

PECB

PECB ONLINE EXAM PREPARATION GUIDE



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PECB Exams is an application developed to provide our examinees with the possibility of taking a PECB online exam remotely at their convenient location and time.

The PECB Exams application is available on both Windows and MAC OSX operating systems.

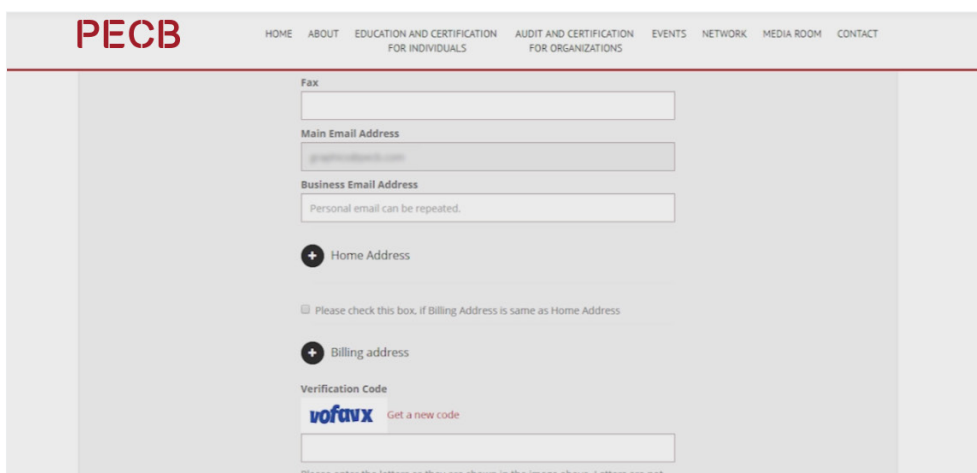
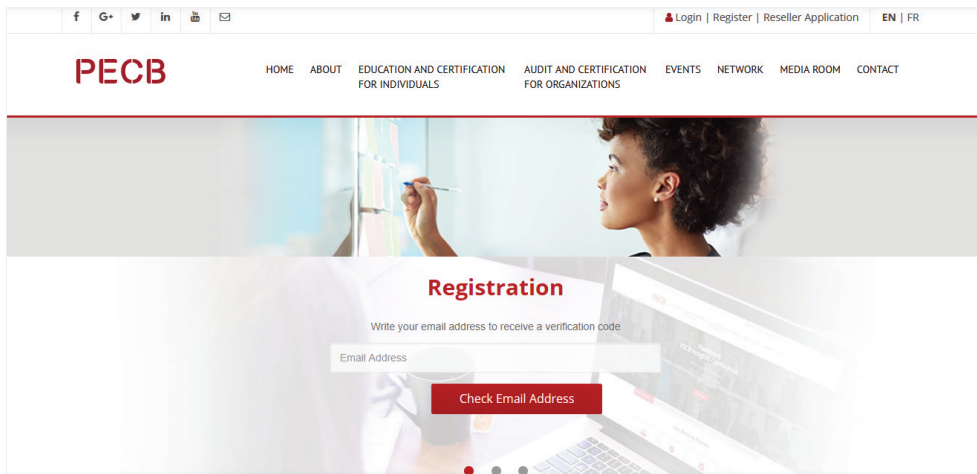


1. PECB Account

PECB clients interested in enrolling in a PECB training event should create a PECB account first. The account is needed not only for enrolling in a training event but also for completing the online examination profile and scheduling the exam session.

How to open a PECB account:

1. Go to www.pecb.com
2. Click the **Register** link at the top right corner
3. Provide the email address you are willing to associate with your PECB account
4. Type the verification code sent to the provided email address
5. Complete the registration form and click the **Submit** button





2. Online Examination Profile

The PECB online examination profile serves the purpose of identifying the examinee before entering the online exam session. The remote PECB Invigilators will compare the examination profile with the live camera feed they get from the examinee's end through the webcam. If the identity matches with the examination profile, the examinee will be accepted in the session and can start the exam.

