

# Registering to take an Exam with Pearson VUE



# Contents

- » How to register for an exam
- » Contacting customer service
- » Test accommodations
- » ESL examinations



# How to register for an exam

## Starting Point

You may start from either:

- » The Pearson VUE website:
  - <http://pearsonvue.com/theopengroup>

OR

- » The Open Group website:
  - <http://www.opengroup.org>





# Starting from the Pearson VUE website

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Contact Us  Language ▾

 For test takers | For test owners | Become a test center | About Pearson VUE

You are here: [Home](#) > [Test taker home](#) > [The Open Group](#)

## The Open Group Professional Certifications

The Open Group is a global consortium that enables the achievement of business objectives through IT standards. With more than 500 member organizations, The Open Group is leading the development of open, vendor-neutral IT standards and certifications.

For IT professionals, The Open Group Certifications are a globally recognized, credible, and portable validation that you have the knowledge, skills, and expertise to get the job done. It's the most reliable guide for selecting qualified professionals for critical roles, as well as a clear path for professional development and advancement. Learn more about each of our [professional certifications](#).

Examinations are available for individuals to demonstrate their knowledge and understanding in the following areas: [IT4IT™](#), [TOGAF® 9](#), [ArchiMate® 2](#), [Open FAIR™](#).

### Preparation is the key to success

The Open Group recommends training and/or the use of appropriate study guides and practice tests to prepare for the examination. Training is available from The Open Group Accredited Training Course Provider organizations. Our [certification preparation](#) page provides information on finding the training course, study guide, or practice test you need to succeed.


### Schedule An Exam

Appointments may be made in advance or on the day you wish to test, subject to availability. Login to create or access your account and register for an exam.

### After the Exam


Upon completion of your exam, your results will be sent to The Open Group who will send you an email within 6 business days with instructions for how to complete the certification process in order to get certified.


TOGAF® and ArchiMate® are registered trademarks and IT4IT™ and Open FAIR™ are trademarks of The Open Group.





To schedule, reschedule or cancel an exam:

Login

 [Find a test center](#)

 [View exams](#)





 [Need help? Contact customer service](#)

 [Test accommodations](#)

#### Related Links

- > [The Open Group website](#)
- > [What to expect in a Pearson VUE test center](#)

Connect with The Open Group



# Starting from The Open Group website



# Both starting points go to: Take an Exam

## Take an Examination

The Open Group offers examination tests for the following Certification for People Programs: ArchiMate<sup>®</sup>, IT4IT<sup>™</sup>, Open FAIR<sup>™</sup>, and TOGAF<sup>®</sup>, covering both TOGAF 8 and TOGAF 9.

Examinations are available at The Open Group Examination Provider's test centers. In some programs (currently ArchiMate, IT4IT, and TOGAF 9) Accredited Training Course (ATC) Providers may also offer the examination as part of the training course. This is at the discretion of the ATC Provider as some prefer to provide vouchers that allow people to take the exam at an Examination Provider's test center. Please check with your Accredited Training Course Provider.

The Open Group is in the process of switching our Examination Provider from Prometric to Pearson VUE. Check below to see where the exam you wish to take is currently being offered. Some exams are being offered through both Examination Providers whereas others are only available through a single Examination Provider.

Examinations available at Pearson VUE test centers:

- ArchiMate<sup>®</sup> 2 Part 1 Exam
- ArchiMate<sup>®</sup> 2 Part 2 Exam
- ArchiMate<sup>®</sup> 2 Combined Part 1 and Part 2 Exam
- IT4IT<sup>™</sup> Part 1 Exam
- Open FAIR<sup>™</sup> Part 1 Exam
- TOGAF<sup>®</sup> 9 Part 1 Exam (English only)
- TOGAF<sup>®</sup> 9 Part 2 Exam (English only)
- TOGAF<sup>®</sup> 9 Combined Part 1 and Part 2 Exam (English only)

Visit the [Examinations](#) page for general information on The Open Group examinations and details of individual exams.

