



# Ordering and taking an EXIN Anywhere Video Recorded exam

Version June 2022

# Before you order

- ⇒ Please check the compatibility of your computer with our [configuration test](#).
- ⇒ You can also check the [system requirements](#) for additional information.
- ⇒ 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 be able 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.

# 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: Video Recorded OLP and complete the form
- ⇒ Check your device and agree to the Terms and conditions
- ⇒ Redeem your voucher or Pay online
- ⇒ You will receive an email with your exam link

# 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 email with your exam link

# Email with your exam link

- ⇒ 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](#)

# Confirmation and Declaration

- ⇒ Some important information and tips will be shared before you start your exam.
- ⇒ You will be asked to agree to our exam rules.
- ⇒ You will need to confirm your personal data before you can download the exam software.

# 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.
- ⇒ The software will check your system on meeting the requirements.
- ⇒ Next step is filling in your exam code. The Exam Code can be found in the email with your exam link and at the top of your screen.

# Starting your Exam

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



# 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 change font size.
- ⇒ The buttons 'previous' and 'next' 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.
- ⇒ Your official result will be sent to you by email within 2 weeks.
- ⇒ In your result email you will find login details 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](#).

# Contact EXIN or PSI

- ⇒ In case of exam-related questions, please contact EXIN on [candidatesupport@exin.com](mailto:candidatesupport@exin.com) or via phone on +31 30 234 4880 - between 08:30 and 17:00 CET.
- ⇒ In case of technical difficulties please contact PSI via chat or on +1 617 658 2879 – available 24/7.
- ⇒ If you lose your connection during the exam, you can return to the email with your Exam Link, retake the steps, and continue your exam.