

# APMG International Candidate Guidance

## Online Exam Registration for Classroom based Online Exams

## Overview

These instructions are relevant to candidates who have been booked to take an APMG International **Classroom Based Online Exam** through their training provider.

For all exams taken through APMG International you first have to create an account on the APMG International Candidate Portal and then register for the actual exam session/s prior to the exam/s being sat.

Your exam results, electronic certificates and digital badges will also be published on your Candidate Portal account for all exams taken through APMG International. Please ensure to consistently use the same email address for all exams booked with APMG International, preferably a private email address that will remain valid in case you change jobs in the future.

***Please be advised that APMG International cannot release exam results and certificates until all necessary information has been provided by the candidate. If any information is missing, your exam results will go on hold.***

This document describes the process and steps required to create an account on the APMG International Candidate Portal and how to register for your Classroom Based Online Exam.

APMG International's contact information is provided at the end of this document in case you have questions or need any support.

## Candidate Registration Process

Once your exam has been booked and confirmed by your training organisation you will be sent a registration email from **APMG Support** [Donotreply@apmg-international.com](mailto:Donotreply@apmg-international.com)

**NOTE:** If you did not receive the registration email, please ensure you have checked your junk email or spam folder.

To resend the registration email, please navigate to the following website

<https://candidateportal.apmg-international.com>

enter your email address that was used by your training organisation for booking your exam and click "Send a Link". This will re-send the registration email to you. Once you receive the registration email, click the link contained in it to register on the APMG Candidate Portal.

**Should you not receive the registration email at all, please contact our support team using**

the chat option on the Candidate Portal or call us at:

UK - 01494 452 450  
US - 1-855-773-3403  
CAN - 1-855-898-0575  
Aus - 1800 170 920

From all other countries dial **+44 (0) 1494 452 450**.

Press option 3 for technical assistance.

Our Technical Helpdesk is available 24 hours a day, 7 days a week, and 365 days a year.

To **get started** click the link in the email you received and create an account on the APMG International Candidate Portal as requested. Returning candidates do not need to create a new account, they can log back into their existing account if the new exam has been booked under the same email address as previous exams. However, returning candidates also have to register for any new exam session.



### Exam registration required

Hello Candidate,

You have been booked to take an exam with APMG International.

Approved Organisation:	APMG Benelux
Booking Ref:	UATTEST-PRAXIS-Online-30032020
Exam(s):	Praxis (1) Foundation

Please follow these steps:

1. **Create an account** / Login
2. **Register** for your exam
3. After your exam, **view** your results and feedback once released.

**To get started, click here**

If you have cancelled this examination, you can stop the registration emails by [clicking here](#).

Regards  
APMG International

If you require immediate assistance, please contact us on any one of the following support numbers:

UK: 01494 452 450  
US: 1-855-773-3403  
AU: 1800 170 920  
CA: 1-855-898-0575  
BR: +55 11 3172 5558  
All Other Countries: +44 (0) 1494 452 450

For any non-urgent queries you can email [help@apmg-international.com](mailto:help@apmg-international.com)

**APMG International**  
[www.apmg-international.com](http://www.apmg-international.com)

To ensure delivery to your inbox (not spam or junk folders), please add [donotreply@apmg-international.com](mailto:donotreply@apmg-international.com) to your whitelist (allow emails).  
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HP13 8DG

**Create an account** by entering a password, memorable date and memorable word or pin, then confirm by clicking the “Create your account with the Portal” button.

**APMG will use the memorable date and memorable word or pin to identify you should you need to contact us, so please make sure to keep that data in mind!**

Once your account has been created you will be sent an email to confirm that your APMG Candidate Portal account has been created. Please check your junk email or spam folder if necessary.



### Your APMG Candidate Portal Account Has Been Created

Dear Candidate APMGTEST,

This is to confirm that you have set up your **Candidate Portal** account with APMG-International.

The Candidate Portal URL is <https://candidateportal-azuat.apmg-international.com/> and your username is **apmgub29+CANDIDATE-TEST@gmail.com**.

Where applicable, here you will be able to:

- Start online exams
- Update your personal details and preferences
- View your results and feedback
- Download electronic certificates
- Create and View Digital Badges

Digital Badges are available for eligible qualifications, can be added to your online CV and shared on social media. To find out more and get the recognition you deserve, [click here](#).

**Claim your APMG digital badge in 3 EASY steps...**

- 1 Create my badge in the APMG Candidate Portal
- 2 Accept my badge in Acclaim
- 3 Share my success

APMG International  
#ShareYourSuccess

You can also share your success on various social media sites directly from your Candidate Portal. Look for the social sharing icons!