See the [FAQs](#) page for questions and answers about certification and the exams.

### Registering with Pearson VUE

To register to take an exam at a Pearson VUE test center, go to the [Pearson VUE launch page](#) to initiate the process of registering for an exam, viewing existing registrations, re-scheduling, etc.

You will need an Open Group login account in order to register with Pearson VUE, even if you wish to register by phone. Instructions for how to create an account are provided on the Pearson VUE launch page. If you are having problems creating or accessing your Open Group account, contact [certifications@opengroup.org](mailto:certifications@opengroup.org).

Contact [Pearson VUE Customer Service](#) for questions regarding registration or rescheduling.



# Register with The Open Group

THE *Open* GROUP

Certification and Accreditation

Home

Professional Certifications

[ArchiMate® Certification Program](#)

[IT4IT™ Certification Program](#)

[Open FAIR™ Certification Program](#)

[TOGAF® Certification Program](#)

[Training Course](#)

[Accreditation](#)

[Examinations](#)

[Take an examination](#)

Personal Information

You will need an Open Group account in order to register for an exam at Pearson VUE.

If you have an Open Group account, [login](#), then review and confirm your personal information.

If you do not have an Open Group account, perform the following steps to create one:

1. [Create an account](#)
2. Receive the account activation email sent to the business email address in your account and select the link in the email to activate your account.
3. Log in to this [Pearson VUE launch](#) page with the credentials from your new account, then confirm your information and proceed to Pearson VUE.



# Login

THE *Open* GROUP

Certification and Accreditation

[Home](#)

[User Login](#)

**Professional Certifications**

- [ArchiMate® Certification Program](#)
- [IT4IT™ Certification Program](#)
- [Open FAIR™ Certification Program](#)
- [TOGAF® Certification Program](#)
- [Training Course Accreditation Examinations](#)
- [Take an examination](#)

**Log in**

[Request new password](#)


**Username \***

Enter the username.

**Password \***

Enter the password that accompanies your username.

Log in





# Check Your Personal Information



[Home](#)

## Professional Certifications

[Archimate® Certification Program](#)  
[IT4IT™ Certification Program](#)  
[Open FAIR™ Certification Program](#)  
[TOGAF® Certification Program](#)  
[Training Course Accreditation Examinations](#)  
[Take an examination](#)

## Assessor Menu

[Assessor Home](#)  
[Open Group Assessment Processes](#)  
[How to use the Assessment Processes Page](#)

## Personal Information

The information below is from your Open Group profile. Please review it for accuracy. **Ensure your name is exactly as it appears on the identification you will present at the test center.** If there is not an exact match, you will not be able to take your exam and you will forfeit any fees paid or the voucher used to book the exam.

If any of the information needs to be updated, perform the following steps:

1. [Edit your Profile](#) on the main Open Group site
2. Return to this [Pearson VUE launch](#) page
3. [Log out](#)
4. Return again to this [Pearson VUE launch](#) page where you will be asked to log back in; this will enable us to refresh your profile. Note that sometimes a browser will cache the old credentials, so if simply logging out doesn't work, you will need to shut down your browser or try an alternate browser.

Once you have confirmed that all information is correct and up-to-date, select the **Proceed to Pearson VUE** button at the bottom of the page to be transferred to the Pearson VUE website.

