PCAP-31-02/PCAP-31-03
EXAM REGISTRATION
HOW TO SCHEDULE AN EXAM AT A TESTING CENTER AND VIA OnVUE
**Step 1:** Go to https://home.pearsonvue.com/python and sign in to your Pearson VUE web account.

**Step 2:** Click *View Exams*. 
**Step 3:** Enter the name of the exam or select *Python Institute Exams.*

**Step 4:** Select the exam.
PCAP-31-03
OnVUE Online Proctoring

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

Select exam options

Where do you want to take your exam?

- At a test center
- OnVUE Online at my home or office

Select Online at my home or office.
**Step 6 for PCAP-31-03 exam ONLINE:** 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.

(Note: If you selected taking the exam at a testing center, please follow the instructions for scheduling the exam in a testing center which is available in the second part of this guide.)

Make sure that you follow all the technical requirements for your exam delivery.
Step 7 for PCAP-31-03 exam ONLINE: 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:

- **OnVUE Data Processing**: By accessing this website and taking the exam, 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, 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.

- **Third Party Prohibition**: By accessing this website and taking the exam, you signify that you understand, acknowledge and agree that if any third party is detected as being present in your physical location, whether visible or not, or is 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 a refund, credit, or waiver.

- **Limited License**: By clicking 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, leased, 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 one on your identification and to facial images captured during the testing process, and help us further develop, update, and improve this application. If you do not agree to the use of facial comparison technology during your testing session, you must complete your registration online. Instead, please call the Pearson VUE call center to complete your registration.

[Button] Next
Step 8 for PCAP-31-03 exam ONLINE: You will see your exam details such as the name and version of the exam, price and language. Please make sure all the information displayed here is correct.

![Exam details](image)

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

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

![Find an appointment](image)
**Step 10 for PCAP-31-03 exam ONLINE:** You will see your cart and all the exam details. Click *Proceed to Checkout* to continue.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Price</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>PCAP-31-03: PCAP – Certified Associate in Python Programming</td>
<td>295.00</td>
<td>Remove</td>
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<tr>
<td>Language</td>
<td>English</td>
<td></td>
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</tr>
<tr>
<td>Exam Length</td>
<td>75 minutes</td>
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<td></td>
</tr>
</tbody>
</table>

**Appointment**
- Wednesday, November 18, 2020
- Check-in time: 03:00 PM CET
- Start time: 03:30 PM CET

**Confirm contact information**
- Name: Jane Test
- Telephone: +44 5098903509

**Total Due**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>295.00</td>
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<td>Estimated Tax</td>
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<tr>
<td><strong>ESTIMATED TOTAL DUE:</strong></td>
<td>USD 295.00</td>
</tr>
</tbody>
</table>

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

**Estimated Total Due: USD 295.00** [Proceed to Checkout]
Step 8 for PCAP-31-03 exam ONLINE: Read exam policies and click “Accept”.

![Confirm contact information screen](image)

- **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/cociunstituteonline](http://www.home.pearsonvue.com/cociunstituteonline)
    - 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.
Step 12a for PCAP-31-03 exam ONLINE: Provide payment information – use a voucher to schedule your exam.

REDEEM YOUR VOUCHER

If you already have an exam voucher, click Add Voucher or Promo Code and enter your voucher code. Then click Apply to confirm.
If you don’t have an exam voucher and you’d like to schedule your exam with a voucher, go to https://store.openedg.org to purchase one.

**Step 12b for PCAP-31-03 exam ONLINE:** Provide payment information – If you don’t want to schedule your exam with a voucher, you can have your payment processed by Pearson VUE. Enter your credit card details to purchase an exam.
Step 13 for PCAP-31-03 exam ONLINE: Enter your billing information.

Congratulations! You’ve scheduled your exam.
PCAP-31-02 & PCAP-31-03
At a Testing Center

Step 6 for PCAP exam at a testing center: You will see your exam details such as the name and version of the exam, price and language. Please make sure all the details displayed are correct.
**Step 7 for PCAP exam at a testing center:** Enter your address or the address of the location you’d like to sit your exam at, and select the testing center that is convenient for you.
Step 8 for PCAP exam at a testing center: Select a date for your exam. You will be able to choose only from the dates which are available in the testing center you’ve selected.

Step 9 for PCAP exam at a testing center: Select the time of your exam.

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

Times shown in: Europe/London - GMT  Show 24-hour

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<tbody>
<tr>
<td>None available</td>
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Step 10 for PCAP exam at a testing center: Check if the exam name, testing center, date and time are correct. If yes, click *Proceed to checkout*.

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<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Price</th>
<th>Actions</th>
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<tbody>
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<td>295.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Appointment</td>
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<td>Location</td>
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</tr>
<tr>
<td>Exam Length</td>
<td>75 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cart**

**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 0000000000

**Total Due**

- Subtotal: 295.00
- Estimated Tax: 0.00
- **ESTIMATED TOTAL DUE: USD 295.00**

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

**ESTIMATED TOTAL DUE: USD 295.00**
Step 11 for PCAP exam at a testing center: Read and accept the exam policies.
Step 12 for PCAP exam at a testing center: Provide payment information

REDEEM YOUR VOUCHER

If you already have an exam voucher, enter the voucher code into the Voucher/Promotion Code box.
If you don’t have a voucher, fill out the card details to process the payment, or purchase one at https://store.openedg.org.
Step 13 for PCAP exam at a testing center: Enter the billing information.

Congratulations! You’ve scheduled your exam appointment!