Pearson VUE

Candidate Sign-out Checklist

For PVTCs and PVTC Selects

Note: At PVTC Selects, only candidates taking IT exams are required to fill the log sheet. At PVTCs, all candidates must fill the log sheet.

For test centers located in Japan: Do not use the log sheet. Instead, use the log boxes in the Japan version of the Candidate Rules Agreement that the candidate signed.

_____ Ensure that the candidate has clicked the **End Exam** button so that the Delivery Manager **Login** dialog box is displayed (for more information, see _Ending an exam_ in chapter 10 of the policies and procedures guide). If the candidate has not clicked the button, ask the candidate to click the button to end the exam properly.

_____ Log out of Delivery Manager, and then escort the candidate from the testing room.

_____ Collect the candidate's erasable noteboard (or noteboard booklet, if applicable) and pen(s). Clean the noteboard. On the log sheet, check the "Erasable noteboard returned" box.

_____ Collect any supplemental testing materials you distributed to the candidate, such as exhibits or calculators. On the log sheet, check the "Exhibits returned" box.

_____ Ask the candidate to sign their name next to "Returned erasable noteboard & exhibits (sign out)" on the log sheet and to enter the current time.

_____ Sign your name next to "Administrator (sign)" on the right side of the log sheet.

_____ After the steps above have been completed, give the candidate their score report (if applicable).

_____ Ask the candidate if they need to register for another exam.

_____ Remind the candidate to take their personal belongings when leaving. Test centers are not responsible for items that candidates leave at the center.

_____ Thank the candidate for taking a Pearson VUE exam.