## Personal Information

User Name	d.schoonover
Salutation	Ms
Given Name	Deborah
Middle Name	
Family Name	Schoonover



# Check Your Personal Information: Proceed to Pearson VUE


**Mailing Address Information**

**Business Address**

Street Address 1	Apex Plaza, Forbury Road
Street Address 2	
City	READING
State/Province	
Postal Code	RG1 1AX
Country	UNITED KINGDOM

**Home Address**

Street Address 1	
Street Address 2	
City	
State/Province	
Postal Code	
Country	

[Proceed to Pearson VUE](#) 




# Pearson VUE Exam Registration

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Home | [My Profile](#) | [My Order](#) | [Return to Testing Program website](#) | [Sign Out](#)



Signed In as: Deborah Schoonover  
Open Group Candidate ID: 35948

Home

The Open Group Exams

Exam Catalog

View Exams

My Account

- ▶ [My Profile](#)
- ▶ [Preferences](#)
- ▶ [Exam History](#)
- ▶ [View Score Reports](#)
- ▶ [My Receipts](#)

Upcoming Appointments

You do not have any appointments scheduled.




# Select the Exam

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Signed In as: Deborah Schoonover  
Open Group Candidate ID: 35948

## Select Exam

Find an Exam:


Exam Code	Exam Name
OG0-021	<a href="#">ArchiMate® 2 Part 1 Exam</a>
OG0-022	<a href="#">ArchiMate® 2 Part 2 Exam</a>
OG0-023	<a href="#">ArchiMate® 2 Combined Part 1 and Part 2 Exam</a>
OG0-041	<a href="#">Open FAIR Part 1 Exam</a>
OG0-061	<a href="#">IT4IT Part 1 Exam</a>
OG0-091	<a href="#">TOGAF® 9 Part 1 Exam</a>
OG0-092	<a href="#">TOGAF® 9 Part 2 Exam</a>
OG0-093	<a href="#">TOGAF® 9 Combined Part 1 and Part 2 Exam</a>



# Review Selected Exam

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**Exam Details**

Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

Exam: OG0-061: IT4IT Part 1 Exam <a href="#">View Testing Policies</a>
Price*: USD 320.00
Language: English

*\*Prices listed are based on today's date and do not include local taxes which may be applicable.*

[Previous](#)[Schedule this Exam](#)

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# Test Center Search

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THE OpenGROUP

Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

### Test Center Search

Exam Selection: OG0-061: IT4IT Part 1 Exam | Language: English


Find test centers near:

e.g., "5601 Green Valley Drive, Bloomington, MN" or "Paris, France" or "55437"

You can select up to three test centers to compare availability.

Test Center	Distance* <a href="#">Show km</a>	<a href="#">Directions</a>
<input type="checkbox"/> 1 <b>Enliven Training Limited t/a Pitman Training</b> Bowman House 2nd Floor 10 Bridge Street Reading RG1 2LU United Kingdom	0.4 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> 2 <b>Pearson Professional Centres-UK</b> Reading 2nd Floor Havell House 62-66 Queens Road Reading RG1 4AZ United Kingdom	0.4 mi	<a href="#">Get Directions</a>

Map Satellite





# Choose an Appointment Time at a Center

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Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

Choose Appointment

Exam Selection: OG0-061: IT4IT Part 1 Exam | Language: English

**Test Center**

Pearson Professional Centres-UK Reading  
2nd Floor  
Havell House  
62-66 Queens Road  
Reading  
RG1 4AZ  
United Kingdom

[Change Test Centers](#)

**Select Date** [Why can't I find an available appointment?](#)

July 2016August 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Show available appointments on 

Select one...

Go

Select a date on the calendar to see available appointments.



# Confirm Booking

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THE Open GROUP

Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

### My Order

Description	Details	Price	Actions
<b>Exam</b> OGO-061: IT4IT Part 1 Exam  Language: English Exam Length: 75 minutes	<b>Appointment</b> Wednesday, July 27, 2016 Start Time: 09:00 AM BST <a href="#">Change Appointment</a>  <b>Location</b> Pearson Professional Centres-UK Reading 2nd Floor Havell House 62-66 Queens Road Reading RG1 4AZ United Kingdom <a href="#">Change Test Center</a>	320.00	<a href="#">Remove</a>

Subtotal: 320.00  
Estimated Tax: 0.00  
**ESTIMATED TOTAL DUE: USD 320.00**

[Proceed to Checkout](#)

You can enter voucher/promotion codes on the payment screen.

