

# Users Guide to Taking a Nutanix Exam

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## **Introduction**

Nutanix has automated the process of registering, scheduling and taking technical certification exams by combining innovative portal technologies, Learning Management platforms, and streamlined exam delivery services.

We have partnered with PSI Services Inc. to deliver a world-class testing experience. An example of a typical test session is shown in this video:

[PSI Remote Proctored Testing Experience Video](#)

## **Purpose**

The purpose of this guide is designed to walk you through the process of accessing, scheduling, and taking Nutanix technical certifications via Nutanix University and PSI.

## **Scope**

This guide focuses on how to navigate and access certification resources. It's also designed to help interpret and clarify various activities that you'll experience during exam scheduling and live proctoring sessions.

## Scheduling an Exam

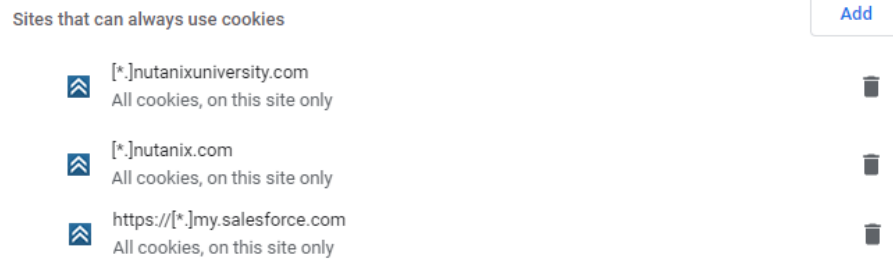
To take an available exam, click **Schedule the Exam** in the list of available tasks, then click the **Exam Scheduler** link, which will launch the exam scheduling system and open the scheduling dashboard.

The screenshot shows the 'Schedule the Exam' page in the Nutanix University interface. The page has a blue header with the Nutanix University logo and a search bar. Below the header, there is a navigation bar with 'Back to My Courses' and a welcome message: 'Welcome to Nutanix University—where your IT education journey takes flight!'. The main content area is divided into two columns. The left column is titled 'Schedule the Exam' and contains a list of instructions: 'Select "Exam Scheduler"', 'Confirm the exam is available on your list of exams', and 'Select your exam delivery date and time, and provide your payment information.' Below the instructions is a blue link labeled 'Exam Scheduler'. The right column displays details for the 'NCP 5.10 Exam' (ID: E-GVZ781), showing a progress bar for '3 / 5 parts completed' and buttons for 'PREVIOUS' and 'NEXT'. A list of lessons follows: 'Prepare for the NCP Exam Lesson', 'NCP Practice Exam Test' (with a checkmark), 'Schedule the Exam Lesson' (highlighted in blue), 'Take the Exam Lesson', and 'After Certifying Lesson'.

