Scheduling an Exam through Pearson VUE

OpenEDG Python Institute certification exams
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**Step 1:** Go to [https://home.pearsonvue.com/pythoninstitute](https://home.pearsonvue.com/pythoninstitute) and click *Sign in*. You will be asked to provide your username and password to sign in to your Pearson VUE web profile.

Note: If you do not have a Pearson VUE web account yet, you need to create one in order to be able to schedule OpenEDG Python Institute or C++ Institute exams. For help with creating your Pearson VUE web account, please consult the tutorial available at [www.pythoninstitute.org/support](http://www.pythoninstitute.org/support).
**Step 2:** Enter your username and password, and click *Sign in.*
Step 3: After signing into your account, click View Exams and then click the Python Institute Exams group to show all the Python Institute exams available at the moment.

Note: For the purposes of this tutorial, we are going to schedule the PCAP – Certified Associate in Python Programming exam.
**Step 4:** Select and click the exam you wish to take, e.g., *PCAP – Certified Associate in Python Programming*.

Then click the *Schedule this Exam* button. You will be forwarded to the *Test Center Search* section.
Step 5: Enter the name of the place (or any other details that help to find the location, e.g., country, zip code, street, etc.) where you wish to look for a test center. A list of active test centers that meet your location criteria will appear below. Chose the test center that is most convenient for you and click Next.

Note: For the purposes of this tutorial, we choose London, UK, Global Knowledge.
**Step 6:** Select the date on which you wish to take your exam. Choose the appointment time. Please note that your desired test date and appointment time must be selected from the dates specified by this test center. For the purposes of this tutorial, we choose September 28, 10:00 AM.

You will then be forwarded to the *My Order* section.
Step 7: You will now see a summary of your order. This is where you can edit it (e.g., change your appointment date/time, change the test center, remove/add an exam).

Note: If you have a voucher for your exam, you will be able to enter its code in the Checkout section (one of the next screens).

Click Proceed to Checkout.
**Step 8:** You will now be asked to confirm your personal information. Please remember that the name specified on your Person VUE web account must exactly match the identification that you will present at the test center. Otherwise, you will not be allowed to take the exam and your fee will be forfeited.

Click *Next* to continue.
Step 9: Read and agree to the testing policies.

Select the checkbox and click **Next**. You will be forwarded to the **Payment** section.
Step 9: Provide your credit card details to pay for your exam, and click Next.

Note: If you have a discount voucher or promotion code for your exam, click Add Voucher or Promo Code.

If you do not have a voucher for your exam, skip step 10 and go to step 11.
**Step 10:** Enter your voucher or promotion code, and click *Apply*.

Note: For the purposes of this tutorial we use a 100% discount voucher that reduces the exam fee from USD 295 to USD 0.

Having redeemed your voucher or promo code, the estimated total due will change accordingly. To continue, click *Next*. 
**Step 11:** Now you will be asked to confirm the details of your order and submit it. To complete your order and schedule your exam, click *Submit Order*. 

![Checkout - Step 4: Submit Order](image-url)
Step 12: Congratulations! You have successfully scheduled your exam. On the last screen you will find another summary of your order. Check your mailbox for an email confirmation. Good luck!

Your exam should now appear on your Pearson VUE web account in the *Upcoming Appointments* section.
1. How do I reschedule or cancel my exam?

Sign in to your Pearson VUE web account. Click the exam name just under the scheduled date. You will be forwarded to the Exam Appointment Details screen.

Click Reschedule or Cancel to change the date of your exam or cancel your exam respectively.

Please remember that you can only reschedule or cancel your exam at least 24 hours prior to your appointment. After this time you cannot make changes to your appointment and your exam fee cannot be refunded or reimbursed.
2. I scheduled and took an exam at Pearson VUE. Then I received a 50% discount voucher. Can I get a refund of half of the money I paid for the exam?

No, sorry. We cannot issue a refund once you have taken the exam. If you have a discount voucher, please make sure you redeem it at the moment of exam registration to reduce the exam fee. You cannot use the voucher to get money back after you have taken the exam.

3. I made a mistake when entering my personal or contact information. Can I correct it?

You can change or correct all the contact and personal information except your name, which cannot be edited online. To update your name on your web profile, you need to contact Pearson VUE Customer Service.

Please remember it is essential that your name match exactly as it appears on the official ID you will present at the test center. Also, to be able to link your Pearson VUE web account with your OpenEDG Education Platform student account, the email address you provided on both accounts must be exactly the same (including the case).