

PTE Partners portal



Official
User Guide
2024



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Overview



Partnering with PTE has never been easier.

PTE Partners is a free web application designed to help you stay up to date with the latest English assessment news so you can support test takers. It makes referrals simple and give you access to plenty of useful content.

Don't miss out, join the thousands of agents already using this online portal to build their business and reputation.

This guide has been designed to provide you with everything you need to get started. You'll find an overview of PTE, a step-by-step guide to getting started and plenty of guidance on how to use the portal to support Test Takers.



The exam-booking portal has been a life-saver in terms of storing all the student data and saving time, without any glitches. And the incentives offered by Pearson are like the icing on the cake.

International Education Services & Consultancy



We are incredibly pleased with the Pearson Partners portal and its remarkable technology features which have enabled us to save a lot of valuable time. We are profoundly thankful to Pearson for giving us access to such an extraordinary platform.

Diamond Path Immigration



Introducing: Pearson Test of English (PTE)



Don't miss out – Join today free.

Pearson Test of English (PTE)

Pearson Test of English (PTE) is our flagship suite of English tests. Designed to get test takers where they want to go. Faster, fairer, and simpler, PTE is the 'worry-free' test of choice for test takers each year. PTE is widely accepted **globally** and is supported by plenty of resources to help test takers achieve their desired score.

Which PTE test is which?

PTE Academic

Accepted by 3300+ institutions for academic studies. This is the test to study overseas or for migration to Australia and New Zealand.

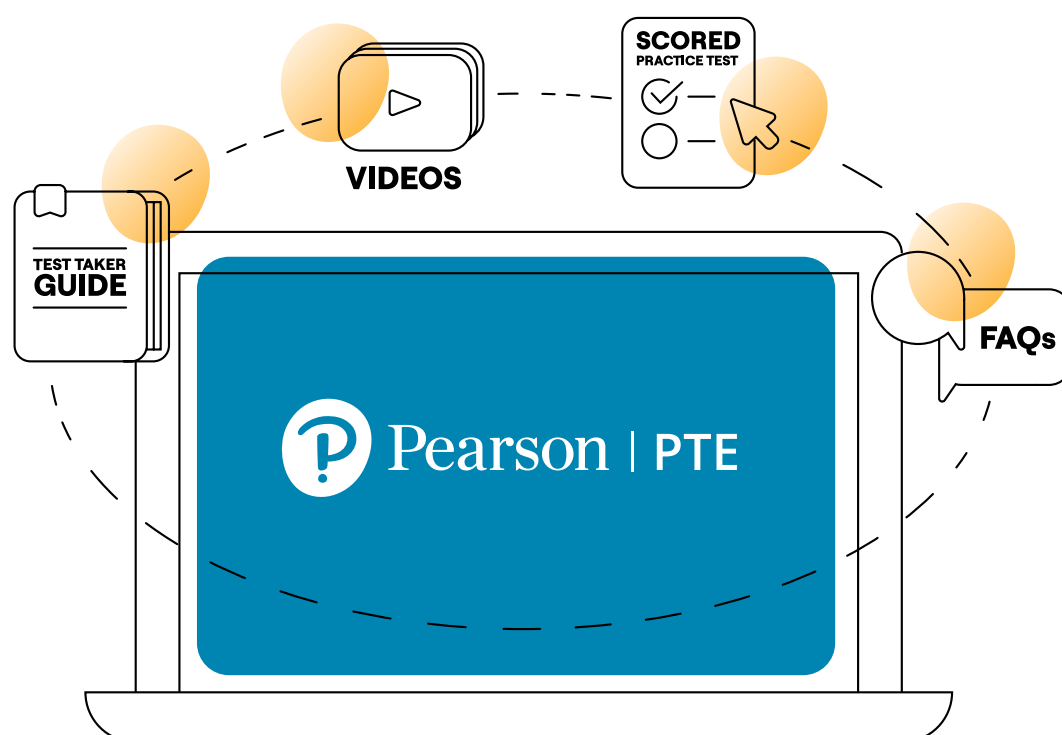
PTE Core

The test of everyday English approved for all work and migration visas to Canada, as well as Canadian citizenship.