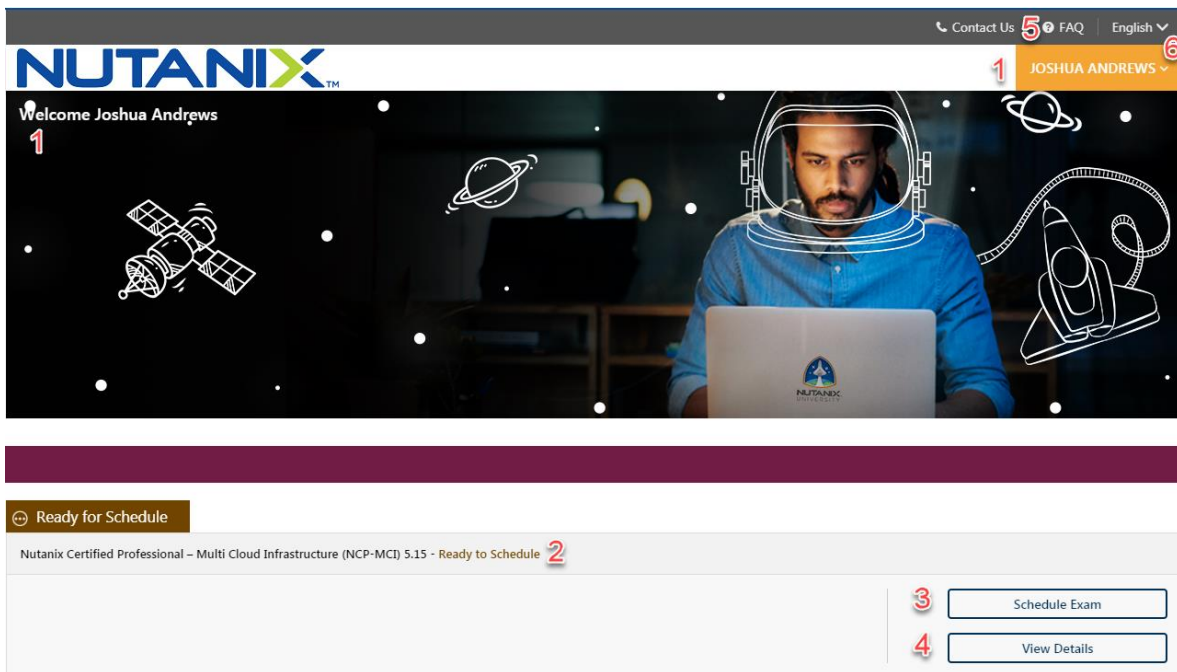
Once at the scheduling dashboard, you will see all available exams and can schedule an exam. An example of the dashboard is below:

The screenshot shows the 'Ready for Schedule' dashboard in the Nutanix University interface. The page has a blue header with 'Home > Take An Exam' and the Nutanix logo. Below the header, there is a navigation bar with 'Contact Us', 'FAQ', and 'English'. The main content area features a large banner image of a man in a blue shirt wearing a white astronaut helmet, sitting at a desk with a laptop. The banner is decorated with space-themed icons like a satellite, a planet, and a rocket. Below the banner, there is a purple bar with the text 'Ready for Schedule'. Underneath, the text reads 'Nutanix Certified Advanced Professional 5.10 - Ready to Schedule'. At the bottom right, there are two buttons: 'Schedule Exam' and 'View Details'.

If you are not logged into the dashboard properly, make sure you are allowing cookies on your browser. For Chrome you can add [\*.]nutanix.com and [\*.]nutanixuniversity.com to the list of sites allowed to use all cookies as shown.



## Navigating the Dashboard



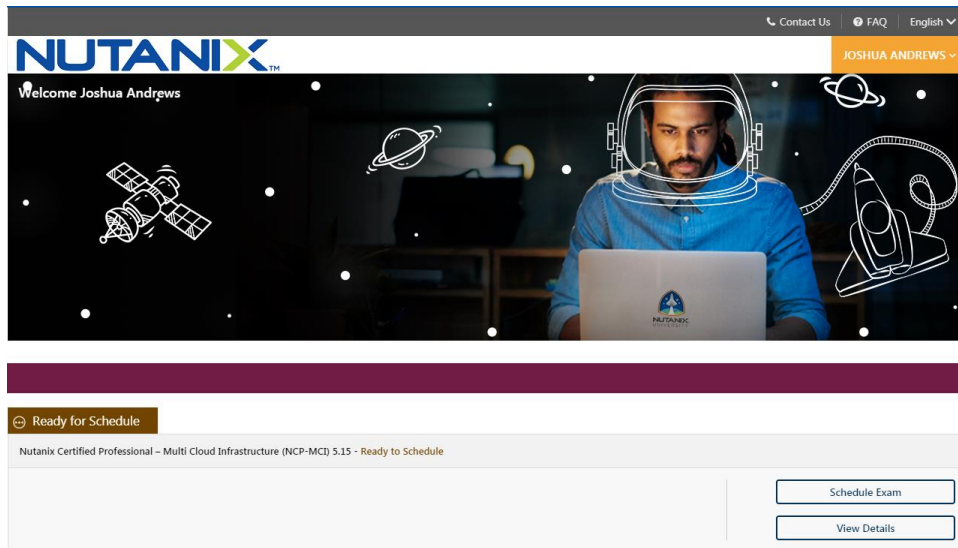
1. **Candidate Name:** Identifies the candidate
2. **Test/Exam Name and Status:** Identifies the eligible exam(s) and their status. The image above shows an exam that is ready to be scheduled. You could have multiple eligible exams on the dashboard, depending on your certification activity.
3. **Schedule Test button:** Clicking this button will direct you to the scheduling tab.
4. **View Details:** Clicking this button will provide you with details of the selected exam.
5. **FAQ:** This provides specific details on you should conduct yourself while taking an exam.
6. **User Profile:** From the user profile you can logout or refresh your dashboard.
7. **Language:** You can select your desired language for the dashboard.  
**NOTE:** This language selection only affects the dashboard.

