




Candidate Voucher Manual

How to redeem an EXIN Voucher

Version November 2019



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EXIN Exam Voucher

This Exam Voucher can be used as payment for an exam with EXIN.

Congratulations! Here is your EXIN exam voucher.

With this exam voucher you are just a few steps away from your EXIN certification. Whenever and wherever you want, you can order and take your exam with EXIN.

Order your exam and redeem your voucher in a few simple steps:

1. Prepare for your exam.
2. When you are ready, go to www.exin.com.
3. Click on the 'Get Certified' button and fill in the exam information.
4. Select 'Exam Only' from the certification methods.
5. Follow the instructions and order your EXIN exam.
6. During this process you will be asked to provide the voucher code stated below.


The terms and conditions of [Rules and Regulations for EXIN's Examinations](#) are applicable to all registrations for EXIN exams.

This EXIN Exam Voucher is offered to you by:
Name of partner: _____
Website of partner: _____

EXIN Exam Voucher

This voucher code can be used once to pay for the following exam:

Exam: EXIN Agile Scrum Foundation	To be used in the following countries: (Global)
Voucher Code: _____	Expiration Date: 31-03-2020 (dd-mm-yyyy)



www.exin.com



1. Introduction

This document will explain how to book and pay for an EXIN exam with your EXIN Voucher.

Important information about Vouchers:

- EXIN Exam Vouchers are purchased by EXIN Partners through MyLogin;
- EXIN Exam Vouchers are valid for a specific exam module and redeemable for this module only;
- EXIN Exam Vouchers are only valid in the selected country/countries as displayed on the voucher;
- EXIN Exam Vouchers can be used for an [EXIN Anywhere exam](#) or in the [EXIN Exam Room](#) (this service is offered only in a selected list of countries);
- EXIN Exam Vouchers display the voucher code, the exam(module), the valid country/countries and the expiration date of the voucher;

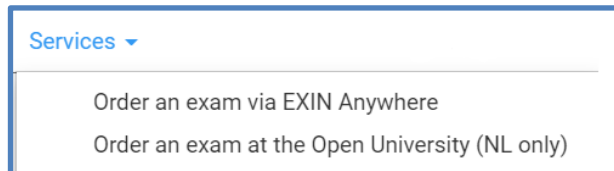
2. Redeeming your voucher

You can redeem your EXIN Voucher in your Candidate Portal or on our website.

2.1 Ordering from your Candidate Portal

If you have already taken an exam with EXIN in the past, you can order via your existing Candidate Portal. You were provided access, via email, to your personal Candidate Portal after completing your previous EXIN exam.

In your Candidate Portal click on 'Services' and 'Order an Exam...'



Choose 'Exam online Anywhere Anytime' for an EXIN Anywhere exam and to take your exam in an EXIN exam Room select that option. If this service is not available in your country, the option will not be shown.

Step 1: Exam details Step 2: Payment

Payment code

In case a payment code is provided by your training organization, or you are in the possession of a voucher code or discount code and you want to use either of these codes for this registration, please enter this code first, before continuing with General Information. In case you are not in the possession of one of these codes or the code is not to be used for this registration, leave this field blank and proceed from General Information.

Voucher code / Payment code / Discount code

General Information

Exam method ▼

Exam Module ▼

Language ▼

Step 1: Exam details

Enter the voucher code in the Voucher Code box and click 'Check Code'.

When the code is valid (for your country of residence) the module will be filled in automatically. If the code is not valid, the reason will be displayed.

You can select an exam method and exam language from the dropdown menus. For more information on the different EXIN Anywhere options, please visit [our website](#).

Click on 'Continue' at the bottom of the page to go to the next step.

Step 1: Exam details Step 2: Payment

Your selection:

Exam method	EXIN Anywhere - VIDEO Recorded OLP
Exam Module	ASF - EXIN Agile Scrum Foundation
Language	Dutch
Module Version	ASF - EXIN Agile Scrum Foundation - Dutch (Module version R12-08)
Price	
Availability period	10/07/2019 - 10/28/2019
Duration (In Minutes)	60

Terms and Conditions

To complete your booking you'll have to agree to both the Terms and Conditions of EXIN Anywhere Exams Online and the video declaration. Please read the information by clicking the link and agree by pushing the 'I Agree' button in the bottom left of the window. If you want to know how EXIN treats your personal information, please read the Privacy Statement by clicking the third link.

