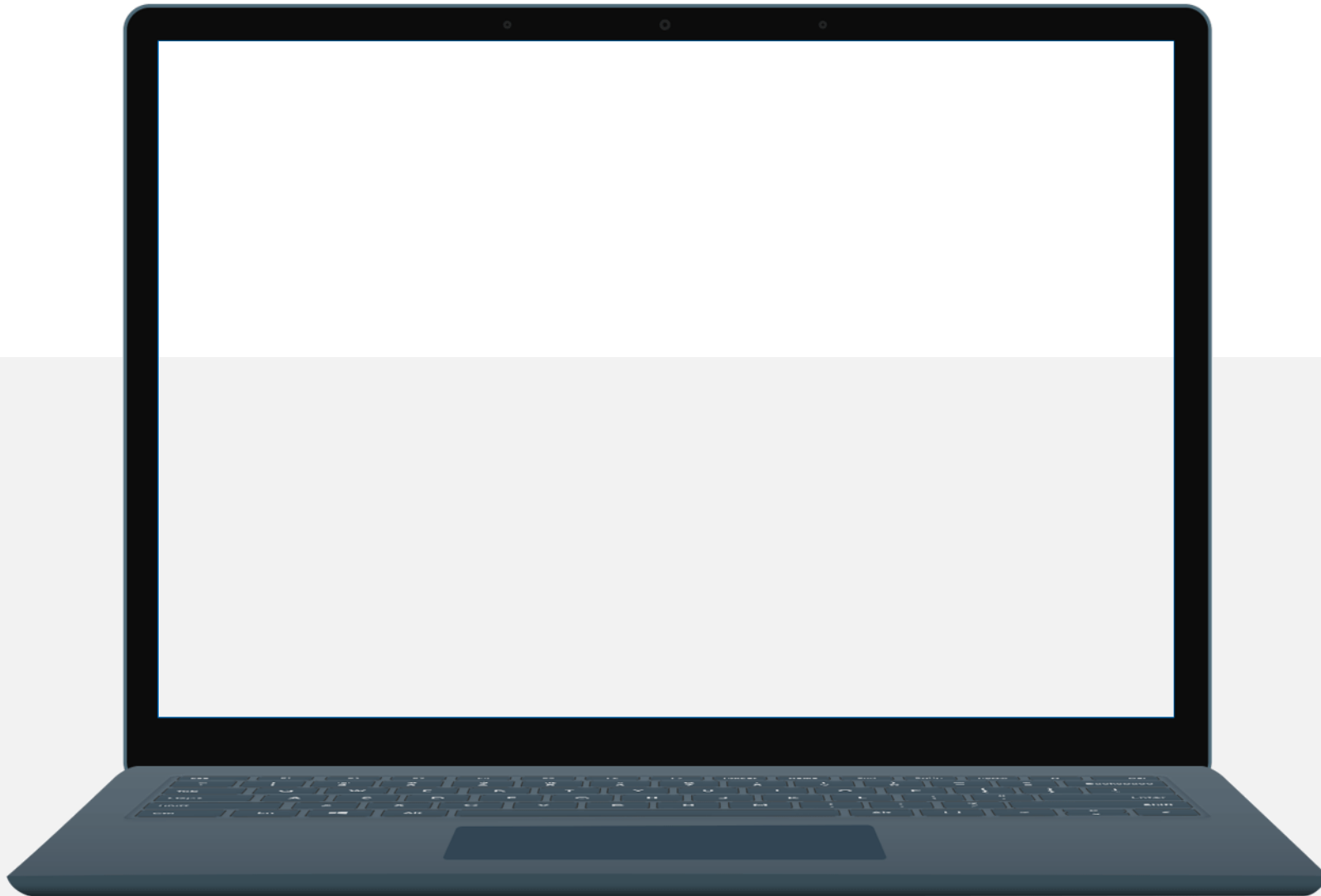
3

On the exam day

4

Q&A

# What is a proctored exam?



# Registering for exam



## Learning account

- <https://www.microsoft.com/en-us/learning/default.aspx>
- Use your private Microsoft account. This could be @hotmail.com, @outlook.com, @live.com but can also be a custom one, perhaps your personal domain.
- Create your MCP ID
- Verify your data is correct



## Associate yourself in Partner Center

- <https://partner.microsoft.com/en-us/pc/Users/MyAccount>
- Use your company credentials (AAD/Office365 account) to login
- Associate Microsoft personal learning account

Associate Microsoft Learning account



## Register for exam

- Plan in advance!
- Process & price is the same as for certification center
- Use voucher or credit card

**Non-students interested in technology**

Schedule with Pearson VUE >



Learning account

# <https://microsoft.com/learning> Login with your personal account



## Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Sign in with a security key](#)

[Sign-in options](#)



## Enter password

.....