Regards  
APMG International

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UK: 01494 452 450  
US: 1-855-773-3403  
AU: 1800 170 920  
CA: 1-855-898-0575  
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**APMG International**  
[www.apmg-international.com](http://www.apmg-international.com)

Next, you will be taken through a **4-step exam registration process** as outlined below. This will need to be completed for any exam taken with APMG International, however your registration information is saved for future reference. Mandatory fields are marked with an asterisk and will be highlighted in red if you try to skip them.

Registering means you are signing up to take the specific exam/s booked for you and agree to the applicable terms and conditions for the examination and the examiner.

If you have been booked for multiple exams by your training organisation, you can complete the registration for all exam sessions in one go.

The screenshot shows the APMG International website interface. At the top, there is a navigation bar with 'Exams' and 'Badges' links, and a user profile section showing 'Candidate', 'Contact APMG', and a language dropdown set to 'English'. The main content area is titled 'Exam Registration - Step 1 of 4' and contains a 'Personal Details' section. A note states: 'Please note that the Scheme Owner has mandated these fields for all candidates sitting these examinations. If this information is not provided, APMG will be unable to release the results of the examination.' The form includes input fields for 'Title', 'First Name' (containing 'Candidate'), 'Middle Name', 'Last Name' (containing 'APMGTEST'), 'Email' (containing 'apmgub29+CANDIDATE-TEST@gmail.com'), and 'Telephone Number'. A 'Next' button is located at the bottom right of the form.

**Please ensure to add any academic titles that you would like to be printed on your certificate into the field “First Name” or “Last Name”, e.g. Professor, Dr., etc.**

### Address Details

**Country** • Netherlands ▼

house name, street or postcode

lookup

**Address** If business address, please enter full company name in address line 1

• APMG-Benelux

clear

Huizermaweg 29

**Town/City** • Huizen

**County/State**

**Postcode/Zip** • 1273 NA

Previous

Next

If your training organisation has arranged with APMG to send paper certificates directly to candidates, we will use the address you indicate as delivery address for your certificate.

Please ensure to add your company name in case you enter your company address in the address details.



### Employer

**Employer** APMG International

### Industry

APMG monitor the take up and promotion of this product within our industry and for our internal use, it would be very helpful if you could confirm the sector in which you currently work.

**Industry Sector** Education ▼

### Preferences

**Method of contact** Email ▼

Please note that APMG's preference will be to contact you via email for any issues or updates to your examination.

**Name on certificate** • ☐ Last Name / First Name / Middle Name  
☒ First Name / Middle Name / Last Name  
☐ Last Name / Middle Name / First Name

Previous

Next

The option “Name on certificate” controls how your details will appear on your certificate.



## Confirmation of Successful Candidate Register Preference

If you do want your name to be included on the online Successful Candidate Register (SCR) please place a tick in the box below.

- ☐ I do want my results included on the online successful candidate register

## Data Protection Statement

APMG run examinations on behalf of other organisations who hold the IP and have overall control of the examination scheme – known as the 'Scheme Owner'. Please note that APMG are obliged to provide information to the Scheme Owner on request so they may also hold records of the candidates who have passed their examinations.

APMG will never pass your information on to any other 3rd party or marketing organisations, apart from the relevant Scheme Owner or Proctor/Invigilator service.

APMG will only contact you with regards to the examination(s) that you have taken with us unless you give permission as per the indications below.

In some instances, the Scheme Owners and APMG would like to use this information to contact you with regards to offers or updates they believe will be of use to you. If you **do** wish to be contacted about anything other than the exam, please tick the box(es) below.

- ☐ I have read and agree to the terms within the Data Protection Statement
- ☐ I do wish to be contacted by APMG with offers or updates other than to do with the examination(s) taken
- ☐ I do wish to be contacted by the Scheme Owner with offers or updates other than to do with the examination(s) taken

## Declaration

I apply today to sit the examination(s) listed below for which I have booked and for the associated certification(s) upon achieving a pass in a relevant examination.

- Praxis (1) Foundation

I confirm that I will comply with the Terms and Conditions of certification as summarised with this form and shown in full on the APMG website or as requested from my invigilator.

I confirm that the information I have given on this form is correct and that I understand and agree to the use of my personal details described within the criteria for certification.