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# Checkout – Step 1

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Checkout - Step 1: Confirm Personal Information

Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

Confirm Personal Information

Agree to Policies

Enter Payment

Submit Order

Summary

**IMPORTANT:** Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam. [Update my information.](#)

Name: Andrew Josey

Telephone: +44 +441189508311

Correspondence Language: English

Confirmation Preferences: Email

Reminder Preferences: Email

Edit

Previous

Next

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# Checkout – Step 2

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Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

## Checkout - Step 2: Agree to Policies

Confirm Personal Information

Agree to Policies

Enter Payment

Submit Order

Summary

### The Open Group Policies

**Admission Policy**  
We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your scheduled exam time you will not be seated for your exam and payment in full is due for the exam fee.

**Identification (ID) Requirements**  
You will need to bring two forms of identification to the test center. Carefully review the ID requirements prior to your exam appointment using this [link](#). The test will not be delivered without the appropriate forms of identification. Pearson VUE Administrators have the right to refuse seating for the exam if they are unable to properly identify you.

**Reschedule Policy**  
If you wish to reschedule your exam, you must contact Pearson VUE a minimum of 48 hours prior to your exam appointment. Rescheduling an exam less than 48 hours prior to your appointment or missing your exam may result in forfeiting your exam fees.

**Cancellation Policy**  
If you wish to cancel your exam, you must contact Pearson VUE a minimum of 48 hours prior to your exam appointment. Cancelling an exam less than 48 hours prior to your appointment or missing your exam may result in forfeiting your exam fees.

☐ I have read and agree to the The Open Group policies listed above.



# Checkout – Step 3

Check the box here to use a voucher, then enter voucher code



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Signed In as: Andrew Josey  
Open Group Candidate ID: 14132

### Checkout - Step 3: Enter Payment

Confirm Personal Information | Agree to Policies | **Enter Payment** | Submit Order | Summary

**Order Total**

Subtotal: 320.00





Estimated Tax: 64.00

**ESTIMATED TOTAL DUE: USD 384.00**

☐ [Add Voucher or Promo Code](#) [What is this?](#)

Required information is marked with an asterisk (\*).

#### Card Details

We accept the following cards:    

\*Card Type:

\*Card Number:   
(Do not include hyphens or spaces)

\*Expiration Date:

\*Cardholder's Name:



# Customer Service




# Customer Service for Exam Bookings

You are here: [Home](#) > [Test taker home](#) > [The Open Group](#) > [Customer Service](#)

## Customer Service

Chat is the quickest way to reach a customer service agent.



Online  
**Chat**


Ask a question ▶

Click on the Chat icon to get started.


To schedule, reschedule or cancel an exam:

[Login](#)


---

 [Find a test center](#)


---

 [View exams](#)

---

 [Need help? Contact customer service](#)

---

 [Test accommodations](#)

---

If chat is "offline," click on your region below for telephone numbers and office hours.

**+ Americas Region**

Office Hours: Monday–Friday, 7:00 a.m.–7:00 p.m. CT; closed on local holidays.

- Phone: +1-952-905-7255
- Email form: [Ask a question](#)

**+ Europe-Middle East-Africa Region**

Office Hours: Monday–Friday, 9:00 a.m.–5:00 p.m. UK time; closed on local holidays.