Important note:

The ID should only show the candidate's front profile picture and the full name. If the governmental or non-governmental ID shows more information than requested, the examination profile application will be rejected.

How to submit your PECB examination profile:

1. Login at your PECB account
2. Click the **Examination Profile** tab
3. Capture the required pictures following the guidelines set on the right side
4. Let us know if English is your native language and provide an emergency contact number
5. Click the **Submit** button

If your profile is rejected, you can resubmit it with the requested changes.

Identification Photo *

Start Webcam

Guidelines:
Please capture one of the accepted ID types that are listed below:

- Accepted Non-Governmental ID**
 - Employee Identification Card
 - Student Identification Card
 - Professional Membership Card
 - Retail Membership Card
 - Volunteer Membership Card
 - Other Membership Card with your frontal picture
- Accepted Governmental ID**
 - Passport
 - National ID
 - Driver's License
 - Other governmental issued ID

Notes: at the accepted Card types, personal information such: Date of Birth, Personal Number, Residence Address, Email address, Phone number, and others must be hidden/obscured when capturing the picture.
The ID must only contain your full name and your full picture.

Important note: Your PECB Examination profile will be rejected if an issued ID is captured incorrectly in the application.

Emergency Contact

Native English Speaker * Yes No

Submit

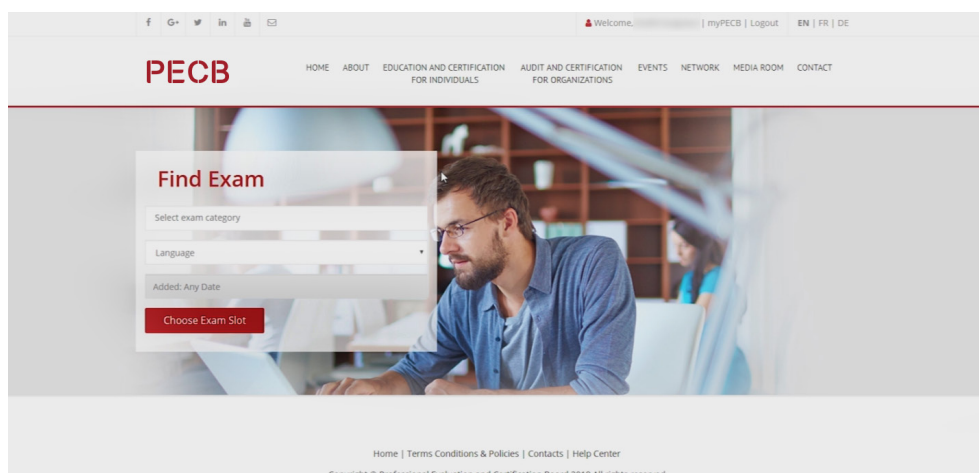


3. Scheduling an Online Exam

Training course participants, after attending a training course, can choose to take the certification exam through our online examination platform. All candidates are provided with coupon codes by the training course organizer. The coupon code can be used to schedule an online exam and also apply for certification when the exam is passed successfully.

How to schedule an online exam:

1. Login at your PECB account
2. Go to <https://pecb.com/en/eventExamList/schedule>
3. Provide your exam category and exam language
4. Click the **Choose Exam Slot** button to get options you can select from
5. After finding your convenient slot, click the **Schedule Now** button
6. Provide the coupon code to waive the scheduling fee
7. Agree to the PECB Exam Rules and Policies, as well as the requirement of having a webcam during the online exam session
8. Click the **Place Your Order** button
9. An email with a link to download the PECB Exams application will be sent as a confirmation for your schedule.





4. PECB Exams Application Technical Requirements

PECB Exams application is available on both Windows and MAC OSX operating systems.

