

# Certifica a tus estudiantes de manera fácil y segura con **Compass Cloud**

La última solución de Certiport para simplificar  
la realización de exámenes en tu centro





**YAIZA SALMERÓN**

Certification Specialist | PUE

# Certificación de alumnos con Compass Cloud: modalidad presencial y online proctored



# ¿Qué vamos a ver?

1. ¿Qué es Compass Cloud?
1. Reserva de sesiones
1. Gestión de los exámenes
1. Acceso de candidatos a las sesiones



# ¿Qué es Compass Cloud?

- Compass Cloud simplifica la administración de exámenes para los supervisores
- Permite al administrador programar fácilmente varios exámenes. La supervisión de un aula llena de exámenes puede realizarse desde una única ubicación
- Los supervisores pueden desbloquear exámenes para un grupo de estudiantes o para un solo estudiante sin tener que visitar físicamente cada uno de los ordenadores de los estudiantes. Además, simplifica la experiencia de acceso al examen del estudiante



# Reserva de sesiones

The screenshot shows the Certiport user interface. At the top, there is a navigation bar with the Certiport logo, a user profile dropdown menu showing 'welcome yaiza!' and 'Proctor', and buttons for 'My Profile', 'LOGOFF', and 'Support'. Below the navigation bar, there is a 'HOME PAGE' link. The main content area is titled 'Create and manage exam sessions' and features a section for 'Compass Cloud - In classroom proctoring'. This section includes a sub-header 'Exams from home - Remote exam proctoring' and a main heading 'Schedule, manage, and proctor candidate exam sessions with Compass Cloud'. Below this heading, there is a video thumbnail titled 'Introducing Compass Cloud Proctoring' showing a woman at a laptop. To the right of the video, there is a text block explaining that in-classroom session scheduling allows users to create, manage, and proctor exam sessions. A list of bullet points follows: 'You will be able to schedule and launch your exam sessions by providing the necessary information for the exam which you intend to proctor.', 'Then an email will be sent to you with all the information you will need to proctor the exam session. The email will also include all the information for your candidates to access and take their exam.', and 'We recommend that you review our [user guide](#) before launching your exam session.' At the bottom of this section, a blue button labeled 'Create and manage exam sessions' is highlighted with a blue arrow pointing to it from the right. To the right of the main content area, there are two sidebars: 'MY MESSAGES' showing 'TOTAL: 1 UNREAD: 1' and a 'View Messages' link, and 'IMPORTANT NOTICES' featuring a 'Newsletter Archive' image of a smiling woman.

## Acceso Certiport

- Login con el rol de Organization Administrator o Proctor
- Crear sesiones

# Reserva de sesiones

**Dashboard**

**Create session**

**Next session**

SM-Unity

SESSION STATUS	DATE AND TIME	CREATOR	PROCTOR	OPTIONS
Confirmed	October 18, 2023 5:00 PM	Shelby Moore	Shelby Moore	...

Start session Edit session View details

**Session schedule**

SESSION NAME	SESSION STATUS	DATE AND TIME	CREATOR	PROCTOR	OPTIONS
SM-Unity	Confirmed	October 18, 2023 5:00 PM	Shelby Moore	Shelby Moore	...
JDP ADA	Confirmed	October 18, 2023 4:15 PM	Jeffery D Peterson	Jeffery D Peterson	...
SM-MCE	Confirmed	October 18, 2023 5:30 PM	Shelby Moore	Shelby Moore	...
SM-MCF	Confirmed	October 18, 2023 6:00 PM	Shelby Moore	Shelby Moore	...
adfasdfads	Scheduled	October 24, 2023 12:05 AM	Justin kent Partridge	EVS Certiport	...

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NEED HELP?

- Confirm session
- View details
- Edit
- Resend confirmation email
- Cancel session

Crear y gestionar sesiones

- Dashboard. Funcionalidades e indicaciones
- Gestionar, visualizar y editar las sesiones

# Reserva de sesiones

**CERTIPORT**  
A PARTNER OF PUE

Yaiza Salmerón Medina

Dashboard  
Session schedule

## Create session

1 Session details | 2 Exam details | 3 Review and submit

### Session details

Session rules that will apply to all exams for the session:

Session name \*  
Test center \*  
9623 - PUE

Payment method \*  
Exam group ID  
Exam(s) Language \*  
Proctor \*

Date \*  
MM/DD/YYYY

Time zone \*  
Brussels, Copenhagen, Ms

Time \*  
AM  
PM

12-hour  24-hour

Next

NEED HELP?

