**Mobile Authorized Exam Test Center.**



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http://www.icetech.net/training.html                    Certified HUBZone Small Business firm

# Contents

Test **anywhere**. *Succeed* **everywhere.**

## Executive summary

Icetech is a Pearson VUE Authorized Test Center. Classroom testing – Our mobile classroom testing has flexibility to provide you with up-to-date registration, scheduling and testing to allow your candidates to test immediately after taking a class. For example, your training class can be at your center or conferences / Hotel that you might offer a training class /Boot camp over several days and then you can have your candidates take an exam on the last day of the class. Using Icetech remote mobile classroom testing, you can allow your candidates to take the exam right in the same room used for the class. This lets you offer enhanced service to candidates and allows you to efficiently use your training resources. We provide onsite exam testing (Anywhere) for the following exams:

| | | |
|---|---|---|
| Adobe<br>• Alfresco<br>• Android ATC<br>• AppSense<br>• Aruba<br>• Avaloq<br>• Avaya, Inc.<br>• BCS/ISEB<br>• BICSI<br>• Brocade<br>• Business Objects<br>• C++ Institute<br>• Certified Healthcare Technology Specialist (CHTS)<br>• Check Point Software Technologies<br>• Cisco Systems<br>• Citrix<br>• CIW<br>• Cloudera<br>• CompTIA<br>• Condition Zebra<br>• CTP – Convergence Technology Professional<br>• CWNP<br>• Dassault Systemes<br>• Digia Qt<br>• EC-Council<br>Embedded Technology Engineer Certification (ETEC)<br>EMC<br>• Esri<br>• EXIN | • F5 Professional certification Program<br>• Fortinet<br>• Fujitsu IT License<br>• Fijitsu SSSF<br>• Global Association for Quality Management (GAQM)<br>• Global Association of Risk Professionals<br>• Global Information Assurance Certification (GIAC)<br>• Hitachi IT Platform Engineer Certification<br>• HP Consumer Support Americas<br>• HP ExpertOne<br>• IBM<br>• InfoComm International<br>• Infosys Limited<br>• Institute of Certified Records Managers (ICRM)<br>• IOS<br>• ISC2<br>• iSQI<br>Juniper Networks<br>• Linux Professional Institute (LPI)<br>• Microsoft<br>• National Instruments (NI)<br>• NetApp<br>• Nokia Networks<br>• Novell<br>• Object Management Group (OMG)<br>• OpenERP Certification Program<br>• Oracle<br>• OSS-DB | • Pegasystems<br>• PEOPLECERT<br>• Puppet labs<br>• Qlikview<br>• Riverbed<br>• RSA Security<br>• Ruckus Wireless<br>• Ruijie Networks<br>• SAP<br>Software Certifications (Administered by QAI)<br>• SpringSource<br>• SUSE<br>Symantec<br>• TYPO3<br>• UMTP<br>• Unify (formerly Siemens Enterprise Communications)<br>• VCE – The Virtual Computing Environment Company<br>• Veeam<br>• VMWare<br>• Zend Technologies<br>• ZTE<br>Professional |

## How we deliver the remote exam:

The Laptop workstations are connected through a local area network (LAN or workgroup to the Administration Laptop workstation which provides shared file storage. The illustrated below.
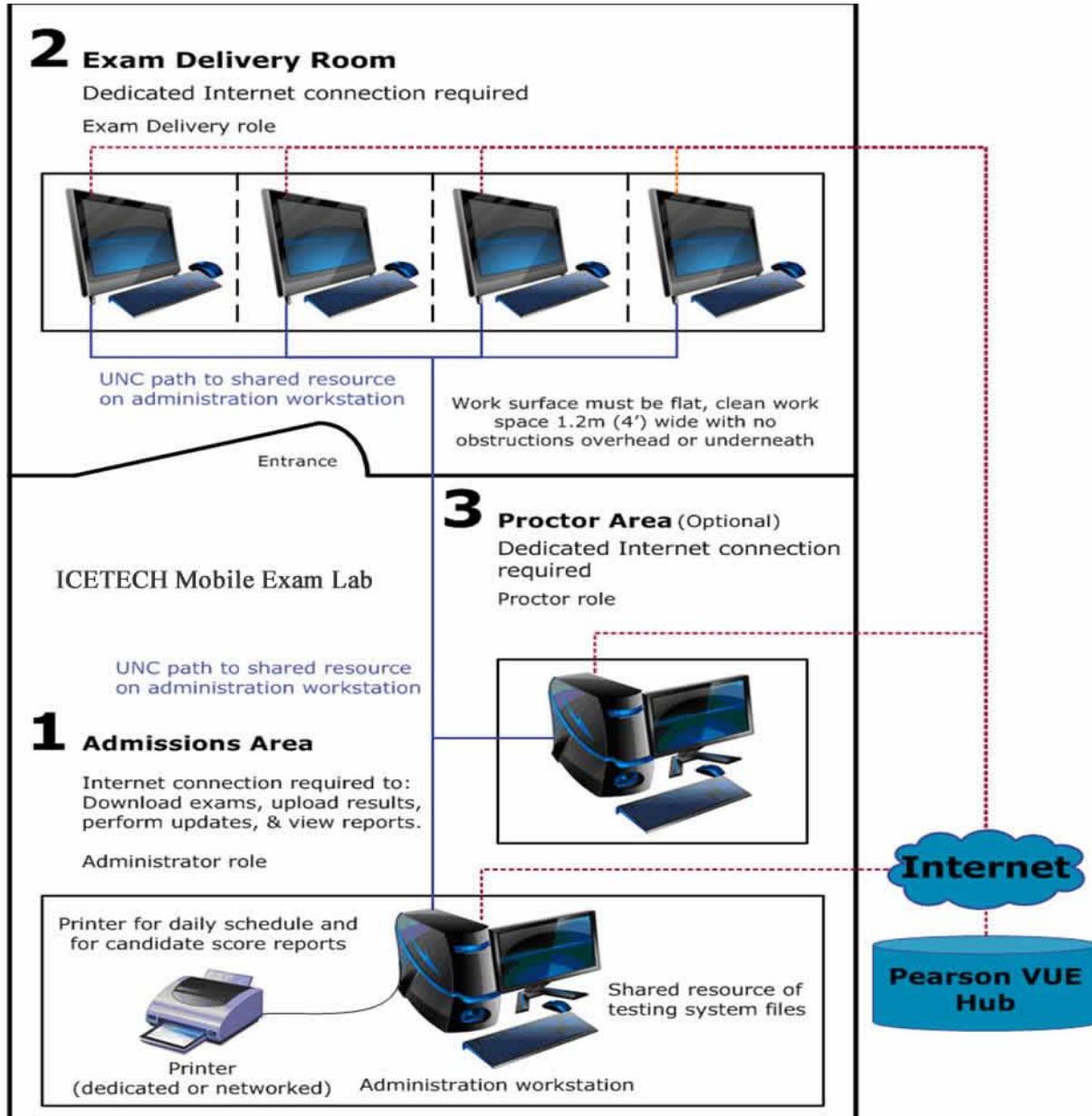
## Administer duties:

- Setting up the testing center
- Registration and scheduling
- Exam Administration
- After the testing event and close out exam

## Administrator(s) – At least one Pearson VUE Certified Administrator must be present during testing hours to schedule appointments, admit candidates, sign candidates in and out of the testing room and continuously monitor all exams. If more than 15 candidates are testing at one time, two Pearson VUE Certified Administrators are required.

## Materials – The administrator will provide the classroom with copies of the Pearson VUE Policies & Procedures Guide, the Pearson VUE Exam Sponsor Guide, Pearson VUE log sheets and Pearson VUE Candidate Rules Agreement. Erasable note boards and pens will be available for all candidates

## Schedule – Before each testing session, the administrators will collect your list of candidates that need to be schedule for the exam that they are requires or want and schedule the exam through the remote site manager application.

## Candidate check-in procedures – Check-in procedures are exactly the same as for normal testing center exams. The steps listed in Admissions Manager must be followed to admit each candidate. Two forms of ID are required, the candidate must sign and return a copy of the Pearson VUE Candidate Rules Agreement, and a log sheet entry must be completed for each candidate.

## Personal belongings – Personal items such as hats, coats, briefcases, watches and cell phones must be secured and out of the candidate's reach during the exam as described in "Facilities requirements" on [www.pearsonvue/pvtc](www.pearsonvue/pvtc) . (We recommend that the candidates do not store bags or purses in unsecured areas.)

**Seating candidates** – Administrator will seat and sign them into the testing exam workstations.

## Starting exams – A Pearson VUE Certified Administrator will accompany the candidate into the testing room and log in to Delivery Manager. Before starting the exam, the administrator will verify with the candidate that the name of the exam shown on the screen is the one he or she intended to take.
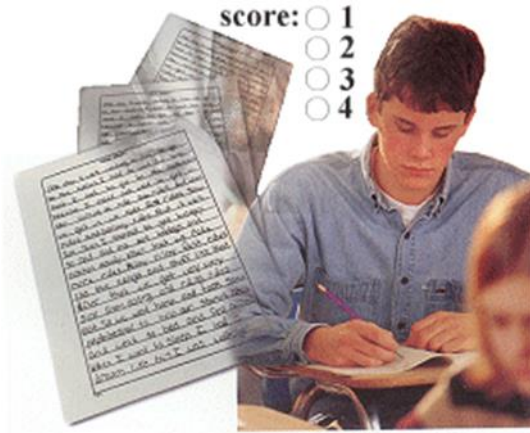
## Continuous exam monitoring – ALL exams must and will be monitored at all times by a Pearson VUE Certified Administrator. The administrator is required to ensure the integrity of the high-stakes testing environment by monitoring the candidates in real time, either in person or by video camera and monitor. The administrator must and will closely supervise candidates and report any candidate misconduct through an Incident Report.

## Candidate sign-out procedures – After a candidate completes an exam, the administrator will have the candidate sign out on the log sheet. The administrator will indicate on the log sheet that the candidate returned the erasable note board and then give the candidate his or her score report. After the testing event or session

## Transfer exam results – The Administrator will use the Pearson VUE Application Wrapper service running, exam results will automatically upload to the Pearson VUE database. If not, the administrator must manually run RMA to ensure that results are sent to Pearson VUE in a timely manner. A daily backup also will be run at this time.

## FEES:

|  | Fees |
|---|---|
| Administrator | NA |
| Travel | NA |
|  |  |

"If vouchers are require we will provide voucher cost/ fees quotes."