Certified Professionals

How to schedule an exam with PSI
Sign Up

- Click on the 'Sign Up' button in the top right corner and follow the instructions to set up your account.
Create your PSI account

- Complete the form with your personal details and then click on 'Submit'
Now that you have an account with PSI, you can schedule your exam
Search for an exam

- First, you need to find the RIPE NCC exam

- Click on ‘Search for an Exam’
Search for an exam

- First, select the organisation ‘RIPE NCC’
- Then select the test ‘RIPE Database Associate’
Select RIPE Database Associate

- Ignore this!

- There is no cost and exams can only be taken by using a voucher issued by the RIPE NCC
Before clicking on ‘Continue’, review instructions found in ‘Important Candidate Information’.

Exam Instructions

- All Test Takers
  - You must take the exam on a computer.
- Please refer to your test sponsor’s specific rules regarding scheduling, rescheduling, and cancellation. General rules are as follows:
  - Test Center Exams
    - You cannot schedule same-day exams.
    - You may reschedule at least two days in advance of your scheduled exam time.
    - You may cancel at least two days in advance of your scheduled exam time.
  - Unproctored Exams
    - You may take your exam at the time of purchase (on-demand).
  - Live Remotely Proctored Exams
    - You cannot schedule same-day exams.
    - You may reschedule at least two days in advance of your scheduled exam time.
    - You may cancel at least two days in advance of your scheduled exam time.
  - Recorded Proctor Exams
    - You may take your exams at the time of purchase (on-demand).
    - You will need to download a secure browser which could take approximately 30 minutes depending on your connection speed.
Complete with your details

- Create your unique RIPE_ID_Number used for administrative purposes
- Your name must match your identity document
- This name will be on your certificate and digital badge
Schedule your exam

- The language will automatically be selected as ‘English’

- From the dropdown menus, select country and timezone
Schedule your exam

- Select your preferred day and time
- Available dates will appear highlighted in green
Although it is an online exam, it takes place under the supervision of a 'live' proctor. Please note that you can only cancel or reschedule up to 48 hours before the scheduled exam time.
Confirm scheduled exam

- Check date and time and click on ‘Continue’
Confirm scheduled exam

- We sent you a unique voucher code via email

- Enter the voucher code in the payment section and click on ‘Apply’

- This will zero the balance amount

- Click on ‘Pay Now’
 Confirm scheduled exam

- You should now be able to view the confirmation page, with the details of your scheduled exam, and download the payment receipt.
On your exam day

- Simply log with your new PSI credentials
- Check systems compatibility - click on the blue ‘HERE’
- Click on ‘Launch Exam’ to start
Ready for recognition?
You’re about to become a RIPE NCC Certified Professional