- Phone: +44 161 855 7397
- Email form: [Ask a question](#)

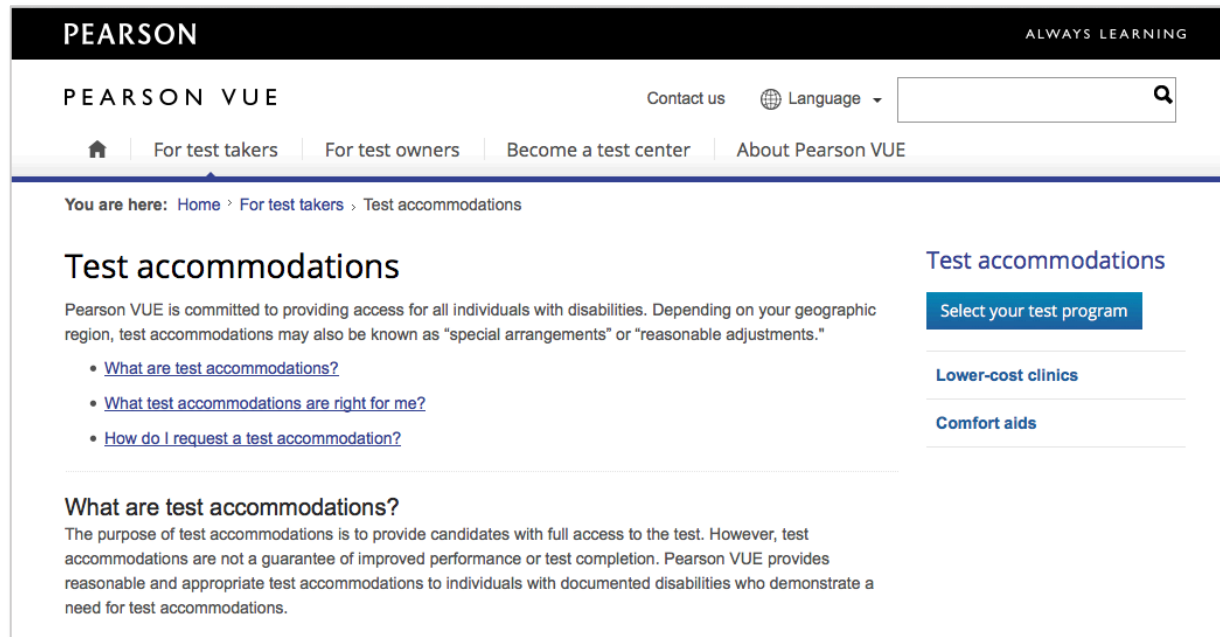
<http://pearsonvue.com/theopengroup/contact/>



# Test Accommodations



# Test Accommodations



The screenshot shows the Pearson VUE website's 'Test Accommodations' page. The header includes the Pearson logo and 'ALWAYS LEARNING' tagline. Below the header, there's a navigation bar with 'PEARSON VUE', 'Contact us', a language selector, and a search bar. A secondary navigation bar contains links for 'Home', 'For test takers', 'For test owners', 'Become a test center', and 'About Pearson VUE'. The main content area features a breadcrumb trail 'You are here: Home > For test takers > Test accommodations'. The title 'Test accommodations' is followed by a paragraph stating Pearson VUE's commitment to providing access for individuals with disabilities. A list of three links is provided: 'What are test accommodations?', 'What test accommodations are right for me?', and 'How do I request a test accommodation?'. On the right side, there's a sidebar with the title 'Test accommodations' and three buttons: 'Select your test program', 'Lower-cost clinics', and 'Comfort aids'. Below the main text, a section titled 'What are test accommodations?' explains the purpose of accommodations and states that they are not a guarantee of improved performance.

**PEARSON** ALWAYS LEARNING

PEARSON VUE Contact us Language

[Home](#) | [For test takers](#) | [For test owners](#) | [Become a test center](#) | [About Pearson VUE](#)

You are here: [Home](#) > [For test takers](#) > Test accommodations

## Test accommodations

Pearson VUE is committed to providing access for all individuals with disabilities. Depending on your geographic region, test accommodations may also be known as "special arrangements" or "reasonable adjustments."

