



# Ordering and taking an EXIN Anywhere Video Recorded exam

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# Before you order

- ⇒ Please check the compatibility of your computer with our [configuration test](#).
- ⇒ Please make sure you are aware of our [exam rules](#).
- ⇒ Only finalize your exam order when you are able to take your exam within the next 21 days.
- ⇒ You will need to download our exam software to take this exam. It will be stored locally in your cache. In case of very strict company security policies we recommend taking the exam at home on your personal computer or selecting our Live Proctored option.

# Ordering an exam from the EXIN website

## New candidate? Set up your account

- ⇒ Go to <https://www.exin.com/> and click on 'Get Certified'
- ⇒ Select the exam, exam language, choose 'Exam only', select your country, choose 'EXIN Anywhere' and click the button 'book exam now'
- ⇒ You will be taken to MyLogin to complete your account with you full name and email address.
- ⇒ If you have a Voucher code, fill it in, otherwise skip that field
- ⇒ Choose exam method: Video Recorded OLP and complete the form
- ⇒ Agree to the Terms and conditions
- ⇒ Redeem your voucher or Pay online
- ⇒ You will receive and invitation email

# Ordering an exam from your Candidate Portal

## Already took an exam with us? Log into your account

- ⇒ You can find your login details in your last result email
  - ⇒ Forgot your login? Go to <https://mylogin.exin.nl/> and click forgot password or email us on [candidatesupport@exin.com](mailto:candidatesupport@exin.com)
- ⇒ Go to 'Services' in the top menu, select 'order an exam via EXIN Anywhere'
- ⇒ If you have a Voucher code, fill it in, otherwise skip that field
- ⇒ Choose exam method: Video Recorded OLP and complete the form
- ⇒ Click on continue to go to the next step
- ⇒ Agree to the Terms and conditions
- ⇒ Redeem your voucher or Pay online
- ⇒ You will receive an invitation email

# Ordering an exam from your Candidate Portal

- ⇒ If you are ordering from your existing candidate portal and your exam has **pre-requirements** you need to complete step 1a before you can complete your exam order
  - ⇒ Upload the requirements as shown in this step
  - ⇒ Your upload will be checked by EXIN within 48 hours
  - ⇒ You will receive an email once the upload has been checked
  - ⇒ Upon approval step 1a will disappear you can continue with step 2
- ⇒ If your exam does not have pre-requirements or they have already been met, this step does not appear and you can continue with step 2

# Your invitation email

- ⇒ Your exam needs to be taken within 21 days. You can check your exam availability in the email. Please note that there is no possibility to extend it.
- ⇒ Your invoice is attached to this email.
- ⇒ Please read the email carefully before starting your exam.
  
- ⇒ When you are ready to take your exam, please click on the link in the email.

Link: [EXIN Anywhere - Exams Online](#)

# Confirmations and Declarations

- ⇒ You will be taken through some steps before your exam will start.
- ⇒ In the next screen an introduction is given for the EXIN Anywhere Exams Online service. In 4 steps the process and requirements are explained. You can read about the terms and conditions and the privacy statements.
- ⇒ After reading the information you have to test your computer configuration, using the “test your configuration” button. Passing this test is mandatory to proceed.
- ⇒ The remainder of the process is explained in 7 steps. You can read these steps and proceed with step 1: The confirmation of the personal data.

# Setting up your exam

- ⇒ After pressing the “Next” button the system starts connecting to the PSI examination environment. This can take 5-20 seconds.
- ⇒ When the connection is successfully made, you need to download the Secure Software. This software will be stored in the cache of the computer and not on the hard drive.
- ⇒ The downloading can take anything from a few seconds to a few minutes, depending on the speed of your internet connection.
- ⇒ Next step is filling in your exam code. The Exam Code can be found in the EXIN invitation email.

# Starting your Exam

- ⇒ Upon validation of your exam code you need to use your webcam to
  - ⇒ Make a 360 degrees video of your exam room. Also show what is on your desk and underneath it
  - ⇒ Make a photo of your face
  - ⇒ Make a photo of your photo ID
- ⇒ The exam will open in Question Mark. Click on the green arrow to start.

# During your exam

- ⇒ At the top right of the screen you will see the remaining exam time counting down. You can end your exam whenever you want before the time is through by clicking on the 'end exam' button at the bottom right of the screen. When the clock has counted down the exam will close and be saved automatically.
- ⇒ Next to the clock you have a button to increase/decrease the font.
- ⇒ The previous and next buttons at the bottom right allow you to switch between questions
- ⇒ Flag answers that you want to come back to later. Click on Navigator to see which questions are answered/flagged. Use it to easily go to the exam questions that need a second look. Click unflag when you are done.
- ⇒ Once you ended your exam you will see your preliminary result and coaching report. Your coaching report will also be available in your Candidate Portal later on.

# After your exam

- ⇒ You will receive an email with your preliminary result right after your exam.
- ⇒ Your exam session will be reviewed by PSI.
- ⇒ The feedback of your exam session and your result will be passed into EXIN.
- ⇒ Your official result will be sent to you by email within 2 weeks.
- ⇒ In your result email you will find a login to your candidate portal. If you already took exam with EXIN you will find this in your portal as well. If you are missing a result, please [contact us](#).