

THE [®]*Open* GROUP

Certification Exams with The Open Group

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A Step-by-step guide to registration, scheduling, taking and completing your exam.

TABLE OF CONTENTS

01

Introduction

02

Before Your Exam

03

Booking Your Exam

04

Exam Delivery

05

After the Exam

TABLE OF CONTENTS

06

FAQs

07

Checklists

08

Preparation Tips

09

Help & Support

10

Appendices

PART 1

01 - Introduction

02 - Before Your Exam



01

Introduction

This guide provides detailed instructions for candidates preparing to take a certification exam with The Open Group. It outlines each step—from registration through to exam completion—and offers checklists, policies, and tips to ensure a smooth and compliant exam experience.

02

Before Your Exam

Before scheduling your exam, please ensure you review the following:

- The Open Group Examination Conduct and Security Policy
- Payment information and the voucher terms and conditions
- Candidate Advice Sheet
- Account creation requirements (valid email, accurate details)
- Exam duration, format, and time zone considerations
- System requirements and environmental checks for online testing

Regulations

All exams are governed by [The Open Group Exam Conduct and Security Policy](#).

Note: The Open Group may invalidate results or revoke certification if it determines that exam integrity has been compromised through abnormal results or inappropriate conduct.

Note: Ensure you meet all certification prerequisites; some certifications require passing both Part 1 and Part 2 exams.

Payment

Exam payments are made directly to Pearson using Visa, MasterCard, or American Express debit/credit cards.

Note: Credit cards are not accepted in Afghanistan, Bangladesh, Benin, Cameroon, Gambia, Ghana, Lebanon, Nigeria, Pakistan, Senegal, Tanzania, Togo, and Uganda. Candidates in these countries must pay through their nearest authorized Test Center. For assistance, contact The Open Group helpdesk.

Note: Vouchers or promotional codes can be entered on the payment screen or provided to the agent when booking by phone.

Account

An account with The Open Group is required to register with Pearson, even if booking by phone or at a test center.

Names with accented characters may be converted to the closest supported character when transferred to Pearson. Contact The Open Group helpdesk if you need assistance.

Important: Do not let third parties create your account. Doing so risks privacy, security, and potential fraud. Protect your identity and certification.

[Create an Account](#)

[Update your Profile](#)

[Issue with your account? Contact us](#)

Time Format and Exam Duration

Pearson uses a 12-hour AM/PM clock. Double-check your appointment time, as 12:15 AM is just past midnight and 12:15 PM is just past noon. Confirmation emails list your scheduled time, which can be changed by logging into Pearson.

Exam Duration: The appointment length includes registration, tutorial, and NDA acceptance. For example, a 60-minute exam may have a 75-minute appointment. The exam time limit is shown at the start and as a countdown during the test.

Exam Voucher Codes

Before using an exam voucher code, ensure it comes from a legitimate source:

- Issued as part of an accredited training course (verify the provider on the official Accredited Training Course Provider register), or
- Provided by your employer following an internal training course.

Please also make sure that you have read and understood the [voucher terms and conditions](#) provided with the voucher. If you do not find your training provider on the register, or if you have any enquiry please [contact us](#).

PART 2

03 - Booking Your Exam
04 - Exam Delivery



03

Booking Your Exam

Exams are offered through Pearson, either at an authorized test center or online (OnVUE). You must have a valid account with The Open Group that links to your Pearson account.

Booking Steps:

1. Sign in to your Open Group account.
2. Select exam title and delivery mode.
3. Choose date, time, and payment method.
4. Confirm booking and save the confirmation email.

Note: A passing [OnVUE system test](#) is required before taking the exam, as candidates who complete it are more likely to succeed.

04

Exam Delivery

If you choose an online proctored exam, complete these checks:

- Run the OnVUE system test from your device around 24 hours before your exam appointment.
- Ensure a quiet, private workspace free of prohibited items.
- Have valid photo ID ready for verification.
- Log in 30 minutes before your scheduled exam time.

During the exam, you will be monitored via webcam and microphone.