☐ Keep me signed in

[Forgot password?](#)

[Sign in with a security key](#)

Sign in



Learning account

# Fill in your personal information



Learning

Your Dashboard



Primary Account : [redacted]@hotmail.com

**My Profile**

Account linking

## Microsoft Certification Profile

Legal name

**Important:** Please enter your name as it appears on the acceptable legal identification you will present a

Do you have your correct legal name?



After it has been saved, the legal name associated with this profile can only be changed by contacting your [Microsoft Regional Service Center](#). Please verify your name.

You entered : Martin Praggi

Cancel

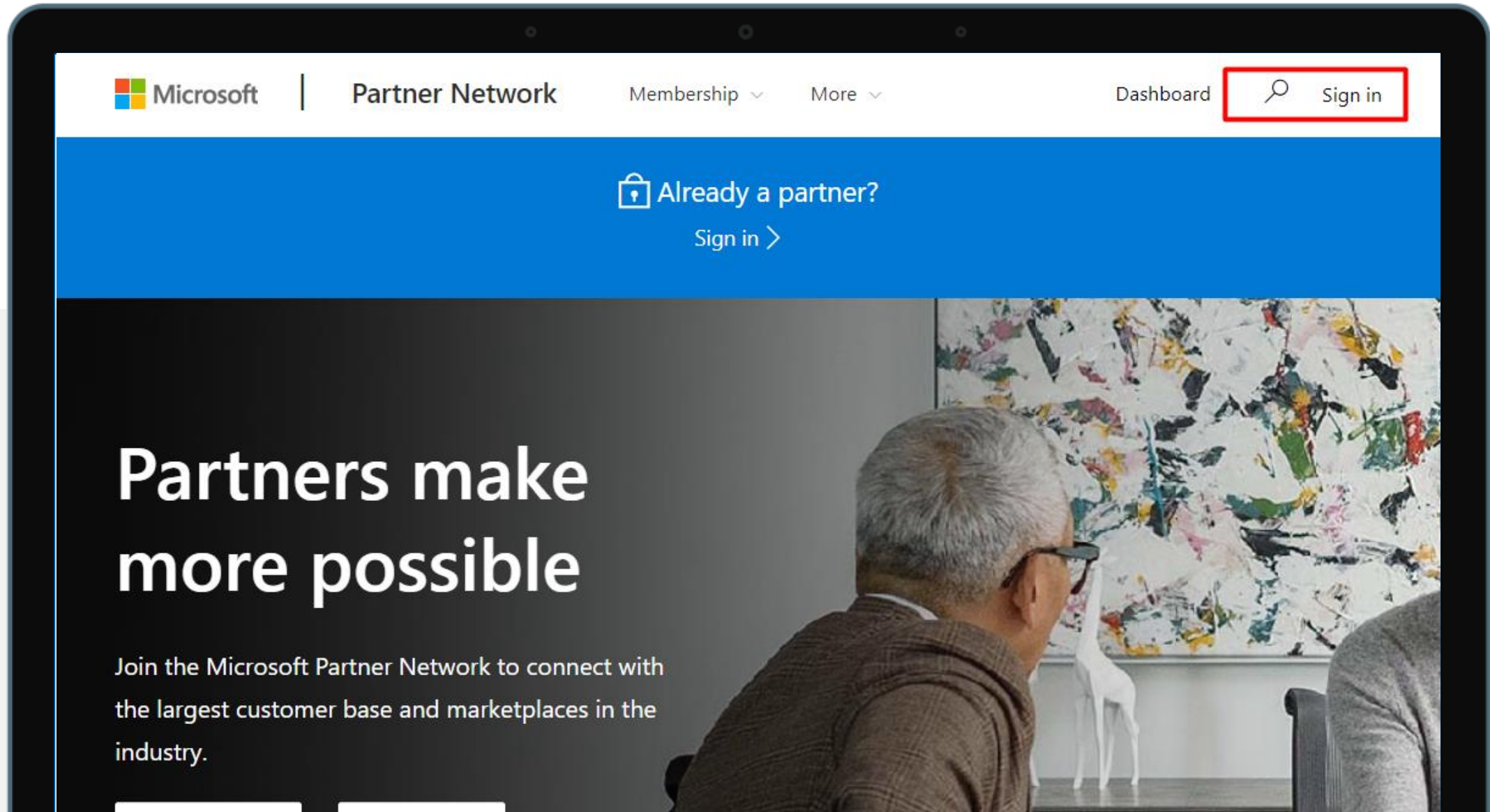
Accept





Associate yourself  
in Partner Center

Visit <https://partner.microsoft.com>  
Login using your Company credentials





Associate yourself  
in Partner Center

# Associate Microsoft Learning account

<https://partner.microsoft.com/en-us/pc/Users/MyAccount>

User name [redacted] com

User Type Member

Partner Center permissions [Click here](#) to view [redacted] permissions.

If your dashboard is missing options that you need, contact your support person to change your permissions. [How do user roles change my Dashboard options?](#)

[Change your password](#)

Sign out of Partner Center. Select Sign in, choose your user name, then select "Can't access your account?"

## Your learning

Microsoft training & assessments ⓘ

Connect a Microsoft Account to access Microsoft training and assessments through Partner University.

[Get Partner University access](#)

Microsoft exams and certifications ⓘ

Associate a Microsoft account that you have used to complete exams and certifications through Microsoft Learning so that we can give credit to your organization.

[Associate Microsoft Learning account](#)





Associate yourself  
in Partner Center

# Connect to your personal account



## Sign in

@hotmail.com



No account? [Create one!](#)

[Sign in with Windows Hello or a security key](#) (?)

[Sign-in options](#)

Next



Register for exam

# Navigate to Exam site and click Schedule with Pearson VUE



## Exam AZ-900: Microsoft Azure Fundamentals

This exam is designed for candidates looking to demonstrate foundational level knowledge of cloud services and how those services are provided with Microsoft Azure. The exam is intended for candidates...