**Important:** It's highly recommended you read the **FAQ** and View Details for **PSI Web Delivery – Remotely Proctored**

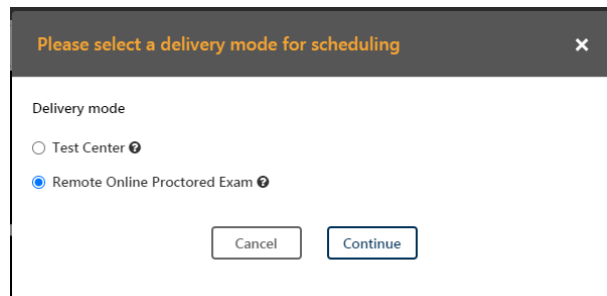
## Scheduling/Taking the Exam

Before you can take an exam, you must schedule your eligible exams followed by submitting payment using a credit card or voucher. Nutanix may also periodically run promotional discounts, in which case you can apply a coupon code to your order.

In the following example we'll be scheduling the Nutanix Certified Professional – Multi Cloud Infrastructure 5.15 exam.



**Step 1:** Click **Schedule Test** for the exam you're interested in taking. You will be prompted to select the delivery mode. All exams are Remote Online Proctored unless you are at a Nutanix event such as .NEXT.



**Step 2:** You will then be required to select a supported language. Nutanix Exams are available in English, Japanese and Simplified Chinese.

The screenshot shows the 'SCHEDULE EXAM' step of the Nutanix exam scheduling process. The main heading is 'Nutanix Certified Professional – Multi Cloud Infrastructure (NCP-MCI) 5.15'. Below this, it indicates a 'Proctored Exam' and lists the exam details: 'Nutanix Certified Professional – Multi Cloud Infrastructure (NCP-MCI) 5.15 (120 minutes)'. A 'Select Language' dropdown menu is open, showing options: '--Select--', '--Select--', 'Chinese Mandarin Simplified', 'English' (highlighted), and 'Japanese'. A red message 'Please Select Your Exam Language' is displayed. The right sidebar contains 'Exam Details' with fields for Exam, NUTANIX\_ID\_Number, Candidate, and Duration. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons.

**Step 3:** Select the **Country** and **Timezone** in which you will be taking the exam.

The screenshot shows the 'SCHEDULE EXAM' step of the Nutanix exam scheduling process. The main heading is 'Nutanix Certified Professional – Multi Cloud Infrastructure (NCP-MCI) 5.15'. Below this, it indicates a 'Proctored Exam' and lists the exam details: 'Nutanix Certified Professional – Multi Cloud Infrastructure (NCP-MCI) 5.15 (120 minutes)'. The 'Select Language' dropdown is now set to 'English'. A red message 'Please Select Your Exam Language' is still present. Below the language selection, there are 'Country' and 'Timezone' dropdown menus. The 'Country' dropdown is set to 'United States of America'. The 'Timezone' dropdown is open, showing options: '--Select--', 'America/Adak', 'America/Anchorage', 'America/Boise', 'America/Chicago', and 'America/Denver'. The right sidebar contains 'Exam Details' with fields for Exam, NUTANIX\_ID\_Number, Candidate, and Duration. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons.