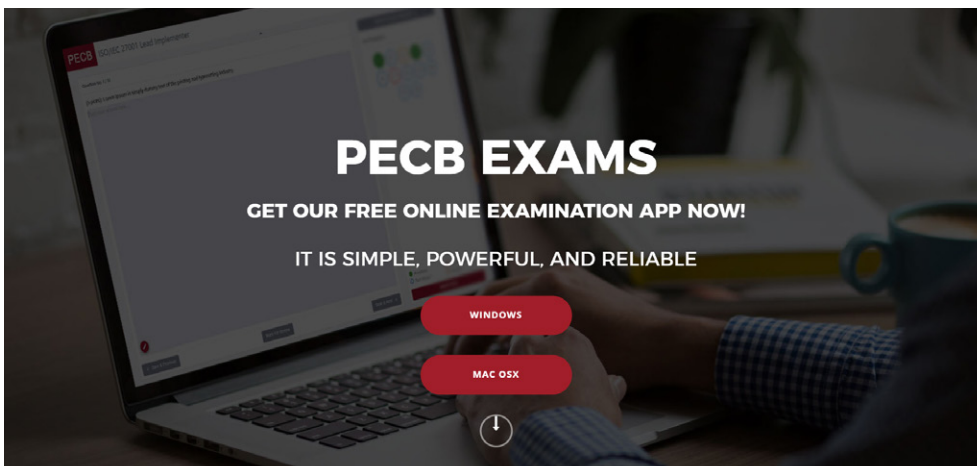
As the application blocks other computer resources when launched, it is recommended to launch the application using a private computer rather than one belonging to a domain network.

Furthermore, we highly recommend you to contact your Systems Administrator to have PECB Exams marked as safe at any software and hardware that might cause any interruptions before launching the application. Software/Hardware categories that might block PECB Exams from launching or running are: Firewalls, Anti-viruses, and pop-up Blockers.

Technical requirements for Windows and MAC OSX:

- 200 MB available space
- Webcam
- Microphone
- Internet access (Recommended minimum of 1 Mbps upload/1 Mbps download)
- Ping below 200 ms
- Ports opened: 80 and 443

The application is a portable and has no installation/uninstallation process. To remove the application from your computer, simply delete the downloaded copy from your computer. We recommend you keep the application until the exam results have been communicated to you via email from PECB.





5. Webcam

A webcam with a built-in microphone is a mandatory requirement for taking a PECB online exam. Candidates without a webcam will not be accepted in the exam session by the PECB remote Invigilator.

The webcam should provide the remote Invigilator with a perspective of the examinee during the exam. External webcams should be placed at a fixed position to also provide a view of the computer during the exam.

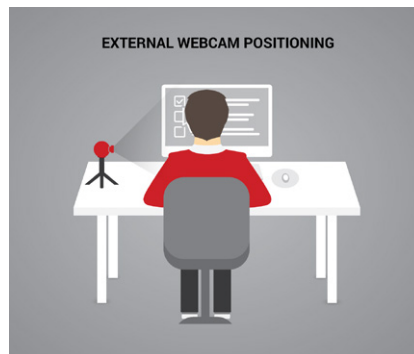
Important note:

Disabling the webcam and/or the microphone during the exam session will result in session termination.

Technical Requirements

External Webcam

- Video resolution of 720p
- Frame rate 30 fps
- USB connection
- Built-in microphone
- Heavy base and flexible neck to allow easier placement are recommended
- Cord length of 6' (2m) or more



Integrated Webcam

- Video resolution of 720p
- Frame rate 30 fps
- Built-in microphone



Important note:

Candidates that will take an online exam using a desktop computer must use an external webcam. Candidates using a laptop can use an external webcam or an integrated webcam.



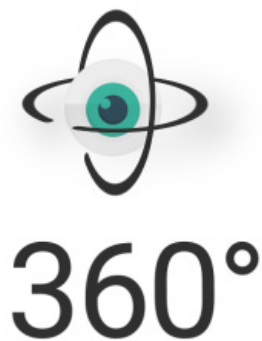
6. Remote Invigilator

The PECB remote Invigilator will be invigilating at all times. First, the Invigilator will complete the identification process by comparing the examination profile with the live video feed. During the identification process, the Invigilator will ask you to rotate the webcam at 360 degrees to ensure you are alone in the selected room for the examination to take place.

