

Exam Delivery



This *getting started guide* focuses on how to download and install Console 8 software to administer exams at a testing center.

Before following the steps in this guide, you must register your testing center and purchase exams as outlined in the ***Establishing Your Testing Center (CATC) – Getting Started Guide***.

Getting Started

Perform the following steps to download and install the Console 8 software:

- Step 1:** View the [Get Started as a Test Center](#) article and review Steps 4 and 6 of the article.
- Step 2:** Log in to your [Certiport account](#) as an **Organization Administrator**.
- Step 3:** Position the mouse pointer over **TRAINING & TOOLS** and select **Console 8 Install** from the drop-down menu that appears.
- Step 4:** Follow the instructions to download and install Console 8 on each exam computer.

Next, perform the following steps to prepare for and administer your exams:

- Step 1:** Visit the CATC™ [Training Center](#) and view the [Console 8](#) training video.
- Step 2:** Prior to the exam date, check for and install Console 8 updates, and then test the exam computers to ensure they are configured properly.
- Step 3:** Instruct exam candidates to view the [Test Candidate Registration Quick Reference Guide](#) and follow the instructions to create Test Candidate accounts for themselves.

What's Next?

After you have completed these steps, you are ready to administer exams in your classroom. You can use the appropriate [exam tutorials](#) to orient first time Console 8 users and students.

Quick Resource Guides (QRG)

- [General QRG](#)
- [Installation & Setup](#)
- [Proctoring Exams](#)
- [Exam Launch](#)
- [Exam Delivery](#)
- [Frequently Asked Questions](#)

General Information

- [Testing Top 10](#)
- [Parental Consent Form](#)

Test Candidate Support

- [Customer Service Hub](#)
- Phone: 1-800-497-8923