**Step 4:** Select the **Date, Time Range** and **Time** that you would like to take the exam. Available date and time slots depend on the availability of a live proctor. Click **Continue** to proceed.

Available Start Time(s) for Aug. 03 2020

- ▶ Early Morning (from Midnight to 5:45 AM)
- ▶ Morning (from 6 AM to 11:45 AM)
- ▶ Afternoon (from 12 PM to 5:45 PM)
- ▶ Evening (from 6 PM to 11:45 PM)

Available Dates Selected Date

- Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)
- You can only launch the exam within 30 minutes of your appointment time.

Available Start Time(s) for Aug. 03 2020

- ▶ Early Morning (from Midnight to 5:45 AM)
- ▶ Morning (from 6 AM to 11:45 AM)
  - 06:00 AM
  - 06:30 AM
  - 07:00 AM
  - 07:30 AM
  - 08:00 AM
  - 08:30 AM
  - 09:00 AM**

Available Dates Selected Date

- Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)
- You can only launch the exam within 30 minutes of your appointment time.

**Step 5:** You will be provided with confirmation details based on your selections. At this point you can choose to **Continue** with your selections or make any necessary **Change** by clicking the appropriate button.

**Confirm Schedule Details and Proceed**

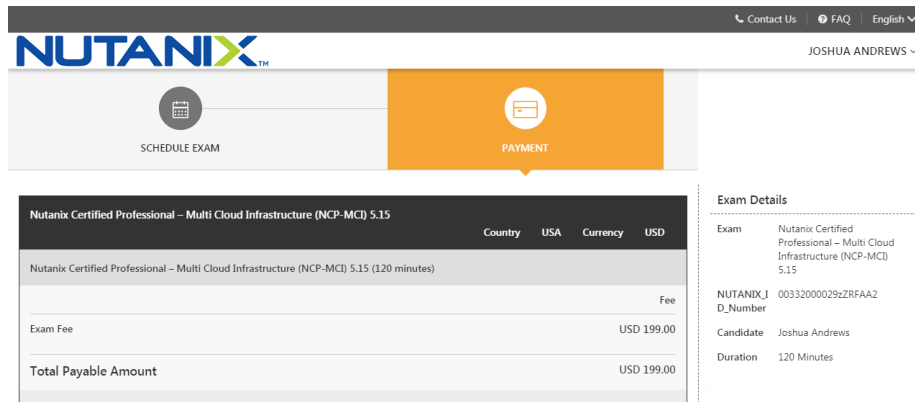
Nutanix Certified Professional – Multi Cloud Infrastructure (NCP-MCI) 5.15

Exam Center	Scheduled Date	Start Time	EXAM DURATION
NA	Aug 03, 2020	09:00 AM (Time Zone: America/Chicago)	120 Minutes

Change Continue



**Step 6:** Once you have confirmed your selections, you will be directed to the **Payment** page.



There are 3 payment options:

1. **Pay Using a Voucher:** A voucher is a single-use code that can be used to pay in full for a specific exam. The terms and conditions of the voucher may vary depending on previous arrangements or agreements.
2. **Apply a Discount Coupon:** Nutanix may run promotional discounts from time-to-time. These discounts are applied during payment using a provided code.
3. **Pay by Credit Card:** The cost for the exam, less any available discount, can be paid using a valid credit card.

## Pay by Voucher

If you have obtained a voucher, you can apply it by simply typing the voucher number into the **Voucher/Discount Coupon** field and clicking **Apply**.

Select this box to enter your VAT ID and NOT be charged VAT for this purchase.

### Payment

Voucher/Discount Coupon

Enter Voucher or Discount Coupon Number

### Payment Summary

Total Amount Due USD 199.00

## Pay by Credit Card

If a candidate intends to pay for the exam using a credit card, they must provide credit card and billing information. Once this information has been filled in, click Pay Now to complete the transaction.

