

Things to know before sitting for the Pearson Vue OnVue (online) exam

An overview of the processes associated with the NACD Directorship Certification® exam. For additional information, please be sure to review the [Candidate Handbook](#).



SCHEDULING

To avoid delays, you are encouraged to schedule an exam appointment immediately. Setting up your appointment straightaway is the best way to secure a preferred test date and time.

To schedule an exam:

1. [Set up a Pearson VUE account](#) >
2. Locate an available date and time.
3. Complete the scheduling transaction.
4. Once complete, you will receive a confirmation message from PearsonVUEConfirmation@pearson.com.

If you need to cancel or reschedule your exam time, you can do so up to **15 minutes** before your scheduled appointment.

Be sure to complete the [system test](#) in advance of your exam date.

- › The system test is a simulation of the exam start that checks for microphone, Internet speed, and webcam access.
- › Passing the system test does not guarantee your computer will meet the requirements on exam day.

Save PearsonVUEConfirmation@pearson.com on your safe list, as all exam-related communications will originate from this email address.



EXAM RULES & TESTING TIPS

Pearson VUE takes steps to ensure that every testing experience is a positive one. **Please note: your exam will be terminated if there are any breaches of policy or protocol.**

To follow Pearson’s policies and procedures, please review the information below regarding your workstation, device, and the exam. Please also view [Pearson VUE’s site for online testing](#) for the NACD Directorship Certification® exam.

It is recommended that you use a personal computer where you possess all administrative rights.

- Shut down all running applications (e.g., task manager, Microsoft, Internet).
- For more information, please view OnVUE’s technical requirements.

REMINDER:

You are required to complete a workstation/room scan of your environment during the check-in process.



1. WORKSTATION:

You are required to complete a workstation/room scan of your environment during the check-in process. If the review of your scan is not approved, you will not be permitted to begin the exam.

Make sure that your workstation is

- a walled room with a door, well lit (proctors must be able to see you and your testing space well), quiet, and clear of any personal effects (e.g., tablets, books, notepads, paper, pens).
- › No interruptions are allowed during the entire exam.
- › No one else is permitted to enter your testing environment or to see your exam.



2. DEVICE:

Use of a desktop or laptop is required for the online exam. Tablets and touch screens are prohibited.

Please also note:

- Extra monitors are not allowed during the exam. If you have additional monitors, remove them from your workspace before your scheduled exam, or show them as unplugged in your testing workstation photos.
- Use of a VPN and/or firewalls are not permitted during the exam.



3. THE EXAM:

The check-in process:

Have your government-issued ID handy:

You are required to take photos of the front and back of your government-issued ID (i.e., passport; driver's license; identification card)*

Name requirements:

- The first and last name on the ID must match the first and last name the candidate used to register for the exam.
- Photo requirements:
- ID must include a recent, recognizable photo.

Have your cell phone handy:

- You are required to take photos of your workstation/room.
- Be sure to place your mobile phone out of arm's reach after you finish using it for check-in photos, but it should remain available should Pearson VUE need to contact you.

Recording begins once you submit your photos and can see yourself on the screen:

- If you leave the webcam view, use your mobile phone, or violate any other [Pearson VUE exam policies or procedures](#), your exam will be terminated.

Starting the exam:

To begin the OnVUE exam, sign into your Pearson VUE account, locate your exam link, and click the "Begin Exam" tab on the page.

Please note:

- Exam check-in is available 30 minutes before to 15 minutes after your scheduled appointment time.
- Click the "Copy Access Code" tab when you see it; the access code is a unique code for your OnVUE testing session.
- After you download the OnVUE application, you must run it manually (from the screen or from the folder) or the proctor will remote access your computer to download the OnVUE application to launch the exam.

Close all other applications running on your computer:

- › On Microsoft Windows, press **Ctrl+Alt+Del** to access Task Manager.
- › On a Mac, press **Command+Option+Esc** to access Force Quit.

Note: Successfully completing the check in process ahead of your appointment time may not guarantee you early entry to the exam.

After the exam:

Once the exam is complete, you can access your Score Report from your Pearson VUE account.

- › You will receive a communication from PearsonVUEConfirmation@pearson.com indicating your Score Report is complete and ready for download.

During the exam:

Remember to follow all Pearson VUE exam policies or procedures. Failure to do so could render your exam subject to termination.

Please also remember the following:

- The proctor will observe you during the entire exam.
- Notify the proctor of any issues or emergencies.
- No covering your mouth, mouthing, mumbling, or reading questions aloud.
- You must stay within your webcam view and in the workstation.
- You cannot get up, walk around, or leave your workstation**
- No food is permitted**
- A beverage in a clear container is allowed.
- Plug in and charge your computer or laptop before the exam begins.
- You cannot move your webcam once your testing session has started.
- Headphones and headsets (wired or Bluetooth) are not permitted.**
- Stay in webcam view at all times.

After Part 1 concludes, you are encouraged to take advantage of the "optional" fifteen minute break.**

- › To begin the break, click, "**take or start break**" on the screen when prompted.

* Please see the information available from the "ID requirements" link on Pearson VUE's site for online testing for the NACD Directorship Certification exam.

** If you require ADA accommodations for the exam, reach out to the Credentialing Team at Credentialing@nacdonline.org.