- [What are test accommodations?](#)
- [What test accommodations are right for me?](#)
- [How do I request a test accommodation?](#)

### What are test accommodations?

The purpose of test accommodations is to provide candidates with full access to the test. However, test accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

### Test accommodations

[Select your test program](#)

[Lower-cost clinics](#)

[Comfort aids](#)

<http://www.pearsonvue.com/accommodations>



# Test Accommodations

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PEARSON VUE

Contact Us

Language

Home

For test takers

For test owners

Become a test center

About Pearson VUE

You are here: Home > Test taker home > Test accommodations > Select your testing program > Steps to take

## Request test accommodations for The Open Group

Select your test program

Each request for test accommodations is considered on a case-by-case basis.

Please note that accommodations cannot be added to a previously scheduled exam. If approved for accommodations, you will be provided instructions on how to schedule your accommodated exam.

### How to Apply for Accommodations:

- Accommodations can be requested using the "Reasonable Adjustments Request System" <https://rs.hgportal.net/amer/candidate>. The Reasonable Adjustments Request System is a secure, on-line system for requesting accommodations and submitting supporting documentation.
- If you are a first-time user to the request system, you will need to create a username and password. To create a username, click on the "Register" link at the log-in screen: <https://rs.hgportal.net/amer/candidate>. Please note that the system requires that you have an active email account.
- Once you have logged in to the system, you may request accommodations by clicking on the "Start Your Request Here" button and following the directions in the request system.
- The final step (step 6) will require you to upload supporting documentation. If you haven't already done so, give your evaluator (doctor, psychologist) a copy of the [Guidelines for Evaluators](#) for your disability. Your evaluator should make sure that the documentation he/she provides meets our guidelines. In most cases, your evaluator will be a psychologist or doctor who administered a series of psychological, educational or medical tests, and provided you with a copy of a diagnostic report or a detailed letter.
- After you have uploaded the necessary documents, click the "Submit" button at the bottom of the page. You will receive an email from the system notifying you that your request has been submitted.\*
- Please allow 10 business days for us to review your materials.

Test accommodations

Lower-cost clinics

Comfort aids

Reasonable Adjustment Request System FAQs



# ESL Time Allowance



## ESL = English as Second Language

- » Additional time is allowed for candidates for whom English is a Second Language
- » Additional time is added on automatically at registration time for single part exams when registering from a country designated as an ESL country  
(<https://certification.opengroup.org/examinations/esl-countries>)

# ESL time is confirmed once booking complete

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Checkout - Step 5: Summary

Signed In as: Apple Green  
Open Group Candidate ID: 133232

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | **Summary**

 An email confirmation has been sent to: goert-ct12-list@opengroup.org

 [Print Summary](#)

Exam Details

Description	Details	Order Information	Price
<div>Exam OG0-061: IT4/IT Part 1 Exam Language: English Exam Length: 105 minutes Accommodations: Automatic English Time Extension</div>	<div>Appointment Tuesday, August 2, 2016 Start Time: 09:00 AM CEST  Location Global Knowledge France <a href="#">Get Directions</a></div>	<div>Order Number/Invoice 0032-5591-4305  Registration ID 302268141  Status Scheduled</div>	320.00



# TOGAF & ArchiMate Combined Exam ESL

- » To obtain the ESL time extension for OG0-093 or OG0-023, Candidates **must** contact Pearson VUE Customer Service for assistance.



**TOGAF 9 Combined Exam:** To take the TOGAF 9 Combined Exam (OG0-093) with an ESL time extension, please contact [Pearson VUE Customer Service](#) for assistance. In order to receive the ESL extension the exam must be scheduled with Customer Service.

If the exams are scheduled on the website, the time extension will not be provided.

