APMG International Candidate Guidance

Online Exam Registration for Classroom-based Online Exams

Overview

These instructions are relevant to candidates who have been booked to take an APMG International **Classroom-Based Online Exam** through their training provider.

For all exams taken through APMG International you first have to create an account on the APMG International Candidate Portal and then register for the actual exam session/s prior to the exam/s being sat.

Your exam results will also be published on your Candidate Portal account for all exams taken through APMG International. Please ensure to consistently use the same email address for all exams booked with APMG International, preferably a private email address that will remain valid in case you change jobs in the future.

Additionally, Digital Badges are available for eligible qualifications, they can be added to your online CV and shared on social media. You will be able to download an electronic certificate (and print it if required) once you have created and accepted your Digital Badge via the APMG Candidate Portal. A guideline 'How to get my certificate' is available on the Candidate Portal.

Please be advised that APMG International cannot release exam results, digital badges and e-certificates until all necessary information has been provided by the candidate. If any information is missing, your exam results will go on hold.

This document describes the process and steps required to create an account on the APMG International Candidate Portal and how to register for your Classroom-Based Online Exam.

APMG International's contact information is provided at the end of this document in case you have questions or need any support.

Candidate Registration Process

Once your exam has been booked and confirmed by your training organisation you will be sent a registration email from **APMG Support Donotreply@apmg-international.com**

NOTE: If you did not receive the registration email, please ensure you have checked your junk email or spam folder.

To resend the registration email, please navigate to the following website

https://candidateportal.apmg-international.com

enter your email address that was used by your training organisation for booking your exam and click "Send a Link". This will re-send the registration email to you. Once you receive the registration email, click the link contained in it to register on the APMG Candidate Portal.

Should you not receive the registration email at all, please contact our support team using

the chat option on the Candidate Portal or call us at:

UK   - **01494 452 450**
US   - **1-855-773-3403**
CAN   - **1-855-898-0575**
Aus   - **1800 170 920**

From all other countries dial **+44 (0) 1494 452 450.**

Press option 3 for technical assistance.

Our Technical Helpdesk is available 24 hours a day, 7 days a week, and 365 days a year.

To **get started** click the link in the email you received and create an account on the APMG International Candidate Portal as requested. Returning candidates do not need to create a new account, they can log back into their existing account if the new exam has been booked under the same email address as previous exams. However, returning candidates also have to register for any new exam session.

APMG International

Exam registration required

Hello Candidate,

You have been booked to take an exam with APMG International.

Approved Organisation:	**APMG Benelux**
Booking Ref:	**UATTEST-PRAXIS-Online-30032020**
Exam(s):	**Praxis (1) Foundation**

Please follow these steps:

1. **Create an account** / Login
2. **Register** for your exam
3. After your exam, **view** your results and feedback once released.

To get started, click here

If you have cancelled this examination, you can stop the registration emails by **clicking here**.

Regards
APMG International

If you require immediate assistance, please contact us on any one of the following support numbers:

UK: 01494 452 450
US: 1-855-773-3403
AU: 1800 170 920
CA: 1-855-898-0575
BR: +55 11 3172 5558
All Other Countries: +44 (0) 1494 452 450

For any non-urgent queries you can email **help@apmg-international.com**

APMG International
www.apmg-international.com

Create an account by entering a password, memorable date and memorable word or pin, then confirm by clicking the "Create your account with the Portal" button.

APMG will use the memorable date and memorable word or pin to identify you should you need to contact us, so please make sure to keep that data in mind!

Once your account has been created you will be sent an email to confirm that your APMG Candidate Portal account has been created. Please check your junk email or spam folder if necessary.

Next, you will be taken through a **4-step exam registration process** as outlined below. This will need to be completed for any exam taken with APMG International, however your registration information is saved for future reference. Mandatory fields are marked with an asterisk and will be highlighted in red if you try to skip them.

Registering means you are signing up to take the specific exam/s booked for you and agree to the applicable terms and conditions for the examination and the examiner.

If you have been booked for multiple exams by your training organisation, you can complete the registration for all exam sessions in one go.

Please ensure to add any academic titles that you would like to be printed on your certificate into the field "First Name" or "Last Name", e.g. Professor, Dr., etc.

Exam Registration - Step 2 of 4

Address Details

Country * Netherlands ▼

house name, street or postcode | lookup

Address If business address, please enter full company name in address line 1

* APMG-Benelux | clear

Huizermaatweg 29

Town/City * Huizen

County/State

Postcode/Zip * 1273 NA

Previous | Next

Exam Registration - Step 3 of 4

Employer

Employer	APMG International

Industry

APMG monitor the take up and promotion of this product within our industry and for our internal use, it would be very helpful if you could confirm the sector in which you currently work.