[More](#)

Fulfills the requirements for: [Microsoft Certified Azure Fundamentals](#)

[^ Collapse All](#) [v Expand All](#)

### Schedule exam

#### Exam AZ-900: Microsoft Azure Fundamentals

Languages: English, Japanese, Chinese (Simplified), Korean

This exam measures your ability to understand the following concepts: cloud concepts; core Azure services; security, privacy, compliance, and trust; and Azure pricing and support.

Microsoft Certified Professional exams are provided by third-party vendors.

**Are you attending school, or are you an instructor?** Register for your exam with Certiport.

[Schedule with Certiport >](#)

**No longer in school but still interested in technology?** Register with Pearson VUE.

[Schedule with Pearson VUE >](#)

**\$99.00 USD\***

Prices based on the country in which the exam is proctored.

United States





Register for exam

# Login with personal account & verify information



Learning

Your Dashboard



MCID  
Primar

My Profile

Account linking

## Microsoft Certification Profile

Exam AZ-900 | Exam AZ-900: Microsoft Azure Fundamentals [Change](#)

Legal name

*\*Required fields*

## Complete Registration

Exam registration will be completed on the Pearson VUE website

[Continue to Pearson VUE](#)



Register for exam

# Select „At my home or office“ as a delivery option

## Select Exam Delivery Option

For: AZ-103: Microsoft Azure Administrator

All fields are required.

**How do you want to take your exam?** [Exam delivery option descriptions](#)

- ☒ At a local test center
- ☐ At my home or office
- ☐ At a Certiport test center
- ☐ I have a Private Access Code



Register for exam

# Proceed through checkout

In case you have a voucher, enter it at step 3/5

## Checkout - Step 3 of 5: Enter Payment

Order Total

Subtotal: 110.00

Estimated Tax: 0.00

ESTIMATED TOTAL DUE: **USD 110.00**

[Add Voucher or Promo Code](#) [What is this?](#)

**Voucher/Promotion Code:**



Register for exam

# Proceed through checkout

If you do not have a voucher enter card details

## Card Details

We accept the following cards:



**\*Card Type:**

American Express

**\*Card Number:**

(Do not include hyphens or spaces)

123443211234321

**\*Expiration Date:**

01 ▾

2020 ▾

**\*Cardholder's Name:**

(Name as it appears on card)

John doe

**\*Security Code:**

[What is this?](#)