- Crear sesiones
- Añadir forma de pago (Inventory)

# Reserva de sesiones

**CERTIPORT** Yaiza Salmerón Medina

← **Create session**

Session details Exam details Review and submit

**Exam 1**

**Exam details**  
Begin by searching an exam, then select from the results below and add the number of candidates.

Programs Search

PROGRAM NAME	EXAM NAME	
IC3 Digital Literacy Certification	IC3 GS6 Level 1	Select
IC3 Digital Literacy Certification	IC3 GS6 Level 2	Select
IC3 Digital Literacy Certification	IC3 GS6 Level 3	Select
Microsoft Office Specialist	Microsoft Access (Office 2016)	Select
Microsoft Office Specialist	Microsoft Access Expert (Office 2019)	Select

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Note: Max num of 50 candidates per exam session. Payment per seat will be looked upon session submission.

Number of candidates \*

+ Add another exam

Cancel session Previous Next

- Seleccionar programa o examen para nuestra sesión
- Añadir número candidatos
- Compass Cloud nos permite realizar sesiones de hasta 50 candidatos.

# Reserva de sesiones

**← Create session**

Session details Exam details Review and submit

**Session summary**  
Review your session details and verify all information is correct before submitting your session.

**Number of candidates must be accurate. Payment per seat will be locked upon session submission.**  
You can update the number of candidates up to [1] hour prior to the session start time.

**Session details** [Edit](#)

SESSION NAME	TEST CENTER	PAYMENT METHOD	EXAM GROUP ID	LANGUAGE	PROCTOR	DATE AND TIME
pue	9623 - PUE	Inventory		English	Yaiza Salmerón Medina (you)	June 5, 2024 12:00 AM

**Exam details**

Exams 1 [Edit](#)

Microsoft Access (Office 2016)

NO. OF CANDIDATES: 1

Cancel session [Previous](#) [Submit](#)

- Revisar y confirmar sesiones
- Podemos corregir cualquier posible error editando nuestra sesión

# Reserva de sesiones

The screenshot displays the CERTIPORT user interface. At the top, the logo 'CERTIPORT' is visible on the left, and the user's name 'Justin kent Partridge' is on the right. A notification banner at the top states: 'Email successfully sent to justinkpartridge@gmail.com. Follow the instructions in the email before starting a session.' Below this, the main heading reads 'Your session is scheduled! What happens next...'. The content is organized into four numbered steps:

- 1. Receive session emails**  
You have been sent an Exam Administrator (Proctor) session created email. If you are not the assigned proctor for this session, the confirmation email will be sent to the assigned proctor as well.  
[Resend confirmation email](#)
- 2. Review confirmation emails**
  - Exam Administrator (Proctor) session access email includes:
    - A link for you to access your session as the proctor
    - A unique access code for each exam that is associated with your session to provide to your candidates.
- 3. Confirm session**
  - 24 hours prior to your exam session's start time, you will receive an email and or text message, depending on your communication preferences.
  - The proctor associated with the session must confirm it before the session starts.
  - If the session is not confirmed, the session will be deleted one hour prior to the session start time.
- 4. Start the exam session**
  - You may start the exam session 5 minutes before the scheduled start time
  - Candidates may join as soon as you have started the session

At the bottom left, there is a button labeled 'Return to dashboard'. At the bottom right, there is a 'NEED HELP?' button with a speech bubble icon.

- Página de confirmación de la sesión con pasos a seguir.

# Gestión de los exámenes



## Compass Cloud: Confirmation required

Please [confirm](#) that you intend to hold your Compass Cloud test session.

Sessions not confirmed will be automatically canceled 1 hour before the session start time.

If anything has changed for this session, please [log in](#) to Compass Cloud to update the session details and confirm the session.

Note: By confirming your test session, you are verifying that you intend to use the number of seats specified for each exam scheduled in the session.

