

BOOK YOUR EXAM INSTRUCTIONS

A step by step guide on how to buy and register for an exam

To buy an exam voucher

1. Log into your PEOPLECERT Account at <https://webcandidate.peoplecert.org>.
2. Go to **Shop**, choose and pay for the exam you want using your credit card.
3. Book the time slot you want, using the Online Exam Scheduler. You can take your exam within 4 hours!
4. You will receive an **Exam Booking Confirmation** email, with the step by step instructions. The content of this email will also become available at **My Exams** through the **Take your Exam** link.
5. On the day of the exam click on **Take your Exam** and follow the instructions provided. Your proctor will be online to talk you through the overall exam process.
6. Let the exams begin! Once you are done, your preliminary results will appear on the screen. If you haven't uploaded your exam prerequisites, you can do so now. Don't worry, we'll remind you!
7. Two days later, you will be notified that the official results are ready. Log into your Account to view and download your e-certificate. Your hard copy certificate will be sent to you shortly.

To register for an exam

1. Log into your PEOPLECERT Web Account at <https://webcandidate.peoplecert.org>
2. Click **Register for an exam** to register for your exam. Select **Using Exam Voucher**, enter your **Voucher code** and click the **Submit** button.
3. If additional data is required for the specific exam, you will be prompted to complete the appropriate fields.
4. Your exam data will appear. To complete your exam registration, click the **Submit** button.
5. An email confirming your exam registration and your exam details will be sent to you. These are also available in the **My Exams** section of your Web Account.

Note: You are advised to arrive at the exam location 30 minutes prior to the scheduled start time, carrying a valid photo ID (Identification document), such as: National ID card, passport, driving license, military card, employer identification card (in English), Academic ID.

To reschedule your exam

You can reschedule your exam up to 4 hours before the scheduled exam time. To do so:

1. Log into your PEOPLECERT Account at <https://webcandidate.peoplecert.org>.
2. Go to **My Exams** and click **Reschedule exam** on the exam you want to reschedule.
3. Proceed to the order and pay for the reschedule admin fee using your credit card.
4. Go to **My Exams** and click **edit** on the exam you wish to reschedule
5. Book the time slot you want, using the **Online Exam Scheduler**.
6. You will receive an **Exam Booking Confirmation** e-mail.

Home

You can view at a glance any pending activities, upcoming exams or unused vouchers and extend their expiry date, your certification credits with PEOPLECERT, and the upcoming certificate surveillance dates, where applicable.

My Profile

You can view your personal data. Click **Edit** to change your Contact Information or the fields: Photo ID Type, Photo ID Number, Photo ID Issue Date, Birth Date, Gender. You may update your name only before completing your first exam registration. If any further modifications are needed, please contact customerservice@peoplecert.org.

Shop

You can purchase:

- Hard copies of the certificates you have acquired
- AXELOS Professional Development membership vouchers
- Exam vouchers

My Exams

You can view your unused vouchers and extend the expiry date if you wish.

You can view all your past exams.

You can view all your future exams and edit your exam details if you are using an exam voucher.

You can select if you want to be listed on the relevant Successful Candidate Register for your exam.

You can access your official results once you are notified by PEOPLECERT that they are issued.

My Certificates

You can view and download your e-certificate(s) and order hardcopy certificates.

My Files

You can upload your CV, previous certificates and any documentation needed to be submitted as a prerequisite for the specific exam you register for.

My Orders

You can view a history of your purchases.