Contact Us | FAQ | English

**NUTANIX** | MICHAEL JASTAD

SCHEDULE TEST | PAYMENT

Nutanix Certified Professional 5.5		Country	USA	Currency	USD
Nutanix Certified Professional 5.5 (120 minutes)					
					Fee
Exam Fee					USD 199.00
Total Payable Amount					USD 199.00

Select option so do not get charged VAT upon payment

**Test Details**

Exam	Nutanix Certified Professional 5.5
NUTANIX_ID_Number	003320002A05JPAAR
Candidate	Michael Jastad
Duration	120 Minutes

**Payment**


Voucher/Discount Coupon

Enter Voucher or Discount Coupon Number

**Credit Card**

\*\* Please provide credit card holder name, street details in English. Please enter a valid Visa, MasterCard, American Express or Discover card number. Diner's Club and JCB cards are currently not accepted.

**Credit Card Number \***

Credit Card Number  

**Expiration Date \***  **CVV \***

**Card Holder Name \***

Name on Card

**Billing Street Address \***

Enter Address

**Postal Code \***

Enter Postal Code

I acknowledge that I have read and understood all information and agreements attached, and agree to abide by and be bound by these [Terms & Conditions](#)

**Payment Summary**

Total Amount Due USD 199.00

**Balance Amount USD 199.00**

## Scheduling Availability

Scheduling an exam is subject to the availability of a live proctor. Because of this, exams must be scheduled a minimum of 24 hours in advance and can be canceled or rescheduled up to 48 hours prior to the time of the exam. If an exam is not canceled within 48 hours prior to the time of the exam, your exam fee (or voucher) will be forfeit and you will need to schedule a new attempt.

Because exams require a live proctor, there are a finite pool of exam time slots available. In some cases, during periods of very high exam activity, a desired time slot may be unavailable, in which case you should select an alternate slot. In cases of extremely high activity, there may be very few if any slots available. If this occurs, Nutanix recommends logging back in 48 hours later and scheduling your attempt again. This is because when we have extremely high activity, we work with our exam vendor to open up additional bandwidth, resulting in new slots becoming available. If you are still unable to find an available slot, contact [university@nutanix.com](mailto:university@nutanix.com)

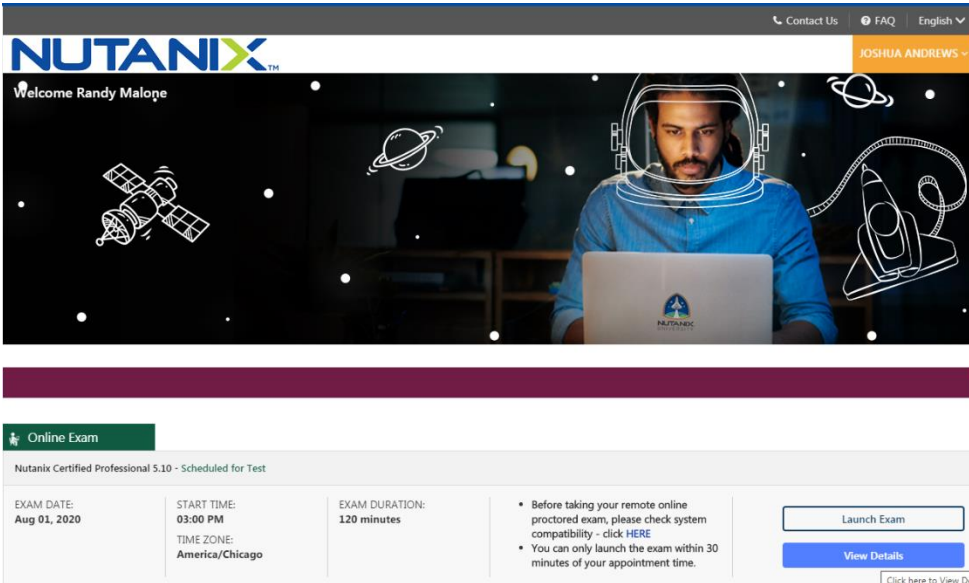
When scheduling the exam, your name as it exists in your Nutanix account is used to register you for the exam. In some cases, the name you have provided Nutanix may differ from the name on your government issued ID. We have worked with our exam delivery vendor to provide some flexibility in these cases and most of the time you should not have a problem. In rare cases a proctor may note the difference and not allow you to proceed for security purposes. In the event this occurs we will work with you to reschedule your exam and resolve the issue.

