



# Ordering and taking an EXIN Anywhere Live Proctored exam

Version March 2023

# 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.
- ⇒ A live proctored EXIN Anywhere exam needs to be scheduled before you are able to take it. You need to schedule it at least 1 hour in advance.
- ⇒ No software needs to be downloaded to take the exam. Your connection with the proctor is made via a Chrome Extension that needs to be installed.
- ⇒ Communication with your proctor will be in English.

# Ordering an exam from the EXIN website

## New candidate? Set up your account

- ⇒ Go to <https://www.exin.com/> and click on 'Book my exam'
  - ⇒ If you have a voucher click on the link
  - ⇒ If not, fill in the steps and choose exam only in step 3
- ⇒ 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: 'EXIN Anywhere - Book exam time slot with live online proctor' and complete the form
- ⇒ Check your device and Select a Date and Time for your exam
- ⇒ Agree to the Terms and conditions and 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: 'EXIN Anywhere - Book exam time slot with live online proctor' and complete the form
- ⇒ Click on continue to go to the next step
- ⇒ Select a Date and Time for your exam
- ⇒ Agree to the Terms and conditions
- ⇒ Redeem your voucher or Pay online
- ⇒ You will receive an invitation email

# Your invitation email

- ⇒ Your exam date and time can be found in this email.
- ⇒ Your invoice is attached to this email.
- ⇒ Please read the email carefully before starting your exam.
  
- ⇒ Click, at least 15 mins before your exam is planned, on the link in the email and follow the steps.

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

# Confirmation and Declarations

- ⇒ You will be taken through some pages before you can start your exam
  - ⇒ The next steps are explained in more detail.
  - ⇒ You will be asked to agree to our Rules and Regulations
  - ⇒ You need to confirm your personal details and make changes if necessary
  - ⇒ After seeing the next steps, your exam environment is prepared and you are taken to the portal of our supplier Examity.

# Setting up your exam

In the Examiity portal:

- ⇒ you need to provide your phone number, time zone and upload a photo of your Identification Document to create your profile;
- ⇒ either check if you meet the systems requirements or go directly to the exams dashboard;
- ⇒ the dashboard will show you which exam you will take and allow you to connect with the Proctor;
- ⇒ you need to install the chrome extension and allow the requested permissions;
- ⇒ follow the next steps and wait until you are connected to your proctor.

# Starting your Exam

- ⇒ Follow the instructions from your proctor.
  - ⇒ You will have to show your photo ID.
  - ⇒ You will need to confirm that you understand the exam rules.
  - ⇒ You will need to show your environment.

# 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 Examyty.
- ⇒ The feedback of your exam session and your result will be passed onto EXIN.
- ⇒ Your official result will be sent to you by email within 3 working days.
- ⇒ 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](#).