Industry Sector *   Education ▾

Preferences

Method of contact *   Email ▾

Please note that APMG's preference will be to contact you via email for any issues or updates to your examination.

Name on certificate *   ○ Last Name / First Name / Middle Name
      ● First Name / Middle Name / Last Name
      ○ Last Name / Middle Name / First Name

Previous   **Next**

The option "Name on certificate" controls how your details will appear on your certificate.

Exam Registration - Step 4 of 4

Confirmation of Successful Candidate Register Preference

If you do want your name to be included on the online Successful Candidate Register (SCR) please place a tick in the box below.

☐ I do want my results included on the online successful candidate register

Data Protection Statement

APMG run examinations on behalf of other organisations who hold the IP and have overall control of the examination scheme – known as the 'Scheme Owner'. Please note that APMG are obliged to provide information to the Scheme Owner on request so they may also hold records of the candidates who have passed their examinations.

APMG will never pass your information on to any other 3rd party or marketing organisations, apart from the relevant Scheme Owner or Proctor/Invigilator service.

APMG will only contact you with regards to the examination(s) that you have taken with us unless you give permission as per the indications below.

In some instances, the Scheme Owners and APMG would like to use this information to contact you with regards to offers or updates they believe will be of use to you. If you **do** wish to be contacted about anything other than the exam, please tick the box(es) below.

* ☐ I have read and agree to the terms within the Data Protection Statement

☐ I do wish to be contacted by APMG with offers or updates other than to do with the examination(s) taken

☐ I do wish to be contacted by the Scheme Owner with offers or updates other than to do with the examination(s) taken

Declaration

I apply today to sit the examination(s) listed below for which I have booked and for the associated certification(s) upon achieving a pass in a relevant examination.

• Praxis (1) Foundation

I confirm that I will comply with the Terms and Conditions of certification as summarised with this form and shown in full on the APMG website or as requested from my invigilator.

I confirm that the information I have given on this form is correct and that I understand and agree to the use of my personal details described within the criteria for certification.

Name * (your full name)

Date * (todays date) 📅

* ☐ I have read and agree with the Terms and conditions

Previous | **Complete Registration**

Finish the registration process by clicking on the button **"Complete Registration"**.

Afterwards, your exam session/s will be visible on the Candidate Portal and show as "**Registered**". At this point of time, the exam status shows as "**Not Yet Taken**".

Please click the green button '**Exam Preparation** in order to prepare for your online exam, the following page then opens:

Please read and follow the instructions carefully and ensure that you fully understand the requirements and conditions that apply to your online exam such as:

• Making sure your computer is **directly plugged in to your internet connection**
• The **privacy** of the exam room
• Having your **passport, identity card or driver's licence** ready
• What materials are **allowed** and what is **not allowed**
• Wearing **headphones is <u>not</u> allowed**
• Whether you may **request a break** and **how**

At the time of your exam, you need to **return to the Candidate Portal**, log in and click the button '**Exam Preparation'**. The **exam authorisation code** (provided by APMG to the Training Organisation) will need to be entered to gain access to the online exam.

However, the invigilator first has to check your identity and record the **ID check** in the Invigilator Portal. Please have your passport, identity card or driver's licence ready for this check. After the ID check has been completed, **the invigilator will be able to activate your exam** via the Invigilator Portal, which will automatically fill out the authorisation code for your exam in the Candidate Portal within 10 seconds. You may then click "**Take Exam**" in the Candidate Portal when you are ready to start your online exam. If the authorisation code is not filled in automatically, the invigilator can provide this code to you at the beginning of the exam session. Enter the code yourself and start your online exam when you are ready by clicking the '**Take Exam**' button.

Your exam result will be published to your Candidate Portal account once your exam has been processed by APMG and your training provider has released your result.

Additionally, Digital Badges are available for eligible qualifications, they can be added to your online CV and shared on social media. You will be able to download an electronic certificate (and print it if required) once you have created and accepted your Digital Badge via the APMG Candidate Portal. A guideline 'How to get my certificate' is available on the Candidate Portal.

Contact APMG International

If you require any assistance, please contact us via the chat on the APMG Candidate Portal or call us using the relevant telephone number below or email help@apmg-international.com and we will call you back.

UK   - **01494 452 450**
US   - **1-855-773-3403**
CAN - **1-855-898-0575**
Aus   - **1800 170 920**

From all other countries dial **+44 (0) 1494 452 450**

Press option 3 for Technical assistance.

Our Technical Helpdesk is available 24 hours a day, 7 days a week, and 365 days a year.