## Rescheduling your exam

Exams can be rescheduled up to 48 hours prior to the scheduled start time.

To reschedule an exam:

**Step 1:** Click the View Details button from the Dashboard.



The screenshot shows the Nutanix user dashboard. At the top, there is a navigation bar with "Contact Us", "FAQ", and "English" options. The user's name "JOSHUA ANDREWS" is displayed in the top right. Below the navigation bar, a banner image shows a person wearing a blue hoodie and a white VR headset, sitting at a desk with a laptop. The banner includes the text "Welcome Randy Malope". Below the banner, there is a section titled "Online Exam" with a sub-header "Nutanix Certified Professional 5.10 - Scheduled for Test". The exam details are as follows:

EXAM DATE:	START TIME:	EXAM DURATION:	Additional Information
Aug 01, 2020	03:00 PM TIME ZONE: America/Chicago	120 minutes	<ul style="list-style-type: none"><li>• Before taking your remote online proctored exam, please check system compatibility - click <a href="#">HERE</a></li><li>• You can only launch the exam within 30 minutes of your appointment time.</li></ul>

At the bottom right of the exam details section, there are two buttons: "Launch Exam" and "View Details". A small link "Click here to View Deta" is also visible at the bottom right of the screenshot.

**Step 2:** Click the Reschedule button.

EXAM NAME Nutanix Certified Professional 5.10 - Scheduled for Test		
CONFIRMATION NUMBER: R71344363		
EXAM DATE: Aug 01, 2020	EXAM TIME: 03:00 PM Time Zone: America/Chicago	EXAM DURATION: 120 minutes
<input type="button" value="Print Acknowledgement"/> <input type="button" value="Print Receipt"/> <input type="button" value="Reschedule"/> <input type="button" value="Launch Exam"/> <input type="button" value="Cancel Schedule"/>		

**Step 3:** Confirm rescheduling.

**Reschedule Exam** ✕

Nutanix Certified Professional 5.10

Exam Center	Scheduled Date	Start Time
NA	Aug 01, 2020	03:00 PM (Time Zone: America/Chicago)

**Are you sure you want to reschedule the exam?**

**Step 4:** Select the **Remote Online Proctored Exam** delivery mode and complete the scheduling process.

**Please select a delivery mode for scheduling** ✕

Delivery mode

Test Center ?

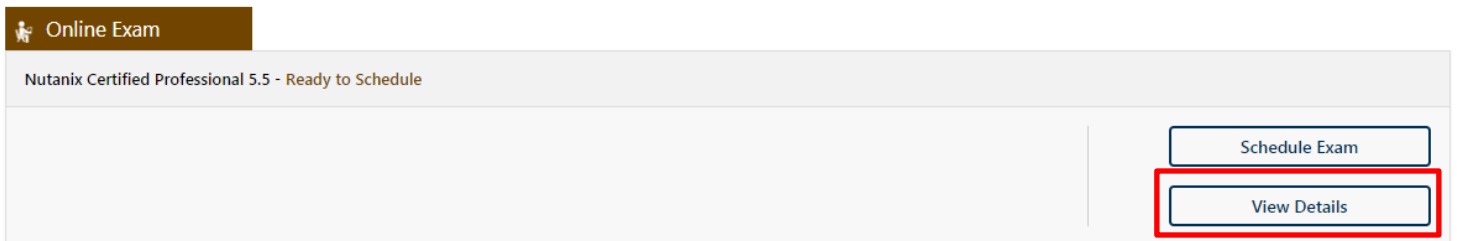
Remote Online Proctored Exam ?

## Testing System Compatibility

On the day of your exam, you should be as prepared as possible, so you can begin testing at your scheduled time. Taking the exam requires a web camera, speakers, microphone, and a stable broadband internet connection.

Please run the system compatibility test from Chrome as the secure browser used during the exam is Chromium-based.