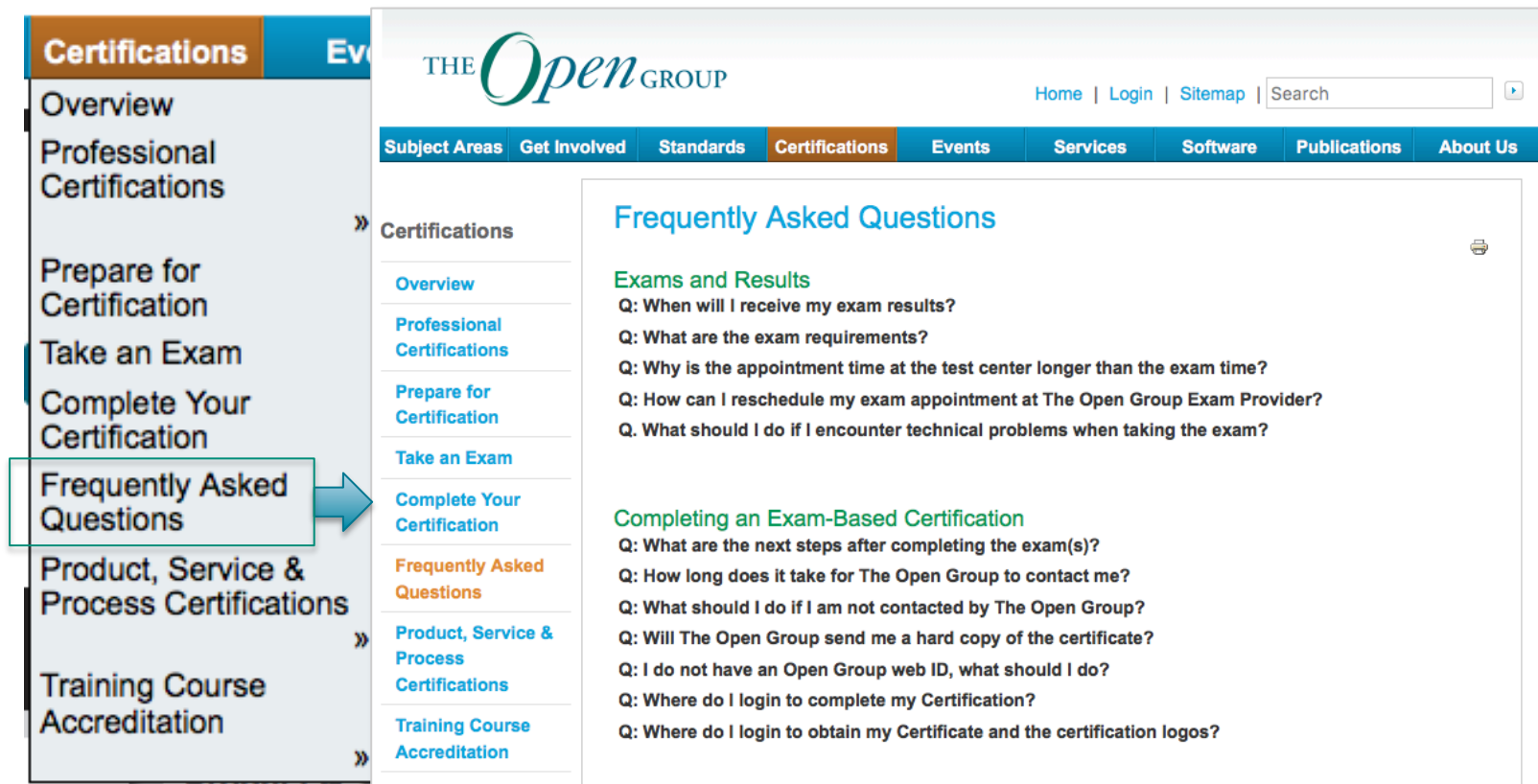
## ESL in a non-ESL Country

- » Candidates in a country that is not designated as an ESL country should contact The Open Group helpdesk ([help.opengroup.org](http://help.opengroup.org)) for approval in advance of a booking and will be required to book the exam through Pearson VUE customer service
- » For approval, provide written confirmation from your employer (or other independent party if unemployed or self-employed) of your need for the ESL exam. This written confirmation should be in the form of a scanned copy of a letter from your employer, on company letterhead paper, provide the rationale for why they support your request to register as a ESL candidate, and include the date, name, and signature of the person writing the letter.

