

## BOOK YOUR EXAM INSTRUCTIONS

### A step by step guide on how to register for an exam

#### 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.*

#### 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](mailto: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.



All talents, certified.

## **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.