You can perform a compatibility check prior to taking the exam by going to your scheduled exam from <https://www.nutanixuniversity.com/pages/41/take-an-exam> and clicking **View Details**:



On the **Exam Details** screen, in the **Security Procedures** section, click **CLICK HERE** to run the compatibility check.

### Security Procedures

NO Food, drinks, laptops, phones, backpacks, notepads or other personal items are allowed in the test area.

Pencil and paper or white board may be requested from the exam proctor.

All materials must be returned to the exam proctor before exiting the exam center.

During the exam check-in process, you may be asked to turn out pockets to verify that the pockets are empty or contain no prohibited items.

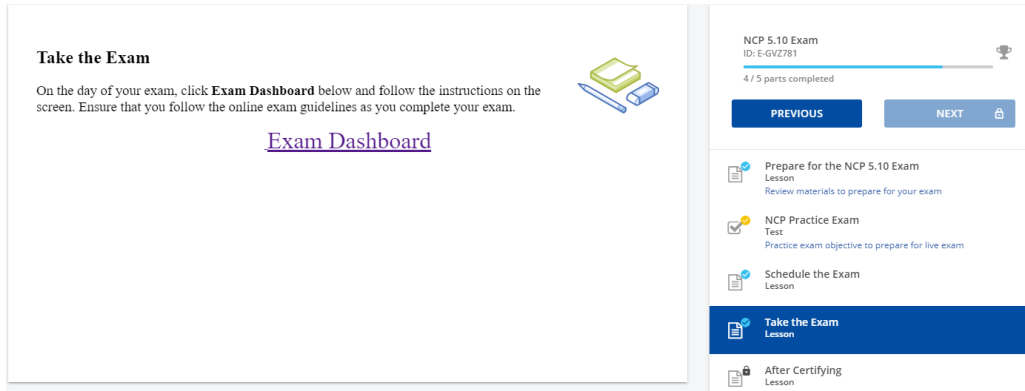
All items worn into testing center can be subject to inspection by proctor to verify it is not technology-enabled can include external eyewear, watches or GPS tracking devices (Misfit, Garmin, Fitbit, etc.).

[CLICK HERE](#) for a System Compatibility Check

[< Go to Dashboard](#)

## The Day of the Exam

You can launch into the exam with the **Exam Dashboard** link on the **Take the Exam** task in the exam list at Nutanix University.



You should be in a quiet, well-lit area with no other people besides yourself. We do not allow multiple monitors during the exam. Your desk should be clear of all items prior to taking the exam. Although food is not allowed during the exam, drinks are. In addition, if you find it necessary to use the restroom during the exam, you can ask the proctor and you will be allowed to do so. Please note that the time for the exam will continue to run during this time, though we have allowed for enough time to compensate for this. Absolutely no electronic items, such as a phone or tablet, are allowed during the exam. You cannot take or receive calls, texts or e-mail during the exam. During the exam, please make sure you remain within view of the camera at all times and refrain from talking.

If you would like time to prepare with the exam proctor, you can connect to the exam up to 15 minutes prior to your appointment time. In the event you experience any problems connecting to the exam, you have several options:

1. **Live Chat:** A live chat feature can be found on the bottom right of the screen. This will connect you with customer service, who can work with you to resolve the problem.
2. **Phone:** Click Contact Us at the top of the screen, where a toll-free number is available.
3. **E-Mail:** Click Contact Us at the top of the screen and fill out the details for the e-mail communication.

During the exam, some items may benefit from the use of a calculator. For those items, we supply an on-screen calculator for your use. You can also go to previous items on the exam and can flag items for later review. At the end of your exam, you will be provided with an onscreen indication of your pass or fail status, along with a breakdown of your performance on each objective in the event you did not pass. The details of this onscreen report are also e-mailed to you shortly after you complete the exam. If you passed the exam and have met the requirements for the certification, you will receive an email from Nutanix Education confirming your certification within 48 hours.

You will also receive an email from Acclaim with information on obtaining your certification badge within 48 hours.