Register for exam

# Already registered at the test center?

You can reschedule 24h before the exam, free of charge

<https://www.microsoft.com/en-us/learning/community-blog-post.aspx?BlogId=8&Id=375289>

Posted 26 Mar 2020

by Alex Payne, GM, Global  
Technical Learning at  
Microsoft Worldwide  
Learning

Share this



## An Important Update on Microsoft Training and Certification

As the response to the coronavirus (COVID-19) continues to evolve rapidly around the world, the health, safety and well-being of our employees, customers and partners remain our top priorities. Authorities around the globe are responding to the situation with stricter measures that are disrupting normal routines, which changes the landscape in which we operate. With this in mind, we have several updates to share with you today on how Microsoft, together with our partner ecosystem, is adapting to the current environment to ensure that all of you can continue to learn and get certified on Microsoft technologies, while staying safe.

### Testing centers closing and online proctoring capacity increasing

Pearson VUE, our exam delivery partner, has temporarily closed many of its testing centers worldwide in response to global government regulations to battle the spread of COVID-19. As an alternative to taking your exam at a testing center, [online proctoring](#) is available, which allows you to take your certification exam in the comfort of your own home or office. We're working as fast as we can with Pearson VUE to expand online testing capacity. Stay up to date with current [testing availability information from Pearson Vue](#).

### Reschedule and cancellation fees waived

In partnership with Pearson VUE, we are also temporarily waiving exam reschedule and cancellation fees. There will be no charge if you reschedule or cancel at least 24 hours prior to





# Registering for exam



## Learning account

- <https://www.microsoft.com/en-us/learning/default.aspx>
- Use your private Microsoft account. This could be @hotmail.com, @outlook.com, @live.com but can also be a custom one, perhaps your personal domain.
- Create your MCP ID
- Verify your data is correct



## Associate yourself in Partner Center

- <https://partner.microsoft.com/en-us/pc/Users/MyAccount>
- Use your company credentials (AAD/Office365 account) to login
- Associate Microsoft personal learning account

Associate Microsoft Learning account



## Register for exam

- Plan in advance!
- Process & price is the same as for certification center
- Use voucher or credit card

**Non-students interested in technology**

Schedule with Pearson VUE >

# How to prepare your room?

---



## Clean desk

- Remove everything you have on the desk, computer only
- Nothing in reach – books,
- One screen turned on



## The room itself

- Preferably without posters (kitchen)
- unplug any external monitors/TVs
- Remove paper from the printer
- Make sure no one will enter the room during the exam



## Food & Beverages

- Drinking is allowed from a clear container
- Eating is not allowed
- No bathroom breaks are allowed during the exam

# Preparing your PC



Scan it

- It is advisable you take a system test, located here: <https://www.microsoft.com/en-us/learning/online-exams.aspx>



Applications

- All screenshots and chat applications must be completely closed (check task manager)
- All VPN applications must be shut down as well
- Testing app runs full screen



Operating System

- Windows & MacOS
- <https://home.pearsonvue.com/Clients/Microsoft/Online-proctored.aspx>

# Preparing yourself

---



## Study

- Self-explanatory 😊



## Identification

- You need to provide valid ID, passport or drivers license. Which apply for your country is described in email you will get after registration
- It must match the data on exam registration



## Accessories

- You will need to show your glasses
- Remove watches, trackers, ..
- No headset – computer speaker & mic only

# On the day

---



## Start early

- You can start the process 30 min before the scheduled time
- You need to finish all the checks latest 15 minutes after scheduled time



## Prepare

- Registration email -> MS learning dashboard -> take to paerson vue -> start the exam
- Reinstall the software (it might have changed) & do checks
- You will get link on your phone to upload pictures of yourself and the room
- Lavatories. We cannot stress this one enough



## Connect to proctor

- They might want to re-do the checks (room, ID)



## During the exam

- Do not cover your mouth or look away (you will be warned)
- Do not read out questions loudly
- If in trouble, ping proctor!

From: [PearsonVUEConfirmation@pearson.com](mailto:PearsonVUEConfirmation@pearson.com) <[PearsonVUEConfirmation@pearson.com](mailto:PearsonVUEConfirmation@pearson.com)>  
Sent: Thursday, March 5, 2020 1:23:47 PM  
To: [REDACTED]  
Subject: Microsoft Certification Exam Scheduled



**\*\*PLEASE DO NOT RESPOND TO THIS E-MAIL\*\***

This e-mail contains important information about the Microsoft Certification exam(s) you scheduled. If you have not done so already, please review the information at <https://www.microsoft.com/en-us/learning/online-proctored-exams.aspx> before taking your online proctored exam.

