

What can I expect if I elect to take an online proctored (OP) exam?

BOMI International offers online proctored testing through Pearson VUE's OnVUE platform. This platform allows for 24/7 testing opportunities from your home or office using your own computer and Internet connection. The OnVUE exam experience is completed using a secure browser that locks down your computer during the exam. As you prepare to take your exam, greeters will support you through the check-in process, while a live proctor will monitor you via webcam during the 2.5-hour testing experience. Exam integrity and security are of the utmost importance for BOMI International program credibility. In-exam chat and phone support are available for any concerns you may have during the testing process. Watch this video to learn more: <https://pvuetechcomm.wistia.com/medias/to3k2jb1zv>

How do I schedule an OP exam?

Access the BOMI International home page for testing at home.pearsonvue.com/bomi. Here you will need to sign in if you already have an account or create a new account if you are a first-time examinee. Once you sign in, you will be able to test your system to ensure your Internet connection and technology are adequate for the online proctored exam, then schedule your OnVUE exam.

If I am scheduled already for testing at a Pearson VUE-owned or affiliated test center, can I reschedule to an online proctored exam experience?

Unfortunately, given the test center and online proctored exam experiences take place on two unique systems, you will need to cancel your appointment in the system in which you scheduled it prior to scheduling a new one. Keeping in mind the current limited availability of seats at test centers, BOMI International recommends you ensure your home or office technology passes the online proctored system test before you cancel your test center appointment. You can access the test here: <https://home.pearsonvue.com/bomi/onvue>. If your technology passes the online proctored system test, contact Pearson VUE at home.pearsonvue.com/bomi to cancel your test center appointment. Then you can schedule your online proctored appointment.

Are there fees for rescheduling exams?

The BOMI International cancellation policies for the test center experience remain in place. Be sure to cancel according to the published policies (one full business day in advance of a scheduled exam) to avoid any penalties. Online proctored exams can be cancelled up to your scheduled appointment time. This is done in the event you have Internet or technology issues on a given day.

What do I need to do to prepare for my online proctored (OP) exam experience?

Before scheduling your online proctored exam, verify that your home or work equipment and Internet connection can satisfy the online proctored exam technical requirements by running the system test. Here is the link for completing this test: <https://home.pearsonvue.com/bomi/onvue>

What type of ID is required for my exam check-in process?

Unlike the requirements BOMI International has in place for testing at Pearson VUE-owned or affiliated test centers, the online proctored exam check-in process requires only one valid form of a government-issued ID. Be prepared with this ID as a photo of it will be taken during the check-in process.

On the day of my exam appointment, how should I prepare my exam workspace?

Clear everything from your workspace, and ensure all books and writing implements are out of arm's reach. In addition, unplug any additional monitors and computers. Clear walls of any writing (e.g., on whiteboards), and put your cell phone away. Be online 30 minutes in advance of your appointment time to complete the check-in process, and have your valid government-issued ID on hand. As a reminder, your ID information must match your eligibility registration to be accepted.

It's time to begin my exam. What do I do?

Here's a short video to learn more about your experience:

<https://home.pearsonvue.com/bomi/onvue>

- Be sure you have your eligibility e-mail with you for this process.
- Sign in, go to the OnVUE page, and select your exam.
- Click "Begin Exam." This button is only available 30 minutes before your appointment time—it will not be there if you are too early.
- Copy the exam access code as provided. Provide this access code and a phone number for the proctor to use during the exam.
- Download the OnVUE software to run the application. Run the software to begin the check-in process, following the prompts.
- Test your mic, webcam, and audio.
- Complete the steps for the required headshot and ID photo (front and back), as well as four clear photos of your workspace.
- Make sure any other applications running on your computer are shut down.
- If the exam does not start automatically, wait for the proctor to contact you via computer or phone to finish the check-in process. Make sure to place your phone out of arm's reach after the check-in process.
- Good luck on your exam!

Will my privacy be compromised by providing Pearson VUE an image of my government-issued ID?

No. Pearson VUE's OnVUE platform captures images of government-issued identification, as well as headshots, pursuant to global data privacy laws.

What happens if there is a problem with my headshot and ID photos during the online proctored exam check-in process?

If the ID photo/headshot comparison does not pass validation, or if there are any other issues, the session is added to the live greeter queue for a remediated check-in. A greeter will then contact you by chat, phone, or—if needed—Voice over Internet Protocol (VoIP) and perform check-in procedures. If your validation steps failed, greeters will check your name, ID, and

ID expiration date and verify that your photo matches the photo in the government-issued ID and the person in the live webcam feed (you). If applicable, they perform check-in procedures to verify that the testing area is clear. When the greeter is satisfied that all check-in requirements have been met and the workspace is clear, you will be released into the exam. **As a reminder, your ID must match your name and information on your exam eligibility e-mail as received from BOMI International.**

Which BOMI International exams are currently available via the online proctored OnVUE experience?

- Air Handling, Water Treatment, and Plumbing Systems
- Budgeting and Accounting
- Certified Manager of Commercial Properties (CMCP)
- Environmental Health and Safety Issues (US)
- Fundamentals of Facilities Management
- Managing the Organization
- The Design, Operation, and Maintenance of Building Systems, Part I
- The Design, Operation, and Maintenance of Building Systems, Part II

BOMI International will be adding more exams to the OnVUE platform in the near future.