

## How to schedule the exam at Pearson VUE:

**Step 1:** Go to <https://home.pearsonvue.com/python> and sign in to your account.



To schedule, reschedule or cancel an exam:



- [Forgot my username](#)
- [Forgot my password](#)

**Step 2:** Click “View Exams”

A screenshot of the Pearson VUE dashboard. The page title is 'Dashboard'. On the left is a navigation sidebar with icons for home, account, and exams. The main content area has a section titled 'Open Education and Development Group Exams' with a sub-section 'Exam Catalog'. A blue button labeled 'View Exams' is circled in green. Below this is a link: 'I want to see exams for a different [testing program](#)'. At the bottom is a section 'Upcoming Appointments' with the text 'You do not have any appointments scheduled.' On the right is a 'My Account' sidebar with links: '> [My Profile](#)', '> [Account Sign In](#)', '> [Preferences](#)', '> [Exam History](#)', '> [View Score Reports](#)', and '> [My Receipts](#)'.

**Step 3:** Enter the name of the exam or select the name of the organization that provides your exam.

Find an exam

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Find an Exam:

To schedule an exam, open the group the exam is assigned to by clicking on the group name. Only one group may be opened at a time.

- [C++ Institute Exams](#) >
- [Python Institute Exams](#) >

**Step 4:** Select the version of the exam.

To schedule an exam, open the group the exam is assigned to by clicking on the group name. Only one group may be opened at a time.

< Python Institute Exams

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[PCAP-31-02](#)  
[PCAP Certified Associate in Python Programming](#)

[PCAP-31-03](#)  
[PCAP – Certified Associate in Python Programming](#)

**Step 5 for PCAP-31-03 exam:** Choose whether you would like to take this exam at a local testing center or online from home or office.

Select exam options

PCAP-31-03: PCAP – Certified Associate in Python Programming

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Where do you want to take your exam?

 At a test center

 Online at my home or office

Where do you want to take your exam?



At a test center

**OnVUE** Online at my home or office

Prepare for your exam



#### Your computer

Use a personal computer that has a reliable webcam and internet connection.

Run [system test](#).



#### Your testing space

The room should be a distraction-free, private place.

See [acceptable spaces](#).



#### Your photo ID

We'll verify your government-issued ID when you arrive for your exam.

Review [admission & ID policies](#).



#### What to expect

Check in for your OnVUE exam 30 minutes before your appointment time.

Watch our [short video](#) to get familiar with the process.

#### Questions?

Check out the [OnVUE FAQs](#) and [minimum technical requirements](#).

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## PCAP-31-03 exam

**Step 6 for PCAP-31-03 exam:** If you selected taking the exam at the testing center, please follow the instruction for scheduling the exam in the testing center which is available on the page. If you chose the exam online, you will see the information about the need to verify your computer and the internet connection before the exam.



### Select exam options

PCAP-31-03: PCAP – Certified Associate in Python Programming



All fields are required.

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

At a local test center

Online from my home or office

We need to verify that the computer and internet connection you plan to use on exam day meet the [minimum requirements](#) for online testing. It'll just take 5 minutes to run and you can do so after you've completed scheduling.

**NOTE:** We strongly recommend using a personal computer (not issued from your employer) and a wired, ethernet connection. The two most frequent causes of technical issues with online proctored exams are testing on (1) a work computer and (2) an unreliable internet connection. Firewalls or security settings from work computers may restrict the software from operating properly. Unreliable internet connections (wireless network, VPN, mobile hotspot) may lead to being disconnected.

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## Step 7 for PCAP-31-03 exam: You will be required to read and accept online exam policies

### Agree to online exam policies

PCAP-31-03: PCAP – Certified Associate In Python Programming

To take this exam in an online environment, please agree to the following terms and conditions.

By accessing this website and ticking the boxes hereunder you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of Pearson VUE's [Privacy and Cookies Policy](#) ("Privacy Policy"), [Terms and Conditions](#), and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly different, privacy policy.

**OnVUE Data Processing**

By providing your personal information, as described in our [Privacy and Cookies Policy](#), you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE's hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data and are or may be located outside of the United Kingdom, the European Union, and the European Economic Area; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

If you choose to take the test through our online-proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing program sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk, and workspace will be captured and possibly recorded for the purposes of test quality, test security, and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website and ticking this box you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE's or the test proctor's sole discretion, witnessed while monitoring your testing session will be reported by Pearson VUE to the testing program sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.

**Third Party Prohibition**

By accessing this website and ticking this box you signify that you understand, acknowledge and agree that if any third party is: 1) detected as being present in your physical location, whether visible or not; or 2) overheard in any manner, whether physically detected through movement and making of noise or through sounds irrespective of whether they are in your current location or not during your testing session, the test will be terminated and you will not receive any score. Further, you understand, acknowledge and agree that if your testing session is terminated for this or any other reason you will not receive a test fee refund, credit or voucher.