Please ensure these details are correct. If any information is not correct please contact Pearson VUE immediately, [www.pearsonvue.com/contact](http://www.pearsonvue.com/contact)

**Please note:** At the start of your exam, you must read and agree to the Non-Disclosure Agreement (NDA) and General Terms of Use for Microsoft Certification Exams. You will be given 5 minutes to read the NDA prior to beginning your exam. This NDA is posted on the Microsoft Learning web site. We recommend that you review it prior to your exam; please visit <https://www.microsoft.com/en-us/learning/certification-exam-policies.aspx#policies-3>.

**Microsoft Certification Exam Appointment Details:**

Order Number [REDACTED]

Exam:	PL-900 - Microsoft Power Platform Fundamentals - English (ENU)
Candidate:	[REDACTED]
MS ID:	[REDACTED]
Registration ID:	[REDACTED]
Date:	Thursday, March 26, 2020
Time:	02:00 PM Eastern European Time
Appointment Length:	90 Minutes

**Admission Policy**

PLEASE NOTE THIS EXAM IS PROCTORED IN ENGLISH ONLY. THERE IS NOT AN OPTION FOR LOCAL LANGUAGE PROCTORING AT THIS TIME.

**PERFORM A SYSTEM TEST (Prior to Exam Day):**

Please follow this link to perform a SYSTEM TEST from the same computer and location you will be testing from on exam day: <http://www.pearsonvue.com/microsoft/op>. Ensure you have administrative rights on your computer to be able to download the software.

If your system does not meet the requirements please register to take the exam at a testing center. If your computer is found not to meet requirements on the exam day you are unlikely to receive a refund.

**REVIEW EXAM INFORMATION (Prior to Exam Day):**

Please follow this link <http://www.pearsonvue.com/microsoft/op> to find information on:

- Exam policies
- System requirements
- Admission steps.

**REVIEW ID POLICIES (Prior to Exam Day):**

Please be prepared to show one (1) valid form of unexpired, Government issued personal ID.

- The Government issued ID must have your signature and must have your photo.
- The name on the registration must match the names on the Government issued ID exactly.

Please note that we are unable to accept the following ID's for an online proctored exam.

- Renewal forms with expired ID's
- Government Issued name change documents with Government ID.



#### START YOUR EXAM (Exam Day):

- Login: START YOUR EXAM (Exam Day):
- Login: [www.microsoft.com/learning](https://www.microsoft.com/learning)
- Click "Dashboard" to view your appointments, and then choose "Start a previously scheduled online proctored exam."
- Click on your exam under 'Purchased Online Exams'
- Click "Begin" and proceed through the self check-in process and wait for a Proctor to connect with you

We recommend logging in 15 minutes early to start the check-in process. YOU WILL ONLY HAVE up to 15 minutes after your scheduled appointment time to begin the exam process.

This exam admission process also includes the following Enhanced Security Protocol admission steps: **Digital Photograph**

You will not be allowed to have any personal items with you in your testing environment. This includes all bags, books not authorized by the testing program, notes, pagers, and watches. Please note you are required to have a clean and clutter free workstation. During check-in, the Greeter will ask you to scan the room and will inspect any materials near your workstation.

#### Facial Comparison Policy

You understand and agree that Pearson VUE may use facial comparison technology for the purpose of verifying your identity during the testing process. It will compare your facial image to the one on your identification and to facial images captured during the testing process and help us further develop, upgrade, and improve this application. If you do not agree to the use of facial comparison technology during your testing session, do not accept this term. You will not be able to complete your registration online. Instead, please call the Pearson VUE call center to complete your registration.

#### Reschedule Policy

There is no charge if you reschedule an exam appointment at least 6 business days prior to your appointment. There is a fee of 12.5% (based on the current Microsoft exam price as published on Microsoft.com/learning) for rescheduling your appointment 5 business days or less before your exam date. If you fail to show up for your exam appointment (no-show) or dont reschedule your appointment at least 24 hours prior to your scheduled appointment, you forfeit your entire exam fee. Business days are Monday-Friday, not including holidays. You may reschedule your appointment by calling the Pearson VUE call center, contacting the test center where your appointment is scheduled, or accessing the Microsoft Learning website and choosing the reschedule action. If you registered with accommodations, you must reschedule through the call center.