Watch a [video](#) on what to expect for your online exam. We also recommend watching this short [video](#) so you're familiar with the rules for online proctored examinations.

When taking the exam at a test center:

- Arrive at least 15 minutes before your scheduled time.
- Bring two forms of valid ID (one with a photo).
- Lockers are provided for personal belongings.
- You will be monitored throughout the test for integrity.

Need help deciding whether to take an online exam?

[Ask yourself these questions.](#)

Watch a [video](#) on what to expect when attending a test center.

Need to cancel or reschedule an exam?

You can cancel or reschedule exams through your Pearson account:

1. Log in and view your dashboard.
2. Select the exam and find Reschedule or Cancel under Order Information.
3. You will receive a confirmation email once changes are processed.

For additional help with registration, rescheduling, or results, contact [Pearson Customer Service.](#)

PART 3

05 - After the Exam
06 - FAQs



05

After the Exam

After completion, your exam results will be processed automatically:

- Preliminary scores may be shown immediately after submission.
- You must log in to complete the certification process.
- Official results and digital certificates are emailed within a few business days. Results flagged for analysis may take longer.
- Maintain integrity – misconduct or cheating may invalidate your results.
- Successful candidates can access digital badges through The Open Group portal.

06

FAQs

Common Questions include:

- What if I lose connection during an online exam?
Contact OnVUE support immediately.
- Can I reschedule?
Yes, at least 48 hours in advance via Pearson.
- Is there extra time for ESL candidates?
A request may be made before booking.

For more Exam FAQs click [here](#).

PART 4

07 - Checklists
08 - Preparation Tips



Pre-booking Checklist

- Valid accounts for The Open Group and Pearson
- Read all exam policies
- Payment/voucher code confirmed
- Verified test environment readiness (if online)

Day-of-Exam Checklist

- Valid photo ID
- Quiet workspace or early test center arrival
- Internet connectivity check
- Log in early and complete system checks

Post-Exam Checklist

- Review provisional results
- Await official email confirmation
- Download certificate and badge
- Record your credential details

Understand the Exam Format

- Review the exam objectives, number of questions, question types, and time limits.
- Know whether the exam includes multiple parts, case studies, or practical exercises.

Plan a Study Schedule

- Break study material into manageable sections.
- Set realistic daily or weekly goals leading up to the exam date.

Use Official Study Resources

- Focus on official materials provided or recommended by The Open Group.
- Include guides, practice exams, tutorials, and reference materials as part of your revision.
- Practice with Sample Questions.
- Take practice exams under timed conditions to simulate the real test.
- Review wrong answers to identify knowledge gaps.

Set Up Your Testing Environment (for online exams)

- Ensure a quiet, well-lit space with a stable internet connection.
- Complete several OnVUE system tests ahead of time to avoid technical issues.

Time Management During the Exam

- Keep track of time and pace yourself for each section.
- Don't spend too long on a single question—mark and return if needed.

Take Care of Yourself

- Get a good night's sleep before the exam.
- Eat a balanced meal and stay hydrated.
- Take short breaks during long study sessions to maintain focus.
- Practice relaxation techniques, like deep breathing, to reduce anxiety.

PART 5

09 - Help & Support

10 - Appendices



Help & Support

If you have questions or need assistance at any stage of your certification journey, our Help & Support resources are here to guide you:

[Candidate Advice Sheet](#)

[Voucher Terms and Conditions](#)

[Account Creation, login and profile updates](#)

[Pearson Customer service](#)

[The Open Group Help Center](#)

[Advice on Test Accommodations](#)

[Exam Information](#)

Videos

[How to Register to take an Exam with Pearson](#)

[Attending a Pearson Test Center](#)

[Taking an Online Proctored Exam](#)

[OnVue Rules](#)

Appendices

For more information, please visit:

[The Open Group Exam Page](#)

[OnVUE System Test](#)

[Online Proctored Exams](#)

[FAQs](#)

[Support](#)

END OF GUIDE

Thank you for reviewing this Exam Guide. We wish you every success in your certification journey.

For further information, updates, or support, please visit The Open Group website or contact The Open Group Helpdesk.

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