Use the information below to access your scheduled exam session:

Session name: [AZ-900 16:00h \(EN\)](#)

Test center: 9613 PUE

Session creator: Yaiza Salmerón Medina

Proctor: Yaiza Salmerón Medina

Date: 6/4/2024 4:00 PM Romance Standard Time

Language: English

Payment type: Inventory

Exam group: No Exam group assigned

Exams in session: Number of candidates must be accurate:

Exam 1 name: AZ-900: Microsoft Azure Fundamentals

- Access code: 353-E7-93A
- Number of candidates: 2
- Exam duration: 45 minutes

Confirm session

## CONFIRMACIÓN EMAIL

- Podemos encontrar el código que debemos proporcionar al candidato para que acceda a su examen.
- También encontramos el enlace para confirmar nuestras sesiones

# Gestión de los exámenes

**Next session**

AZ-900 16:00h (EN)

SESSION STATUS	DATE AND TIME	CREATOR	PROCTOR	OPTIONS
Confirmed	June 4, 2024 4:00 PM	Yaiza Salmerón Medina	Yaiza Salmerón Medina	...

Start session Edit session Confirm session View details Edit Resend confirmation email Cancel session

**Session schedule**

SESSION NAME	SESSION STATUS	DATE AND TIME	CREATOR	PROCTOR	OPTIONS
AZ-900 16:00h (EN)	Confirmed	June 4, 2024 4:00 PM	Yaiza Salmerón Medina	Salmerón Medina	...
AZ-900: Microsoft Azure Fundamentals 16:00h (ES)	Scheduled	June 6, 2024 4:00 PM	laura angeludis	laura angeludis	...
PMI-RC: PMI Project Management Ready™	Scheduled	June 6, 2024 4:00	laura	laura	...

NEED HELP?

## CONFIRMAR SESIÓN

- Debemos confirmar las sesiones **desde 24 horas hasta 1 hora antes** de la sesión
- Si la sesión no se confirma, se cancelará automáticamente
- Si la sesión se crea 2 horas antes del comienzo, se confirma automáticamente
- No podemos crear una sesión con menos de 1 hora de antelación

# Gestión de los exámenes

The screenshot shows the CERTIPORT dashboard with a 'Next session' card for 'SM-Unity' and a 'Session schedule' table. A blue arrow points to the 'Start session' button in the 'Next session' card. A dropdown menu is open over the 'Options' column of the 'Session schedule' table, showing actions like 'Confirm session', 'View details', 'Edit', 'Resend confirmation email', and 'Cancel session'.

**CERTIPORT** Justin kent Partridge

## Dashboard

Create session

### Next session

SM-Unity

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SM-MCF	Confirmed	October 18, 2023 6:00 PM	Shelby Moore	Shelby Moore	...
adfasdfads	Scheduled	October 24, 2023 12:05 AM	Justin kent Partridge	EVS Certiport	...

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NEED HELP?

## EMPEZAR SESIÓN

- Para poder dar acceso a los candidatos debemos comenzar la sesión
- Una sesión puede comenzar 5 minutos antes de la hora de inicio
- Tendremos 15 minutos más para comenzar dicha sesión

# Gestión de los exámenes

## Timeline



# Acceso de los candidatos

1



2

### Log in to Compass Cloud

Enter your username and password to continue

Username\*

Password\*

Show password [Log in help](#)

**Log In**

Create an account

[Test candidate support](#)

[Exam materials](#)

[Terms](#) | [Privacy](#) | [Contact](#) | [English - United States](#)

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[Close window](#)

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### Enter your access code

The access code is provided by the teacher/proctor

XXX-XX-XXX

**Continue**

# Acceso de los candidatos



**Your unlock request has been sent to the proctor.**

This process may take several minutes. Please don't leave or refresh the page.

Once the proctor unlocks your exam, this page will automatically refresh and display a "Start exam" button. Click the button to start exam.

**Candidate: Exam lobby**



**Your exam has been unlocked.**

You may begin the exam now by clicking the "Start exam" button.

**Candidate: Exam lobby**



**Start exam**

No te pierdas todas nuestras novedades  
en nuestro perfil de LinkedIn



¡Muchas gracias!

para cualquier consulta, puedes dirigirte a  
**[pueacademy@pue.es](mailto:pueacademy@pue.es)**