

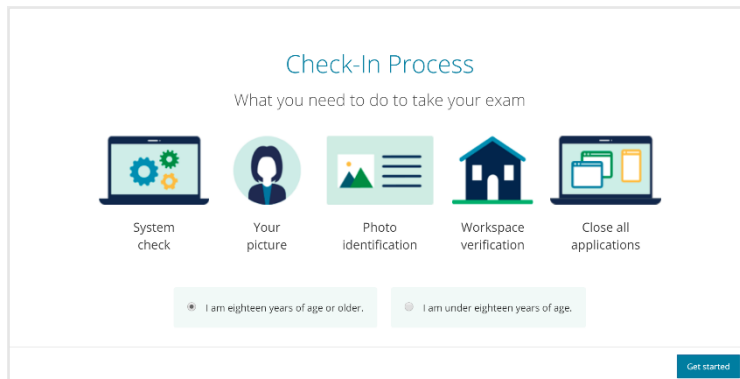
Online exams- what to do before and during the exam

Before the exam day

1. If you have not already, please check the minimum system requirements and policies and procedures [here](#)
2. Perform a [system test](#)*
3. Download ONVUE software
4. Check your room set up requirements. Ensure that your desktop is clean and that you are not within arm's reach of books, notepads, sticky notes, papers, pens, pencils, and other writing instruments/objects. Additional monitors and computers must be unplugged and turned off. Items on the wall with writing on them, such as whiteboards, will be inspected.

*if your system test fails you should cancel your exam (within the usual 48hr cancellation period).

On the Exam day- checking in



1. Ensure your room is set up correctly, see room requirements above.
Please note: If your workspace does not pass a room scan, you are not permitted to proceed with taking the exam.
2. [Have your ID](#) and mobile phone ready
3. Have your Registration ID (which is in your confirmation email), available on your phone for reference
4. Close down all unnecessary software and applications such as email, chat, Facebook, Skype
5. **45 mins** before your exam start time, click on the link in your confirmation email.
6. Log in to MyCIMA
7. Click on Schedule an exam
8. Click through the payment screen
9. Accept the CIMA exam terms & conditions, which transfers you to the Pearson VUE site
10. Once on the Pearson VUE site select the exam you are sitting
11. Click on Begin Exam.



Important: if the “Begin exam” button is not visible, you are either too early or too late for your exam. Please check your appointment details to make sure you’re trying to start at the proper time.

12. You will be placed in a queue to check in.
13. During the check-in process, you will be asked for your phone number to communicate with you while you are checking in for your exam. You will be asked to take a photo on your phone of yourself, your ID and 4 photos of your room. The check-in process takes approximately 15 minutes for candidates who have previously completed a system test. After you have completed the check-in process, you will be asked to place your phone out of reach, but close enough to be heard.

During the exam

1. Once your ID and photo have passed the check-in process you will be placed in a queue for the next available proctor /invigilator
2. Your exam timer will not start until the check-in process is complete, and you have officially started an exam
3. If you have any problems during the exam check this information you can use the chat function or communicate with your proctor. For more information click [here](#)

Important:

- Breaks are not allowed during the exam for any reason. If you leave your computer during your exam the proctor/invigilator will end your session and you will be unable to continue testing.
- No one is permitted in your work area 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

After the exam

1. End your exam
2. To access your OT/CERTBA provisional result log in to MyCIMA and click on schedule an exam
3. Click through the payment screen
4. Accept the CIMA exam terms & conditions, which transfers you to the Pearson VUE site
5. On the dashboard select View Score Report for your provisional result
6. Your confirmed OT /CERTBA result will be available on MyCIMA 48hrs after your exam
7. If you have sat a Case Study exam, your result will be available on MyCIMA 6 – 8 weeks after your exam