

## Candidate Exam Registration

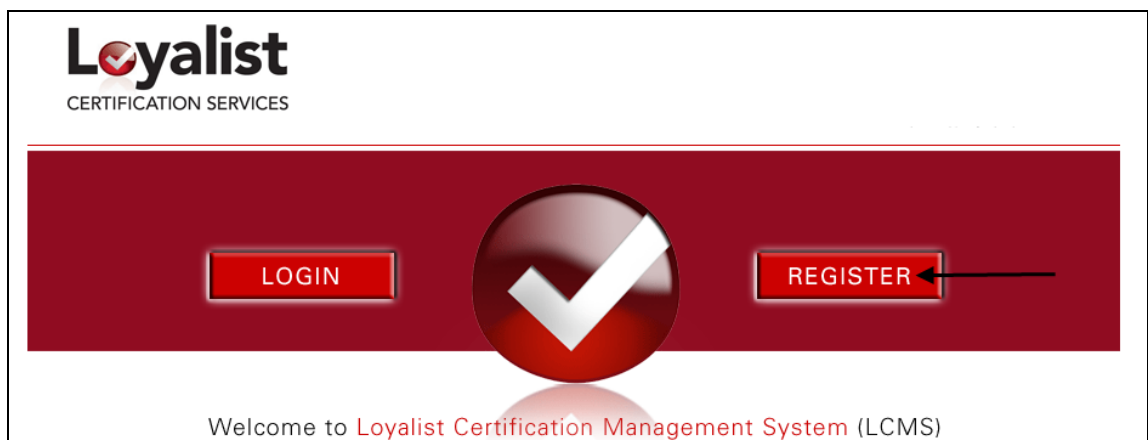
Accredited Training Providers have two options in regard to providing vouchers to exam candidates; a) Candidate with a Voucher Only or b) Candidate with a Voucher and Exam Session ID if the exam session has been setup.

### a) *Candidate with a Voucher Only*

Individuals that are provided with vouchers can setup their own web-based exam session online for a timeframe that fits their individual schedule. In this process, the exam candidate will be providing their own proctor. The system will ask for the proctor's name and email address.

Please provide them with their Voucher Number along with Appendix A: ITIL® Exam Registration Instructions\_v1.6. Below are the steps they will take to complete the scheduling of their exam and exam registration.

- 1) Go to <https://lcms.lcsexams.com>
- 2) Click the "REGISTER" button



- 3) Check "I have a voucher to redeem".

**Have you been provided with:**

Please check all that apply.

I have a voucher to redeem ([What's This?](#))

A session has been arranged for me by a training provider and I know the session ID ([What's This?](#))

None of the above ([What's This?](#))

- 4) Click "OK".
- 5) Enter the voucher number along with the candidate information requested. Click "Continue".

Voucher #:

Email Address:  City of Birth:

Confirm Email Address:  Country of Birth:

Given First Name:  Date of Birth:

Last Name:

**Continue**

Please click continue to go to the next step and complete your profile.

Loyalist Certification Services protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the ITIL certificates in accordance with APM Group, Examination Institute Scheme. ITIL credits per each successful exam are recorded to ensure accurate representation of specific candidate credit totals, this information is maintained for the duration of the ITIL certificate life span. Direct any questions about this collection to the Freedom of Information and Privacy Coordinator, Loyalist College, at 613-969-1913 Ext. 2331.

- 6) Enter your profile information. Click "Submit"



**Candidates**

[View Exam History](#)

[Sign Up for Exam Session](#)

[Update My Profile](#)

[Privacy Policy](#)

[Logout](#)

[Help](#)

### Update My Profile

Candidate ID:  Date of Birth: \*

Given First Name: \*  City of Birth: \*

Last Name: \*  Country of Birth: \*

Middle Initials:  Company:

Name on Certificate: \*

Gender:  Title:

**Personal Information:**

Address: \*

Address:

Address:

City: \*

Country: \*

State/Province: \*

Postal / Zip Code: \*

Phone: \*

Fax:

Email: \*  (this is your login ID and where we send your results and notifications)

Forward my results to employer:  (please insert employer's email address)

Release My Results to Training Provider:  Yes  No If you need to change this option, please contact lcservicesdesk@loyalstexams.com

If I pass, please include my name in the ITIL Successful Candidate Register:  Yes  No The ITIL Successful Candidate Register will be posted on the Official ITIL Site. If you need to change this option, please contact lcservicesdesk@loyalstexams.com.

**Submit**

- 7) Enter your session information. Candidates must provide their proctor's name and email address to complete the exam request form. Click "Submit".

**Request an Exam Session**

**Exam Type:** Intermediate-Continual Service Improvement      **Exam Language:**

**Exam Location Information:**      **Exam Dates and Times:**

Location:       Exam Date: 5/14/2009      12:00 AM  
*Exam must take place in a public location*      & Time:      24 hours notice is required, not including Saturdays, Sundays and Holidays.

Street Name:       **Exam / Trainer Details:**

Street Name:       Exam Room:

City:       Trainer Name:

Country:       **Proctor:**      

State / Province:       First name      Last name

Postal / Zip Code:       Proctor Email:

Please state any special instructions:

*You are responsible for assigning your own proctor for your exam session. We will communicate directly with your proctor and they will be required to sign a non-disclosure prior to the exam date. They will be responsible for monitoring you while you take the exam.*

*A proctor can be a colleague providing you do not report directly to each other in the workplace. It can also be a friend although we ask that you are not related to one another.*

I Agree      This exam has specific prerequisite requirements. We must receive the following documents for each exam type, by the date of the examination: Version 3 Foundation or Foundation Bridge Certificate. Failing to forward these documents to us by the date of the exam will disqualify the candidate's exam.

### Proctor Requirements:

The candidate is responsible for providing their own proctor. The proctor will receive two e-mails: 1) Instructing them to sign a Non-Disclosure Agreement (NDA) online and 2) providing system requirements that must be followed along with proctor and candidate instructions. The day before the exam, if the NDA has been accepted, the Login Details will be sent to the proctor via email.

- 8) Once the candidate schedules an exam session, they will receive an email blind copying the training provider stating a session has been requested. The email will include the session details along with the voucher number and candidate name. The training provider will be able to view the exam session within their LCMS account.