**Limited License**

By ticking this box you acknowledge that Pearson VUE is granting you a limited license to access and make personal use of its Online Proctored Application (OnVUE) only for the duration of your testing session. Further you acknowledge that OnVUE may not be reproduced, duplicated, copied, take a picture of, downloaded (other than page caching), sold, resold, visited, or otherwise exploited for any commercial purpose without the express written consent of Pearson VUE. You also agree to use OnVUE only for lawful purposes and agree not to use OnVUE in any manner that might interfere with the rights of others.

**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.

## Step 8 for PCAP-31-03 exam: You will be able to see your exam details such as the name and version of the exam, price and language.

## Exam details

PCAP-31-03: PCAP – Certified Associate in Python Programming

Exam:

PCAP-31-03: PCAP – Certified Associate in Python Programming

[View Testing Policies](#)

Price\*:

USD 295.00

Language:

English

\*Prices listed are based on today's date and do not include local taxes which may be applicable.

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## Step 9 for PCAP-31-03 exam: Select a date and time for your exam

### Find an appointment

PCAP-31-03: PCAP – Certified Associate in Python Programming

#### Helpful hints:

- To avoid any issues on exam day, we recommend checking in to your exam 30 minutes before the scheduled start time. This allows optimal preparedness but does not guarantee an early admittance or start time.
- When you select your appointment time, double-check the time format and time zone to avoid confusion, as some exams support delivery nearly 24 hours a day. For example, depending on the time format you prefer, note whether you have chosen an early morning (01:00 AM) or midday (13:00 or 1:00 PM) appointment.
- Time format and time zone display use default settings but can be adjusted to your personal preference.

#### Select Date

[Why can't I find an available appointment?](#)

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select a date from the calendar. Only available dates can be selected.

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**Step 10 for PCAP-31-03 exam:** You will be able to see your cart and all the exam details. Click "Proceed to Checkout" to continue.

## Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
<b>Exam</b> PCAP-31-03: PCAP – Certified Associate in Python Programming  Language: English Exam Length: 75 minutes	<b>Appointment</b> Wednesday, November 18, 2020 Check-in time: 03:00 PM CET Start time: 03:30 PM CET <a href="#">Change Appointment</a>	295.00	<a href="#">Remove</a>

[Add Another Exam](#)

### Confirm contact information

 Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.

Name:  
Jane Test

Telephone:  
+44 500500500

[Edit](#)

### Total Due

Subtotal:	295.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 295.00</b>

You can enter voucher/promotion codes on the payment screen.

ESTIMATED TOTAL DUE: USD 295.00

[Proceed to Checkout](#)

## Step 11 for PCAP-31-03 exam: Read exam policies and click "Accept".

Confirm contact information

Agree to policies

- If you are more than 15 minutes late after your scheduled exam time you will be unable to begin your exam and are unlikely to receive a refund.

To check into your exam:

- Log in: [www.home.pearsonvue.com/cppinstitute/onvue](http://www.home.pearsonvue.com/cppinstitute/onvue)
- View your upcoming appointment.
- Follow the on-screen prompts to complete the check-in process.
- You will need to complete check-in before you can begin your exam.
- No one else should appear through the webcam during the exam and no one else's voice should be heard.

**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**  
If you need to reschedule your appointment, be sure to do it as soon as possible before your appointment. If you do not reschedule your appointment before the scheduled appointment time, you will forfeit your exam fee.

**Cancellation Policy**  
If you need to cancel your appointment, be sure to do it as soon as possible before your appointment. If you do not cancel your appointment before the scheduled appointment time, you will forfeit your exam fee.

**Additional Information**  
Please note that your "appointment length" may include time for non-scored sections such as a tutorial. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam.

Cancel Accept

**Step 12 for PCAP-31-03 exam:** Enter card details to purchase exam voucher. If you already have your exam voucher purchased from <https://ums.edube.org/store>, click on "Add Voucher or Promo Code" and enter your code. Click "Apply" to Confirm.

### Enter payment and billing

Order Total	
Subtotal:	295.00
Estimated Tax:	0.00
ESTIMATED TOTAL DUE: USD 295.00	
<a href="#">Add Voucher or Promo Code</a> 	
<a href="#">What is this?</a>	
Voucher/Promotion Code:	<input type="text"/>
<input type="button" value="Apply"/>	

Required information is marked with an asterisk (\*).

#### Card Details

We accept the following cards:



\*Card Type:

American Express 

\*Card Number:

(Do not include hyphens or spaces)

0000000000000000

\*Expiration Date:

11  2020 

\*Cardholder's Name:

(Name as it appears on card)

Jane Smith

\*Security Code:

000 [What is this?](#)

## Step 13 for PCAP-31-03 exam: Enter your billing information

### Billing Information

This information must match your selected payment method.

\*First Name / Given Name:

Middle Name:

\*Last Name / Surname / Family Name:

\*Country/Region:

\*Address 1:

Address 2:

Address 3:

\*City:

Zip/Postal Code:

\*Mobile/Phone Number:

+

[Country Codes](#)

\*Email:

Your card will not be charged until you submit your order on the next page.

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## PCAP-31-02 /PCAP-31-03 exam at the testing center

**Step 6 for PCAP-31-02 exam:** You will be able to see your exam details such as the name and version of the exam, price and language.

