



Enrolling in Online Exams

Revised 22 June 2023



Open Enrollment – what is it?

- INCOSE allows members and non-members to take the knowledge exam prior to submitting a certification application. Membership and application fees are not required prior to taking the exam, but both will be required before you can get certified.
- After completing exam registration on the INCOSE website, you will be emailed the information required to schedule and pay for an on-line, proctored exam.
- You may take the exam up to 3 times in any 12 month period. Please allow for 5-7 business days to process your registration.



Open Enrollment Process Overview

1. Candidate registers through their INCOSE Portal (login required).
2. INCOSE Central sends candidate email with URL required to schedule their exam through Certification Management Services (CMS) / Testwise, the online exam provider.
3. Candidate pays \$80 USD directly to CMS / Testwise in order to schedule their exam. Candidate reviews the Examinee Scheduling Guide prior to scheduling and taking the exam:
<https://www.certmanserv.com/assets/help/Examinee-Scheduling-Guide.pdf>
4. Candidate takes the exam at their scheduled time. Results are displayed on screen upon completion of exam. INCOSE sends candidate a notification email within one week.



1. Log in to portal.incose.org. From the banner menu, click on “Certifications.”

[INCOSE.ORG](#) ▾

[My Profile](#) ▾

[Account](#) ▾

[Membership](#) ▾

[Certifications](#) ▾

[Store](#) ▾

Welcome to INCOSE

We're glad you're here.



2. Click on “Register for an Exam.”

A screenshot of the INCOSE website's navigation menu. The menu is a dark blue horizontal bar at the top of the page. It contains several items: "INCOSE.ORG", "My Profile", "Account", "Membership", "Certifications", and "Store". Each item has a small white downward-pointing chevron icon to its right. Below the "Certifications" item, a white dropdown menu is open. This dropdown menu contains five items: "Apply for a Certification", "View My Certification Application", "View My Certification", "Register for an Exam", and "View My Registrations". The "Register for an Exam" item is highlighted with a red oval. The background of the page shows a blurred view of the website's main content area, which includes the text "Welcome to INCOSE" and "We're glad you're here." in a large, bold, black font.

INCOSE.ORG ▾

My Profile ▾

Account ▾

Membership ▾

Certifications ▾

Store ▾

Welcome to INCOSE

We're glad you're here.

Apply for a Certification

View My Certification Application

View My Certification

Register for an Exam

View My Registrations



3. Click on the drop down for “Select Exam.” Click “Open Enrollment for Online Exam.” Click “Continue.”

Register for an Exam

To Register for an Exam:

- Select **Open Enrollment for Online Exam** from the **Select the Exam** drop-down and click **Continue** to register for an online exam, or
- Hover over an exam event tile and click an available in-person hosted exams.

Select the Exam*:

Select the exam

Open Enrollment for Online Exam

Cancel

Continue

April 1, 2023
INCOSE SE Handbook V5 Beta
Exam Enrollment

April 1, 2023
INCOSE SE Handbook V5 Beta
Exam Enrollment- Special
Accomodations

April 21, 2023
21 April 2023 ISAE Exam - AM
Session
10 Av. Edouard Belin, Toulouse 31400,
FR

April 21, 2023
21 April 2023 - INCOSE Snake
River Knowledge Exam
Energy Innovation Laboratory (Eil), 775
Mk Simpson Blvd, Idaho Falls, ID 83415-
0001, US

April 21, 2023
21 April 2023 ISAE Exam - PM
Session
10 Av. Edouard Belin, Toulouse 31400,
FR

April 24, 2023
24 April 2023 INCOSE
Knowledge Exam - EMEA
Workshop
Hotel Barceló Sevilla Renacimiento,
Avenida Alvaro Alonso Barba, Sevilla
41092, ES



4. Click “Select.” Ignore the date listed to the left of “Select.”
Acknowledge the statements and answer the required questions. Click “Next.”

Register for Exam

1 — 2 — 3 — 4
EXAM SPECIAL ACCOMMODATIONS ORDER DETAILS REVIEW ORDER COMPLETE

Online Exam

Online Exam Enrollment Sunday, December 31

By registering here, you will be sent the information required to schedule and pay for an on-line, proctored exam. Please allow for 5-7 business days to process your registration. Please acknowledge this by selecting “Yes.” *

No
 Yes

Please note: this link does not pay for the exam or schedule your exam. You will be sent an email within 5-7 business days to book the exam through the online proctor service, Examity/CMS. Each exam attempt is \$80 USD and is paid directly to the proctor service. For more information for the online exams, please visit: <https://www.incose.org/systems-engineering-certification/taking-the-exam>

Are you a current INCOSE SEP? Current SEPs are prohibited from taking the knowledge exam and may be banned from the certification program if they proceed with the exam. *

No
 Yes

If English is not your native language, you are eligible for extra time on the exam. Do you qualify for this? *

No
 Yes

If you have a health- or learning- related reason, you may be eligible for extra time. By selecting “Yes,” you may be asked to provide explanation and confirmation of your need. Do you qualify for this? *

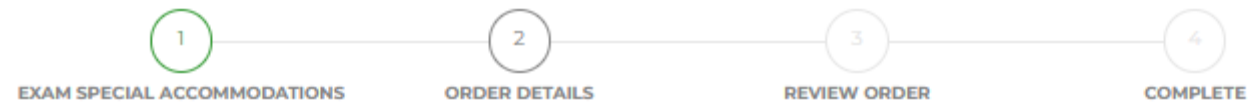
No
 Yes



“5. Click Next.”

Note: No payment is required in the INCOSE system. Within 5-7 business days, you will be sent a link to schedule your exam with CMS/Testwise. You will pay the proctor service when you schedule the exam.

Register for Exam



No payment is due at this time.

Back

Cancel

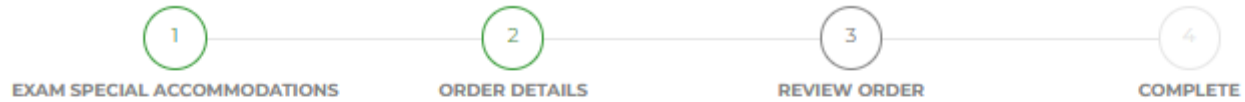
Next

INCOSE Online Exams



6. Click Process Order.

Register for Exam



Heads up! Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
Open Registration for Online Exams Fee	1	0.00 USD	0.00 USD

Subtotal:	0.00 USD
Shipping:	0.00 USD
Taxes:	0.00 USD
Less Discounts:	0.00 USD
Total:	0.00 USD

Payment Method:
No payment is required.

Payment Amount:
\$0.00

Back

Cancel

Process Order



7. Follow instructions in email to schedule and pay for your exam. This will be done through CMS/Testwise.



SEP Exam Costs

- Online: \$80 USD per attempt
 - Paid directly to the exam provider
- For more information, please visit: <https://www.incose.org/systems-engineering-certification/taking-the-exam>



SEP Application Costs

- ASEP:
 - \$180 application fee
 - Individual, Student, or Senior Membership required
 - Knowledge exam will also be an additional cost paid directly to exam provider.
- CSEP:
 - \$350 application fee
 - Individual, Student, or Senior Membership required
 - Knowledge exam will also be an additional cost paid directly to exam provider.
- ESEP:
 - \$630 application fee
 - Individual, Student, or Senior Membership required