Click on the link below to read and agree to the Terms and Conditions:
[Read and Agree to the Terms and Conditions and the Examination Rules of EXIN Anywhere](#)

Click on the link below to read and agree to the Video declaration
[Read and Agree to the Video Declaration](#)

Click on the link below to read the Privacy Statement:
[Read the Privacy Statement](#)

Payment

When you pass the exam you will receive a digital certificate in your Candidate Portal. If you would also like to receive a hard copy certificate you can order it from your Candidate Portal. An additional surcharge applies.

[Redeem voucher](#)

Step 2: Payment

In this step you will redeem your voucher, no payment is required. Agree to the terms and conditions, declarations and read the privacy statement.

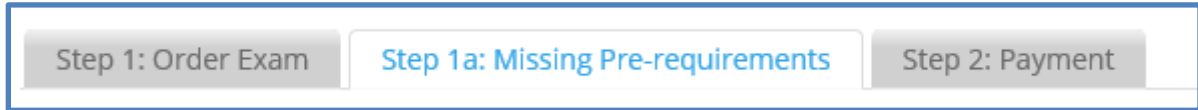
Then click on 'Redeem Voucher' at the bottom of the page to finalize your exam order.

Ordering an exam with pre-requirements

When you are redeeming a voucher for an exam with pre-requirements from your Candidate Portal, you need to register the necessary pre-requirements, before you can complete your order. Pre-requirements may be completion of a training, or another exam completion.



If there are missing pre-requirements, a new tab will appear:



Step 1a: You can upload any documents that are missing. These documents will be checked by EXIN within 2 working days. Via email you will receive feedback on the approval of the documents you uploaded. When all missing pre-requirements have been approved, the tab 'Step 1a' will disappear and you can continue Step 2. If some pre-requirements have not been approved, you can continue to upload them in step 1a.

Do not forget to agree to the terms and conditions and declaration and read the privacy statement, before you can redeem your voucher. Click 'Redeem Voucher' to confirm your order and receive your invitation to take the exam.



2.2 Ordering via our Website

When this is your first exam with EXIN and you do not have a Candidate Portal yet, you can book an exam via the [Get Certified](#) button on our website. Choose the certification, the exam language and the option 'exam only'. Select your country of residence and the examination method. Click [book exam now](#)' at the bottom of the page to go to the next step.

Please agree to the Terms and Conditions

YOUR DETAILS #292366

First Name	Sample
Last Name	Candidate
Country of Residence	NETHERLANDS
Email	sample@candidate.com
Confirm email	sample@candidate.com

EXAM DETAILS

Voucher or discount code	[REDACTED]
Exam method ⁱ	EXIN Anywhere - VIDEO Recorded OLP ▼
Certification	ASF - EXIN Agile Scrum Foundation
Language	English ▼
Exam can be taken from	04/15/2019 - 05/06/2019

CONFIRMATION

I agree to the Terms and Conditions and the examination rules for EXIN Anywhere
 I agree to the Video declaration
[Read the Privacy Statement](#)

REDEEM VOUCHER

Complete the form, agree to the terms and conditions and declaration and read the privacy statement. Click 'Redeem Voucher' to confirm your order and receive your invitation to take the exam.

Ordering an exam with pre-requirements

Please note that when you have ordered an exam with pre-requirements via our website, you need to register the necessary pre-requirements in your Candidate Portal after your exam in order to receive your certificate. You will receive access to your Candidate Portal via your official result email after your exam has been assessed. Pre-requirements may be completion of training, or another exam completion.



3. Your invitation email

You will receive a confirmation email of your exam order within minutes after you have redeemed your voucher.

Video Recorded EXIN Anywhere exam

You will be sent a confirmation email after ordering the exam. This email contains a link to start the examination process and a code. The code is needed to access the secure exam environment. Please note this code is **not** your original voucher code, but a different code. You have 3 weeks to actually take the exam. Within these 3 weeks you can take your exam whenever you want as there is no scheduling necessary. After this period the link and the code to access the secure exam will expire.

Live Proctored EXIN Anywhere exam

You will be sent a confirmation email after ordering the exam. This email contains a link and login details to Examity, our Live Proctored examination platform. You need to log in and complete your profile by adding your time zone and a phone number where the supervisor can reach you in case of issues. After completing your profile, you need to schedule your exam. You will have 3 weeks to schedule **and** take your exam. After this period, you will no longer be able to access your exam.




Good luck on your exam!

Questions? Contact us on: candidatesupport@exin.com

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