

HITACHI VANTARA

Kryterion Webassessor Test Taker User Guide

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Global Learning
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Contents

Introduction.....	2
Access and first-time registration	3
Exam registration procedures	4
1) Take an un-proctored, open-book online test	4
2) Register for a proctored test or exam (Kryterion testing center or online proctored)	4
3) Take an in-classroom, end-of-course qualification test proctored by a Hitachi Vantara instructor.....	5
Cancel an un-proctored, open-book online test	5
Reschedule or cancel a scheduled proctored exam (online or onsite)	6
Rescheduling and cancellation policy for proctored exams	6
Kryterion technical support for online proctored exams.....	6
1. For non-urgent issues or requests.....	6
2. For urgent issues or requests.....	6

Introduction

This guide is for Hitachi Vantara customers, partners and employees who plan to take a qualification test (HQT-xxx) or a certification exam (HCE-xxx) using KRYTERION's Webassessor system. It describes the procedures for creating an account and registering for an exam.

The Hitachi Vantara qualification tests and certification exams can be delivered in four different ways:

- **Onsite testing:** proctored exam taken at a Kryterion testing center of your choice.

Support information: [Onsite testing at KRYTERION testing centers](#)

Applies to:

- all certification exams (HCE-xxxx)
 - all qualification tests (HQT-xxxx) except HQT-0050, HQT-10xx and HQT-2xxx
- **Online proctored:** exam taken online at the location of your choice (home, office, etc.) and proctored remotely by Kryterion. An internet connection, an **external webcam** and a suitable environment are required.

Support information: [Online proctored testing](#)

[Online testing requirements](#)

[System Readiness Check](#)

Applies to:

- all certification exams (HCE-xxxx)
 - all qualification tests (HQT-xxxx) except HQT-0050, HQT-10xx and HQT-2xxx
- **Hitachi Vantara proctored:** proctored qualification test taken at a Hitachi Vantara facility under the supervision of an authorized Hitachi Vantara instructor or proctor. Such tests are typically delivered at the end of the supporting course.

Your local Hitachi Vantara training delivery organization can inform you about the availability of such tests in combination with the supporting training:

- Americas: education.amer@hitachivantara.com
- APAC: education.apac@hitachivantara.com
- EMEA: education.emea@hitachivantara.com

- **Online un-proctored:** non-proctored open-book qualification test taken online at any time and at the location of your choice (home, office, etc.). An internet connection is required.

Applies to:

- HQT-0050, HQT-10xx and HQT-2xxx

Access and first-time registration

Webassessor is available through the Hitachi Vantara Single Sign On (SSO) authentication portal.

■ You already have an account with Hitachi Vantara

If you have a login account with Hitachi Vantara then you have access to the Webassessor system:

- Go to: <https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>
- Log in with your Hitachi Vantara credentials.
- You will be directed to your Webassessor personal home page.

■ You do not have an account with Hitachi Vantara

Please create a Hitachi Vantara account by completing the registration procedure:

- Go to <https://sso.hitachivantara.com/>
- Click the **Register Here** link at the bottom of the login window.
- Fill in the form.
- Agree with the *Privacy Policy* and *Community Terms & Conditions*.
- Click **Complete Registration**.

An account activation email will be sent to you:

- Click the **Activate Now** link and follow the instructions to set your password.

Once your registration is complete your new Hitachi Vantara account will be created.

Important: this process will take several minutes as your account will be provisioned for all the Hitachi Vantara systems and applications you are entitled to access. So please wait for a few minutes before trying to access the Webassessor system here:

<https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>

Exam registration procedures

1) Take an un-proctored, open-book online test

Applies to: HQT-0050, HQT-10xx and HQT-2xxx

- Log into your Webassessor account through Hitachi Vantara SSO at <https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>.
- In the red menu bar on top click **REGISTER FOR AN EXAM**.
- Using the + and – signs, navigate the “**Unproctored tests (HQT-0050, HQT-10xx, HQT-2xxx)**” catalog to locate your test.
- Click the associated **Register Now** link.
- Verify the information and proceed with payment:
 - Credit card: click **Checkout** and provide billing and credit card information (two screens) and click **Submit**.
 - Voucher or coupon: type the voucher or coupon code and click **Apply**, then click **Checkout**.
- The “Scheduling Confirmation” screen appears:
 - You can **Print** the page as your confirmation of payment.
 - Click **Done** to return to your home page.