Name •

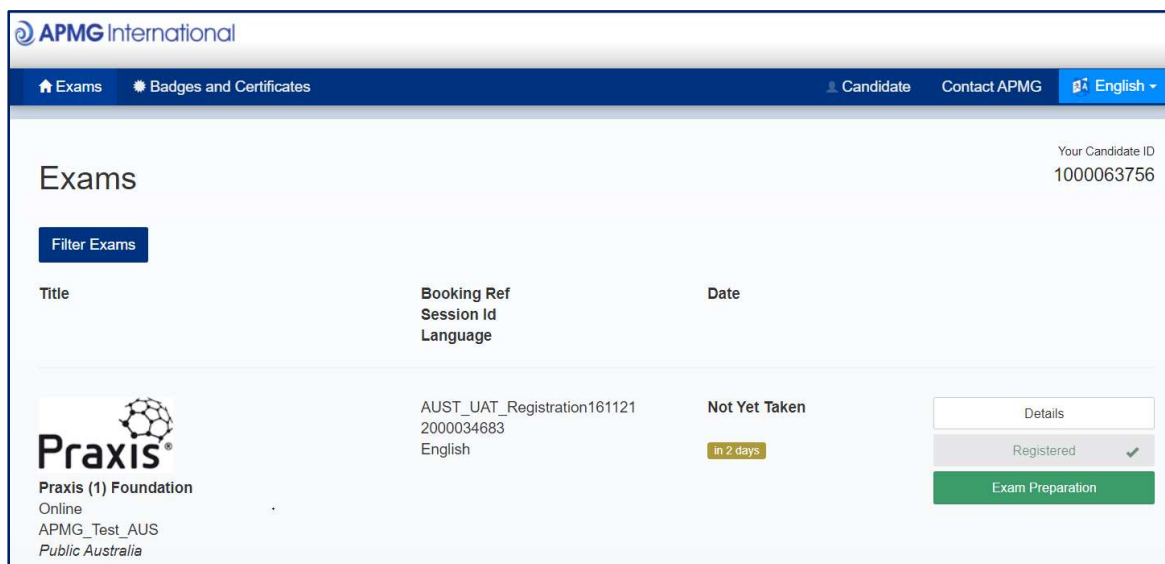
Date •  

- ☐ I have read and agree with the Terms and conditions

[Previous](#)[Complete Registration](#)

Finish the registration process by clicking on the button “**Complete Registration**”.

Afterwards, your exam session/s will be visible on the Candidate Portal and show as “**Registered**”. At this point of time, the exam status shows as “**Not Yet Taken**”.