PTE Home

For test takers looking to make the UK their permanent home.

There are three options to choose, depending on the visa being applied for.



The 'worry-free' English test

Taking an English test can be stressful and there's a lot of pressure on your test takers to get the scores they need. That's why we have designed our PTE English tests to take the stress out of English proficiency testing.

Here's how:

Faster



1. Go worry-free with one 2-hour test.
2. Celebrate results typically within 48 hours.

Fairer



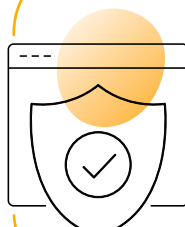
- No more biased English tests.
- Tried and tested technology which scores every test with precision.

Simpler



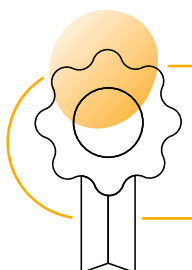
- One single test in one single appointment.
- Prepare with confidence and be worry free with a wealth of resources and support.

Trusted



- Our PTE tests are so widely accepted it would be quicker to tell you who doesn't accept them. Check out our up-to-date recognition list on our website [here](#).

Prepare with confidence



- An extensive range of resources to prepare test takers for their test. From scored practice tests to online courses - however they like to prepare we have got it covered.

Want to dive deeper into our technology?

- Watch our video on the role of AI in PTE [here](#).
- Find out how our automated scoring and algorithms [work](#).
- Want even more insight? Download our 'Scoring' White Paper [here](#).

3

What is PTE Partners?



Our free PTE Partners portal is your dedicated web platform designed especially for partners, to make booking tests on behalf of test takers faster and simpler.

- ✓ Allows partners to act on behalf of their clients at all stages of their PTE journey
- ✓ Makes referrals simple
- ✓ View booking numbers
- ✓ Purchase vouchers
- ✓ Complete additional training to become a 'Certified Associate'
- ✓ As a member you will receive monthly newsletters and invitations to exclusive webinars throughout the year

There are three key ways you can engage with test takers on PTE Partners

Booking on Behalf

Gives you visibility and control over all test bookings so you have the ability to provide a full registration service, including payment.

Referral Matching

The same visibility and control as Booking on Behalf, without the need to make payment and gather information.

Referral Link

A simple, light touch way of making referrals to test takers.

What can you do on the PTE Partners portal?

Add test takers

- ✓ Create a new test taker account
- ✓ Associate with an existing test taker
- ✓ Update test taker data
- ✓ Manage parent/guardian consent
- ✓ Access PTE Referral Link

Cancel or reschedule bookings

- ✓ Identify preferred test center
- ✓ Search for availability
- ✓ Pay
- ✓ Reschedule

Manage results

- ✓ Receive results
- ✓ Review results
- ✓ Assign results to institutions
- ✓ View Partner booking numbers

Ready to get started? – See section 4 to find out how to sign up.

