****IAM Anywhere Proctored

Approved Exam Venue
Application Form

This form is intended to help a venue such as a company office, hotel or conference venue reach the standards required to host IAM Anywhere Proctored exams. Approved Exam Venues are approved based on location, IT resources and environmental criteria.

To make IAM Qualifications available to as many people worldwide and to ensure the experience is as standardised as possible, each exam is taken on the online Exam Portal, using a computer.

On the day of the exam, the Portal is presented to the candidate via an internet connection at the Approved Exam Venue. An internet connection and subsequent Wi-Fi or LAN connections are requirements of the Approved Exam Venue and must support the total number of candidates.

Instead of accessing the Exam Portal directly in an internet browser, candidates will access it via downloaded Secure Browser. Approved Exam Venue software (e.g. Windows operating system) must allow candidates download and run the secure browser.

Access to a quality and sustainable internet connection and a computer with capability of downloading and running the secure browser (if supplying hardware) are minimum requirements for an Approved Exam Venue.

Once you have completed this form please save using the following naming convention [Applicant\_Date\_Venue] and return to Exams@theIAM.org.

If you have any queries regarding the completion of this form, please contact us at Exams@theIAM.org or on +44 (0) 8454 560 565.

**You must complete all fields mark with \*. If incomplete, your form will be returned to you unprocessed.**

If your venue is approved, you will be contacted to inform you of the next steps.

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| **Section 1: Venue Details** When completing this section the applicant should bear in mind the room(s) they will be using to conduct the exams. |
| 1 | Venue name\* Venue address\* |  |
| 2 | Telephone number\* |  |
| 3 | Total candidate capacity\* |  |
| 4 | Room 1 name and capacity\* |  |
| 5 | Room 2 name and capacity |  |
| 6 | Room 3 name and capacity |  |
| 7 | Room 4 name and capacity |  |
| 8 | Room 5 name and capacity |  |
| 9 | Venue owner\* |  |
| 10 | Venue Type (e.g. serviced offices, office block, technology park, hotel, conference centre) |  |
| 11 | Security restricted site\*(do candidates need prior approval to enter the site?) |  |

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| **Section 2: Key Venue Contact** This is a person that will manage contact between the IAM Office and the venue. This is not the invigilator. |
| 14 | First name\* |  |
| 15 | Surname\* |  |
| 16 | IAM Membership Number (if known) |  |
| 17 | Email address\* |  |
| 18 | Telephone number\* |  |
| 19 | Employer\* |  |

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| **Section 3: IT Infrastructure Venue Requirement** |
| 20 | Does the venue have laptops or PCs for all candidates?\* If *yes*, please complete section below. | Yes / No |
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| **Venue Hardware** *(minimum specification)*  | **🗸** |
| a | Compatible Operating system; Windows 10, Windows 8.1, Windows 7 SP1 or Mac OSX 10.10 and above. |  |
| b | Compatible Internet browser; **Microsoft Edge** latest version, **Internet Explorer 11,** latest versions of **Chrome, Firefox,** and **Safari** |  |
| c | OS specified Minimum (GB) RAM  **OR**  4GB of RAM |  |
| d | Display resolution of 1024 768 in 16-bit colour or above |  |
| e | Corporate firewalls or VPNS disabled to allow access to download and run the secure browser(Used to access and run the exam) |  |
| f | Wireless Network Adaptor OR;Ethernet connection for LAN |  |
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| g | I have successfully downloaded and ran the secure browser to test connectivity for an Anywhere Proctored exam |  |
|  | <https://home.pearsonvue.com/theiam/ap/test-takers> |  |
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| **Section 4: connectivity for each room** |
| **Room 1:** *State room name here* **has the following:** \* | **🗸** |
| 21 | Internet access for XX candidates simultaneously connecting for a period of 2hrs+.(you will need to supply an speed test report at <http://www.theIAM.org/Speedtest>). |  |
| 22 | The ability to connect to the network? Local Area Network: (with cable) **and / or**Wireless Network: (without cable) | LAN/Wi-Fi/Both |
| 23 | The ability to download and run the secure exam browser Used to access and run the exam) |  |
| 24 | Suitable phone line for invigilator to call out e.g. reception, Pearson Vue Technical support |  |