# Useful Information



# Frequently Asked Questions



The screenshot displays the 'Frequently Asked Questions' page on The Open Group website. The left sidebar contains a navigation menu with the following items: Overview, Professional Certifications, Prepare for Certification, Take an Exam, Complete Your Certification, **Frequently Asked Questions** (highlighted with a blue arrow), Product, Service & Process Certifications, and Training Course Accreditation. The main content area features the 'Frequently Asked Questions' title, a 'Print' icon, and two sections: 'Exams and Results' and 'Completing an Exam-Based Certification'. Each section contains a list of questions and answers.

**THE Open GROUP**

Home | Login | Sitemap | Search

Subject Areas | Get Involved | Standards | **Certifications** | Events | Services | Software | Publications | About Us

**Certifications**

- Overview
- Professional Certifications
- Prepare for Certification
- Take an Exam
- Complete Your Certification
- Frequently Asked Questions**
- Product, Service & Process Certifications
- Training Course Accreditation

## Frequently Asked Questions

**Exams and Results**

- Q: When will I receive my exam results?
- Q: What are the exam requirements?
- Q: Why is the appointment time at the test center longer than the exam time?
- Q: How can I reschedule my exam appointment at The Open Group Exam Provider?
- Q: What should I do if I encounter technical problems when taking the exam?

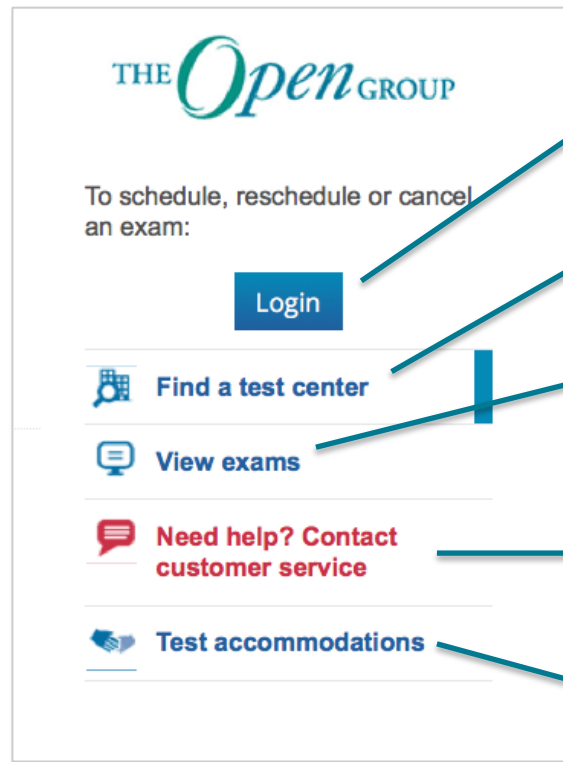
**Completing an Exam-Based Certification**

- Q: What are the next steps after completing the exam(s)?
- Q: How long does it take for The Open Group to contact me?
- Q: What should I do if I am not contacted by The Open Group?
- Q: Will The Open Group send me a hard copy of the certificate?
- Q: I do not have an Open Group web ID, what should I do?
- Q: Where do I login to complete my Certification?
- Q: Where do I login to obtain my Certificate and the certification logos?



## Useful Links

<http://pearsonvue.com/theopengroup> -  
[Home Page at Pearson VUE](http://pearsonvue.com/theopengroup)



<https://certification.opengroup.org/take-exam>

<http://pearsonvue.com/theopengroup/locate/>

<http://pearsonvue.com/theopengroup/exams/>

<http://pearsonvue.com/theopengroup/contact/>

<http://pearsonvue.com/accommodations/>