Exam:  
PCAP-31-02: PCAP Certified Associate in Python Programming  
[View Testing Policies](#)

Price\*:  
USD 295.00

Language:  
English

\*Prices listed are based on today's date and do not include local taxes which may be applicable.

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**Step 7 for PCAP-31-02 exam:** Enter your address into the search box and select the testing center in which you want to take your exam

Find a test center

PCAP-31-02: PCAP Certified Associate in Python Programming

Newstreet1, Newtown, United Kingdom [Search](#)

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

**Helpful hints:**

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance
<input type="checkbox"/> Testing center 1	29.2 <a href="#">mi</a>
United Kingdom <a href="#">Test Center Information</a>	



**Step 8 for PCAP-31-02 exam:** Select a date for your exam. You will be able to choose only from the dates which are available in the testing center you selected.

### Find an appointment

PCAP-31-02: PCAP Certified Associate in Python Programming

**Helpful hints:**

- When you select your appointment time, double-check the time format and time zone to avoid confusion, as some exams support delivery nearly 24 hours a day. For example, depending on the time format you prefer, note whether you have chosen an early morning (01:00 AM) or midday (13:00 or 1:00 PM) appointment.
- Time format and time zone display use default settings but can be adjusted to your personal preference.

**LONDON**

United Kingdom

[Change Test Centers](#)

**Select Date**  
[Why can't I find an available appointment?](#)

< November 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select a date from the calendar. Only available dates can be selected.

**Step 9 for PCAP-31-02 exam:** Select the time of your exam

Available start times: Thursday, November 26, 2020 at LONDON

Times shown in: Europe/London - GMT [Show 24-hour](#)

Morning	Afternoon
None available	02:45 PM

**Step 10 for PCAP-31-02 exam:** Check if the exam name, testing center, date and time are correct. If yes, click "Proceed To Checkout".

### Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
<b>Exam</b> PCAP-31-02: PCAP Certified Associate in Python Programming  Language: English Exam Length: 75 minutes	<b>Appointment</b> Thursday, November 26, 2020 Start time: 02:45 PM GMT <a href="#">Change Appointment</a>  <b>Location</b> LONDON LONDON 125 ROMAN ROAD BETHNAL GREEN LONDON E2 0QN United Kingdom <a href="#">Change Test Center</a>	295.00	<a href="#">Remove</a>

[Add Another Exam](#)

**Confirm contact information**

 Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.

ESTIMATED TOTAL DUE: USD 295.00

[Proceed to Checkout](#)

[Add Another Exam](#)

**Confirm contact information**

 Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.

Name:  
Jane Test

Telephone:  
+44 500500500

[Edit](#)

**Total Due**

Subtotal:	295.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 295.00</b>

You can enter voucher/promotion codes on the payment screen.

ESTIMATED TOTAL DUE: USD 295.00

[Proceed to Checkout](#)

## Step 11 for PCAP-31-02 exam: Read and accept policies

**Agree to policies**

- Any ID from the primary list as long as it has not been used as the primary ID
- Social security card
- Credit/Debit Card
- Library card.

You will be provided with a secure locker where any personal items can be stored prior to entering the testing room. No personal items may be taken into the testing room. This includes all bags, books not authorised by the sponsor, notes, phones, pagers, watches and wallets.

**Reschedule Policy**

If you wish to reschedule your exam, you must contact Pearson VUE at least 24 hours prior to your exam appointment.

**Cancellation Policy**

If you wish to cancel your exam, you must contact Pearson VUE at least 24 hours prior to your exam appointment. If you cancel an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

To contact Pearson VUE regarding cancellations, or any problems you experience during the registration or booking process, please contact us on 0161-855- 7483.

**Additional Information**

Please note that your "appointment length" may include time for non-scored sections such as a tutorial. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam.

If you arrive more than 15 minutes after your scheduled appointment time and are refused admission, the exam and delivery fees are not refundable.

**Step 12 for PCAP-31-02 exam:** If you already purchased an exam voucher, enter the voucher code into the "Voucher/Promotion Code" box. If you haven't purchased the voucher yet, fill out the card details

### Enter payment and billing

Order Total	
Subtotal:	295.00
Estimated Tax:	0.00
ESTIMATED TOTAL DUE: USD 295.00	
<a href="#">Add Voucher or Promo Code</a> 	
<a href="#">What is this?</a>	
Voucher/Promotion Code:	<input type="text"/>
<input type="button" value="Apply"/>	

Required information is marked with an asterisk (\*).

#### Card Details

We accept the following cards:



\*Card Type:

\*Card Number:

(Do not include hyphens or spaces)

\*Expiration Date:

## Step 11 for PCAP-31-02 exam: Enter the billing information

### Billing Information

This information must match your selected payment method.

\*First Name / Given Name:

Middle Name:

\*Last Name / Surname / Family Name:

\*Country/Region:

\*Address 1:

Address 2:

Address 3:

\*City:

Zip/Postal Code:

\*Mobile/Phone Number:

+

[Country Codes](#)

\*Email:

Your card will not be charged until you submit your order on the next page.

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