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| **Room 2:** *State room name here* **has the following:** | **🗸** |
| 25 | Internet access for XX candidates simultaneously connecting for a period of 2hrs+.(you will need to supply an speed test report at <http://www.theIAM.org/Speedtest>). |  |
| 26 | The ability to connect to the network? Local Area Network: (with cable) **and / or**Wireless Network: (without cable) | LAN/Wi-Fi/Both |
| 27 | The ability to download and run the secure exam browser Used to access and run the exam) |  |
| 28 | Suitable phone line for invigilator to call out e.g. reception, Pearson Vue Technical support |  |

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| **Room 3:** *State room name here* **has the following;** | **🗸** |
| 29 | Internet access for XX candidates simultaneously connecting for a period of 2hrs+.([You will need to supply an speed test report here](http://theiam.org/products-and-services/IAM-Qualifications/applying-become-iam-approved-assessment-centre/Assessment-C), or go to www.theIAM.org/Speedtest) |  |
| 30 | The ability to connect to the network? Local Area Network: (with cable) **and / or**Wireless Network: (without cable) | LAN/Wi-Fi/Both |
| 31 | The ability to download and run the secure exam browser Used to access and run the exam) |  |
| 32 | Suitable phone line for invigilator to call out e.g. reception, Pearson Vue Technical support |  |
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| **Room 4:** *State room name here* **has the following:** | **🗸** |
| 33 | Internet access for XX candidates simultaneously connecting for a period of 2hrs+(you will need to supply an speed test report at <http://www.theIAM.org/Speedtest>). |  |
| 34 | The ability to connect to the network? Local Area Network: (with cable) **and / or**Wireless Network: (without cable) | LAN/Wi-Fi/Both |
| 35 | The ability to download and run the secure exam browser Used to access and run the exam) |  |
| 36 | Suitable phone line for invigilator to call out e.g. reception, Pearson Vue Technical support |  |

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| **Room 5:** *State room name here* **has the following:** | **🗸** |
| 37 | Internet access for XX candidates simultaneously connecting for a period of 2hrs+.(you will need to supply an speed test report at <http://www.theIAM.org/Speedtest>). |  |
| 38 | The ability to connect to the network Local Area Network: (with cable) **and / or**Wireless Network: (without cable) | LAN/Wi-Fi/Both |
| 39 | The ability to download and run the secure exam browser Used to access and run the exam) |  |
| 40 | Suitable phone line for invigilator to call out e.g. reception, Pearson Vue Technical support |  |

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| **Section 5: Venue Requirements**This information is to check that your venue has the required general facilities for holding an exam. |
| 41 | How many candidates can you provide furniture (chairs and desks) for?\* |  |
| 42 | Do you have disabled access to exam venue from the point at which the venue is responsible, e.g. company car park?\* | Yes / No |
| 43 | Are there fire notices in exam room and suitable exits for all candidates?\* | Yes / No |
| 44 | Are the toilets (including disabled facilities if) within reasonable distance from exam room?\* | Yes / No |
| 45 | Is the exam room suitable for holding a 2hr exam e.g. minimum noise and disruptions, thermostatic control?\* | Yes / No |
| 46 | Can you provide a whiteboard or flip chart to write instructions for candidates on e.g. network connection details?\* | Yes / No |

**Declaration**

All information I supply in this form is correct to the best of my knowledge at the time and date stated below. If any details change it is my responsibility to inform the IAM Exam Board that there has been a change of circumstance that may affect the venues status of the Approved Exam Venue.
Failure to inform the IAM of changes could result in exam sessions being withdrawn from your venue.

I have read and understood the IAM Code of Practice for Approved Exam Venues.\* ☐

I have completed Step 1 of the application: Speed Test.\* ☐

I have successfully downloaded and ran the exam secure browser on the venues network/ hardware
☐ Yes ☐ No

**Key Venue Contact**

Signed\*: …………………………………………………………………..

Print name\*: ………………………………………………………………

Date\*: …../…../…..