#### Cancellation Policy

There is no charge if you cancel an exam appointment at least 6 business days prior to your appointment. There is a fee of 12.5% (based on the current Microsoft exam price as published on Microsoft.com/learning) for cancelling your appointment 5 business days or less before your exam date. If you fail to show up for your exam appointment (no-show) or dont cancel your appointment at least 24 hours prior to your scheduled appointment, you forfeit your entire exam fee. Business days are Monday-Friday, not including holidays. You may cancel your appointment by calling the Pearson VUE call center, contacting the test center where your appointment is scheduled, or accessing the Microsoft Learning website and choosing the reschedule action. If you registered with accommodations, you must cancel through the call center.

---

Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expense and lost wages on the day of the exam.

Pearson VUE's goal is to make your exam experience a pleasant one. We want to thank you for selecting Pearson VUE as your exam service provider, and we look forward to serving you again. Please feel free to contact us with your comments or questions. Our contact information can be found on our website: [www.pearsonvue.com/contact](https://www.pearsonvue.com/contact).

Sincerely,


Pearson VUE

# Your dashboard

This is your Microsoft Certification dashboard. Here you will find everything related to your active and past certifications and certification exams. You will also find links to help you register for exams as well as view or download badges, certificates and transcripts of your certification accomplishments.

MCID 

[Edit your certification profile](#)




## Congratulations on passing Exam MB-900: Microsoft Dynamics 365 Fundamentals

Find training information and schedule your next exam.

[Find training](#)[Schedule next exam](#)

### Appointments


Pearson VUE only. Display of some updates may be delayed.

**Exam PL-900: Microsoft Power Platform Fundamentals**  
March 26, 2020  
Confirmation code 

[Reschedule](#)[Cancel](#)

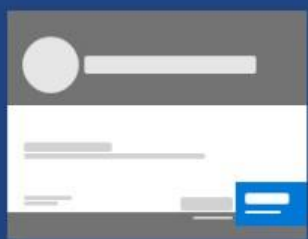
Start a previously scheduled online proctored exam

### Badges



Share or download

### Certificates



Download

### Transcript



Share or download

### Additional resources

[Certification support forums](#)[View your score report](#)[Sign up for the certification newsletter](#)[Become a Microsoft Certified Trainer](#)

# Your dashboard

This is your Microsoft Certification dashboard. Here you will find everything related to your active and past certifications and certification exams. You will also find links to help you register for exams as well as view or download badges, certificates and transcripts of your certification accomplishments.

MCID: 

Edit your certification profile



## Congratulations on passing Exam MB-900: Microsoft Dynamics 365 Fundamentals

Find training information and schedule your next exam.

Find training


Schedule next exam

### Appointments

Pearson VUE only. Display of some updates may be delayed.

Exam PL-900: Microsoft Power Platform Fundamentals

March 26, 2020

Confirmation code: 


Reschedule

Cancel

•


Start a previously scheduled online proctored exam

### Badges



Share or download

### Certificates



Download

### Transcript



Share or download

### Additional resources

Certification support forums

View your score report

Sign up for the certification newsletter

Become a Microsoft Certified Trainer

# Check-In Process

What you need to do to take your exam



System  
check



Your  
picture



Photo  
identification



Workspace  
verification

☒ I am eighteen years of age or older.

☐ I am under eighteen years of age.

Get started

Use your mobile phone to take your required verification photos



If you don't have a mobile phone, [use your webcam](#) to take the required photos.



Your picture



Photo identification



Workspace verification

#### 1. Select access method

- ☒ Text message
- ☐ Type URL into mobile phone

#### 2. Enter contact information

+372

☐ I accept the [terms and conditions](#)

Previous

Next



Text message sent to +377 [REDACTED]

Click on the link in the text message to access the mobile site. Then take the required pictures with your mobile phone. [Change phone number](#) [Resend link](#)



Your picture



Photo identification



Workspace verification

Refresh this page when you have successfully uploaded the required photos.  
If you are not receiving the texts, please verify your phone number.

Previous

Refresh



## Exam rules reminder



- No one is permitted in your work area for any reason
- You may not leave your workspace for any reason
- You cannot speak or cover your mouth
- Place mobile phones, headphones, watches and notes out of reach
- Drinks are permitted in clear, unmarked containers only

☐ I agree that breaking these rules will result in my exam being revoked

Previous



Do not panic ;)

You got this!

Q&A