APMG International

Exams Badges and Certificates Candidate Contact APMG English

Exams

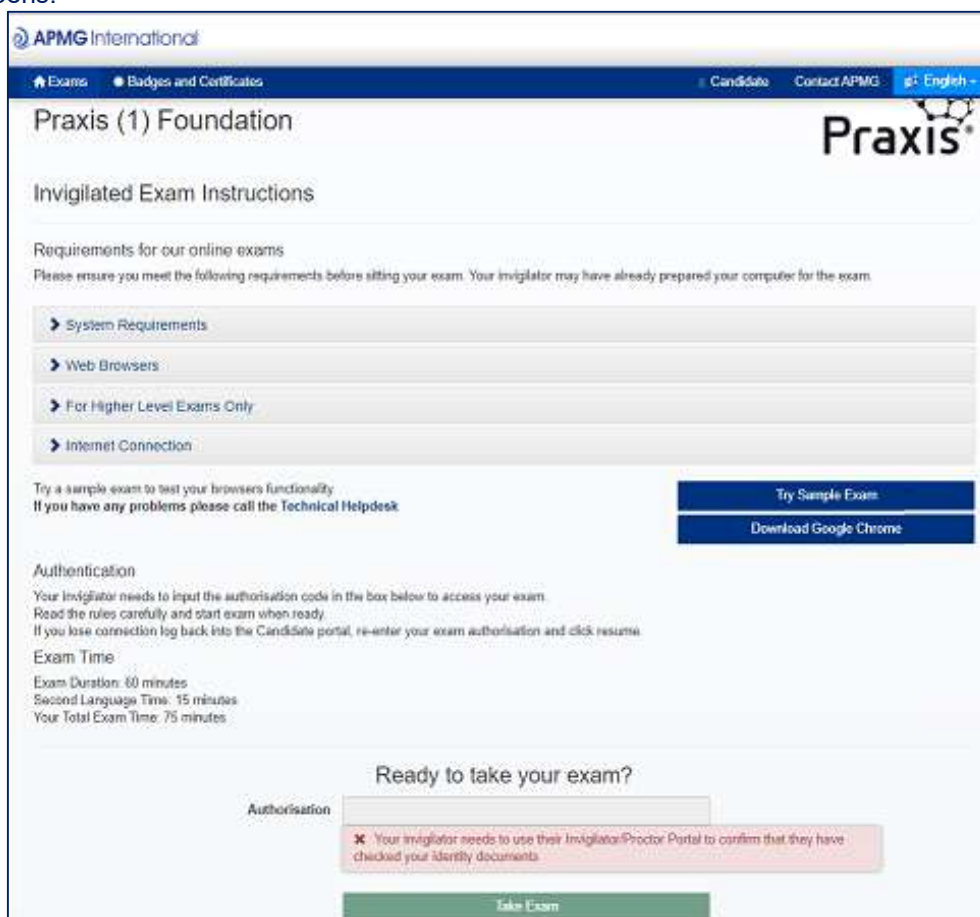
Your Candidate ID: 1000063756

Filter Exams

Title	Booking Ref Session Id Language	Date
 <b>Praxis®</b> Praxis (1) Foundation Online APMG_Test_AUS Public Australia	AUST_UAT_Registration161121 2000034683 English	Not Yet Taken in 2 days

Details  
Registered ✓  
Exam Preparation

Please click the green button ‘**Exam Preparation**’ in order to prepare for your online exam, and the following page then opens:



APMG International

Exams Badges and Certificates Candidate Contact APMG English

Praxis (1) Foundation

Invigilated Exam Instructions

Requirements for our online exams  
Please ensure you meet the following requirements before sitting your exam. Your invigilator may have already prepared your computer for the exam.

- System Requirements
- Web Browsers
- For Higher Level Exams Only
- Internet Connection

Try a sample exam to test your browsers functionality.  
If you have any problems please call the Technical Helpdesk.

Try Sample Exam  
Download Google Chrome

Authentication  
Your invigilator needs to input the authorisation code in the box below to access your exam.  
Read the rules carefully and start exam when ready.  
If you lose connection log back into the Candidate portal, re-enter your exam authorisation and click resume.

Exam Time  
Exam Duration: 60 minutes  
Second Language Time: 15 minutes  
Your Total Exam Time: 75 minutes

Ready to take your exam?

Authorisation

✗ Your invigilator needs to use their Invigilator/Proctor Portal to confirm that they have checked your identity documents.

Take Exam

Please ensure you fully understand the **requirements and conditions** that apply to your online exams such as:

- Making sure your computer is **directly plugged in** to your internet connection
- The privacy of the room
- Having your **passport** or **ID** to hand
- Wearing **headphones is not allowed**
- What materials are **allowed** and what is **not allowed**
- Whether you may **request a break** and **how**

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as:

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- The privacy of the room
- Having your **passport or ID** to hand
- Wearing **headphones is not allowed**
- What materials are **allowed** and what is **not allowed**
- Whether you may **request a break** and **how**

**Please read and follow the instructions carefully!**

At the time of your exam, you need to return to the candidate portal, log in and click '**Exam Preparation**'.

The exam authorisation code (provided by APMG to the Training Organisation) will need to be entered to gain access to the online exam.

The Invigilator has to record the ID Check for classroom-based online exams. The invigilator does select which document was used to identify the candidate - either Passport, Driving License or Identity Card. After the ID Check has been completed, invigilators are able to click the button "Activate Exam" in the Invigilator Portal, which will automatically fill out the authorisation code for the exam candidate in the Candidate Portal within 10 seconds.

The candidate can then click "**Take Exam**" in the Candidate Portal to immediately sit their online exam.

If for any reason the authorisation code is not filled in automatically, the invigilator will provide this code at the start of the exam session to you. Begin your exam when ready by clicking on '**Take Exam**'.

Your exam results and electronic certificates will be published to your Candidate Portal account once your exam has been processed by APMG and your training provider has released your result and certificate.

You can also share your exam success on various social media sites by creating your Digital Badge directly from your Candidate Portal account.

### **Contact APMG International**

If you require any assistance, please contact us via the chat on the APMG Candidate Portal or call us using the relevant telephone number below or email [help@apmg-international.com](mailto:help@apmg-international.com) and we will call you back.

UK - **01494 452 450**  
US - **1-855-773-3403**  
CAN - **1-855-898-0575**  
Aus - **1800 170 920**

From all other countries dial **+44 (0) 1494 452 450**

Press option 3 for Technical assistance.

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