You can take your test at any time. To launch it, click **MY ASSESSMENTS** in the red menu bar and use the **Launch** button in the REGISTERED EXAMS section.

2) Register for a proctored test or exam (Kryterion testing center or online proctored)

Applies to:

- all certification exams (HCE-xxxx)
 - all qualification tests (HQT-xxxx) except HQT-0050, HQT-10xx and HQT-2xxx
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- Log into your Webassessor account through Hitachi Vantara SSO at <https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>.
 - In the red menu bar on top click **REGISTER FOR AN EXAM**.
 - Using the + and – signs, navigate the “**Proctored qualification tests (HQT-xxxx)**” or the “**Proctored certification exams (HCE-xxxx)**” catalog to locate your exam.
 - Check the delivery option (Onsite Proctored or Online Proctored) and click the associated **Register Now** link.
 - Choose a testing center and click **Select** (Onsite Proctored only).
 - Choose a date and time and click **Select**.

- Verify the information and proceed with payment:
 - Credit card: click **Checkout** and provide billing and credit card information (two screens) and click **Submit**.
 - Voucher: type the voucher code and click **Apply**, then click **Checkout**.
- The “Scheduling Confirmation” screen appears:
 - You can **Print** the page as your confirmation of payment.
 - Click **Done** to return to your home page.

A confirmation email will be sent to you. To see, launch or reschedule your exam, click **MY ASSESSMENTS** in the red menu bar and find your exam in the REGISTERED EXAMS section.

3) Take an in-classroom, end-of-course qualification test proctored by a Hitachi Vantara instructor

Applies to: all proctored qualification tests (HQT-xxxx), pending availability in the training center where the course was delivered.

- Log into your Webassessor account through Hitachi Vantara SSO at <https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>.
- In the red menu bar on top click **REGISTER FOR AN EXAM**.
- Using the + and – signs, navigate the “**Instructor-Led Training tests (in-classroom only)**” catalog to locate your test.
- Click the associated **Register Now** link.
- Verify the information and proceed with payment using the voucher code provided by your instructor/proctor:
 - Voucher: type the voucher code and click **Apply**, then click **Checkout**.
- The “Scheduling Confirmation” screen appears:
 - Click **Done** to return to your home page.

To start your test, click **MY ASSESSMENTS** in the red menu bar and use the **Launch** button in the REGISTERED EXAMS section.

Cancel an un-proctored, open-book online test

- Log into your Webassessor account through Hitachi Vantara SSO at <https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>.
- Click **MY ASSESSMENTS** in the red menu bar, locate your test in the REGISTERED EXAMS section and on the right side under “Details”, use the **Cancel Registration** link.
- On the next page select **Yes, Cancel this registration** and click **Submit**.

Reschedule or cancel a scheduled proctored exam (online or onsite)

- Log into your Webassessor account through Hitachi Vantara SSO at <https://www.webassessor.com/form/ssoLogin.do?method=process&provider=hitachi&brand=hitachi>.
- Click **MY ASSESSMENTS** in the red menu bar, locate your test in the REGISTERED EXAMS section and on the right side under “Details”, use the **Reschedule/Cancel** link.
- On the next page:
 - select **Reschedule** and choose a new date and time.or
 - select **Cancel registration** and on the next page select **Yes, Cancel this registration** and click **Submit**.

Rescheduling and cancellation policy for proctored exams

IMPORTANT: you can cancel or reschedule a proctored test session free of charge only under the following conditions:

- **at least 24 hours** (1 day) in advance for **online** proctored exams
- **at least 72 hours** (3 days) in advance for **onsite** proctored exams at a testing center

Kryterion technical support for online proctored exams

Hitachi Vantara **CANNOT** assist you if you experience technical problems with Webassessor in relation to your exam session.

If you experience technical difficulties during set-up, launch, or within your online exam session, please contact the KRYTERION Technical Support. How to receive support is described here [Online Proctored \(OLP\) support page](#).

Two options are available:

1. For **non-urgent** issues or requests

- Fill-in the form here https://kryterion.force.com/support/s/contactsupport?language=en_US.

2. For **urgent** issues or requests

- Use the “**Need help?**” button available on every page of the support site (https://kryterion.force.com/support/s/?language=en_US).



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