How to schedule a C++ Institute exam

A COMPREHENSIVE GUIDE
Step 1

Go to [www.pearsonvue.com/cpp/](http://www.pearsonvue.com/cpp/) and click the Sign in button.
Step 2

Enter your username and password to sign in to your Pearson VUE web account for a C++ Institute exam.

Click the Sign in button.

Note: If you do not have a Pearson VUE web account for C++ Institute exams, you need to create one. For assistance regarding the sign-up procedure, please see a separate guide.
Step 3

When you are already logged in, click the appropriate link in the exam catalog to schedule the test you wish to take.

* Note: For the purposes of this tutorial, we are going to schedule the CPA exam.
Step 4

View testing policies and once you get familiar with them, click on the Schedule this Exam button.

Exam Details

Exam: CPA, CPA - C++ Certified Associate Programmer

View Testing Policies

Price*: USD 205.00

Language: English

*Prices listed are based on today's date and do not include local taxes which may be applicable.
Step 5

Find a testing center to take your exam: enter location details (e.g. town, country, postal code, etc.) and click the Search button.

When you found a convenient place to take your exam, check the box located next to the center’s name and click on the Next button.
Step 6

When you found a convenient testing center, select a date on the calendar to see available appointments and click on the date of your choice.

Note: Unavailable dates are grayed out. To change a test center, click Change Test Centers.
Step 7

Select the available start time of your exam.

<table>
<thead>
<tr>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 AM</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>10:15 AM</td>
<td>12:15 PM</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>12:45 PM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td></td>
</tr>
<tr>
<td>11:15 AM</td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td></td>
</tr>
<tr>
<td>11:45 AM</td>
<td></td>
</tr>
</tbody>
</table>
Step 8

Review your order details and make changes if necessary. If the exam, appointment date and testing center data are correct, click on the **Proceed to Checkout** button.

Note: IF YOU HAVE A VOUCHER FOR YOUR EXAM, YOU WILL BE ASKED TO PROVIDE ITS CODE ON THE PAYMENT SCREEN (STEP 11 OF THIS GUIDE).
Step 9

Confirm your personal information. When you are ready to move on to the next step, click the Next button. If you need to edit your data, click on the Edit button.

Note: Please make sure your name exactly matches the identification that you will present at the test center. If the names mismatch, you will be refused to take your exam!
Step 10

View the C++ Institute testing policies and check the box to agree to them. Click Next.

Note: Please make sure you are prepared to present the required forms of ID!
Enter your credit card details. If you have a voucher for your exam, click Add Voucher to enter its code.

If you have a voucher code for your exam, enter it here and click the Apply button.
Step 12

Enter your **billing information** and click on the **Next** button.

Note: Your card will not be charged until you hit the **Submit Order** button in step 14 of this guide.
Step 13

If you used a voucher or promo code, your total amount due will be recalculated (reduced by the amount of your voucher/promo code discount). Click Next to proceed.

* Note: For the purposes of this tutorial we have used a voucher code that reduced the total amount due by 100%. That is why the estimated total due visible above is USD 0.00.
To complete your order and schedule your exam, click on the Submit Order button.

Note: After clicking the Submit Order button, your credit card will be charged the total amount due visible on the Payment Details screen.
See the summary of your order. Check your mailbox for a confirmation email sent to you.
Congratulations! You have successfully scheduled your C++ Institute exam.

If you have any questions about your appointment, please contact your testing center or Pearson VUE Customer Service at +44 (0) 161 855 7483 (alternatively, you can use the contact form at http://www.pearsonvue.com/cpp/contact/). Good luck on your exams!