After the identification process is completed, you will be accepted in the session during which process the Invigilator will be available at all times if the need for technical assistance arises.

Important note:

The PECB remote Invigilator will not at any time before, during, or after the exam session accept to neither discuss nor comment any of the exam questions or answers. The Invigilator will not be providing any exam aid during the exam session.





7. PECB Online Examination Rules

- You will be required to log in to the PECB Exams application 30 minutes before the exam starting time.
- You are obliged to show the testing environment by making a 360° film with your webcam.
- You need to have an external, stand-alone webcam if you are using a desktop computer.
- You can have an external or an integrated webcam if you are using a laptop.
- The external camera must provide a perspective of the PC, keyboard, mouse, your hands and full face, and a minimum view of 12 inches (30 centimeters) on either side of the keyboard.
- Your face should not be blocked by headphones, headpiece, or any other kind of headbands.
- The camera should not be disconnected during the exam session at any time.
- The webcam must be focused on the candidate taking the exam at all times.
- You may not lean out of the camera view during your exam session. The invigilator must be able to see you at all times.
- The candidate's screen will be shared with the invigilator during the exam.
- You may not use dual monitors.
- Video and audio devices must be enabled and running.
- You must not willingly receive any kind of communication from any person during the exam.
- Reading the exam aloud is prohibited.
- You must not leave the testing area (the only time you may leave the examination room with the intention of returning is to use the restroom.)
- If you are out of the room for more than five minutes, your examination will be invalid.





- In the event of an emergency, candidates must follow the instructions given by the invigilator.
- You are not allowed to eat, drink, or smoke except water which, if required, should be in a clear plastic bottle with no label.
- Only if the exemption applies for religious reasons, otherwise you are not permitted to wear coats, scarves, hats, or outdoor wear, during examinations.
- If you are taking a PECB closed-book exam, you must not bring/consult any books, papers, documents, or other written, typed or printed material during the exam.
- For open-book exams, candidates can use the examination application to access the training course material digitally, the paper version of the standard or regulation, and the printed version of the training material including personal hand-written notes.
- The use of electronic devices, such as cell phones, tablets, etc., and CDs, DVDs, USB memory sticks, or any removable storage in the exam room is not allowed.
- Make sure the examination room is not too bright or too dark.
- Make sure the room is well lit, quiet, and free from distraction.
- The room/environment which you will be taking the exam must be clutter-free and you should feel comfortable in it.
- No other people are allowed in the exam room.
- The testing surface must be clutter-free and contains only one computer, one monitor, one keyboard, and one mouse.
- Be sure that only the permitted Test Aids are in your testing area.
- The examination room should be completely free from noise or distractions.
- While taking the exam, the candidate should not open nor use any programs such as Instant Messaging, chat rooms, email, etc., nor should they be “Web Surfing” while they take the exam.



8. Exam Tips

On the day of the exam:

Plan to sit for the exam at least 30 minutes prior to your appointment.

Pay attention to the time you have left to finish the exam.

Get a good night's rest the night before.

Depending on the exam, exams can last up to 3 ½ hours; therefore, eat a well-balanced meal and avoid excessive stimulants such as caffeine.

Only the questions you answer correctly are scored.

Read and follow the instructions carefully. Ask the Invigilator for clarification if you are not sure about the instructions.

Periodically check your progress. This will allow you to make any adjustments in time.

There are no penalties for answering a question incorrectly, so answer as many questions as you can. If you are unsure of a response, eliminate as many options as possible, and choose an option from what remains.

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If additional assistance is needed in preparing for a PECB online exam, please do not hesitate to contact our Customer Service team at customer@pecb.com or contact us directly through our Live Chat support channel available at www.pecb.com/help.