4

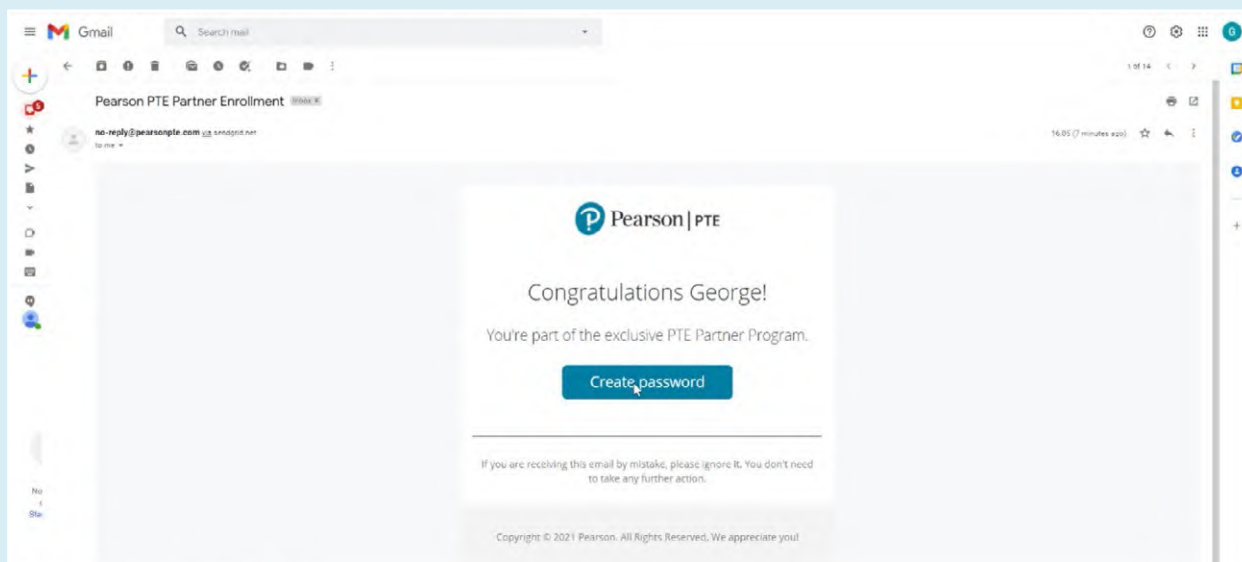
How to sign up



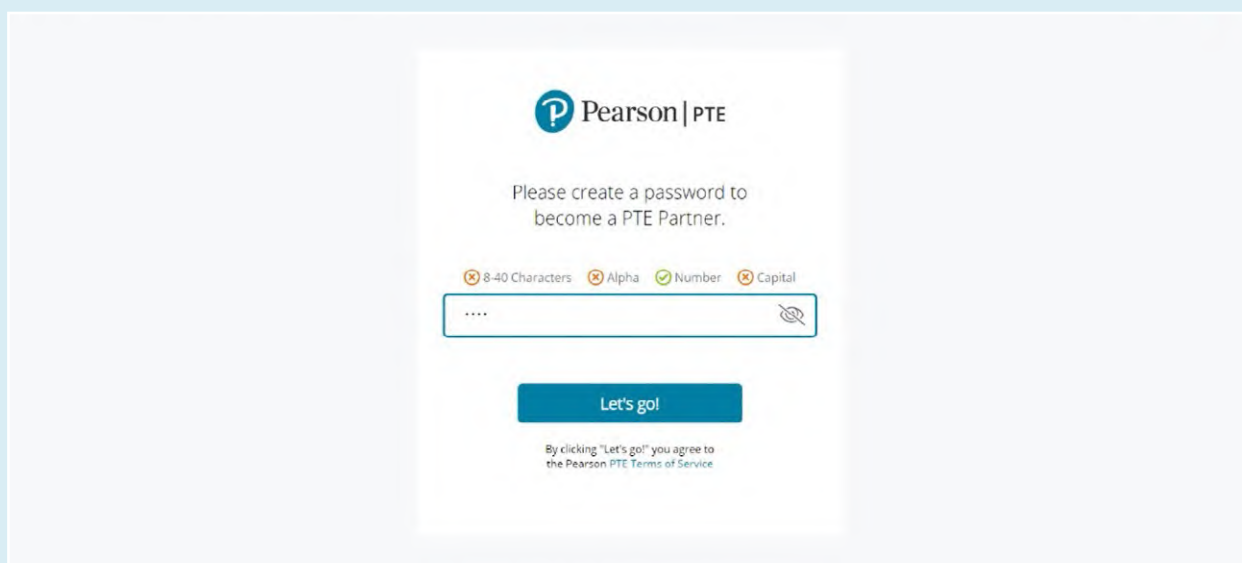
1. Invitation to create your account

First you'll receive an email from Pearson PTE. Click '**Create password**' to begin creating your account.

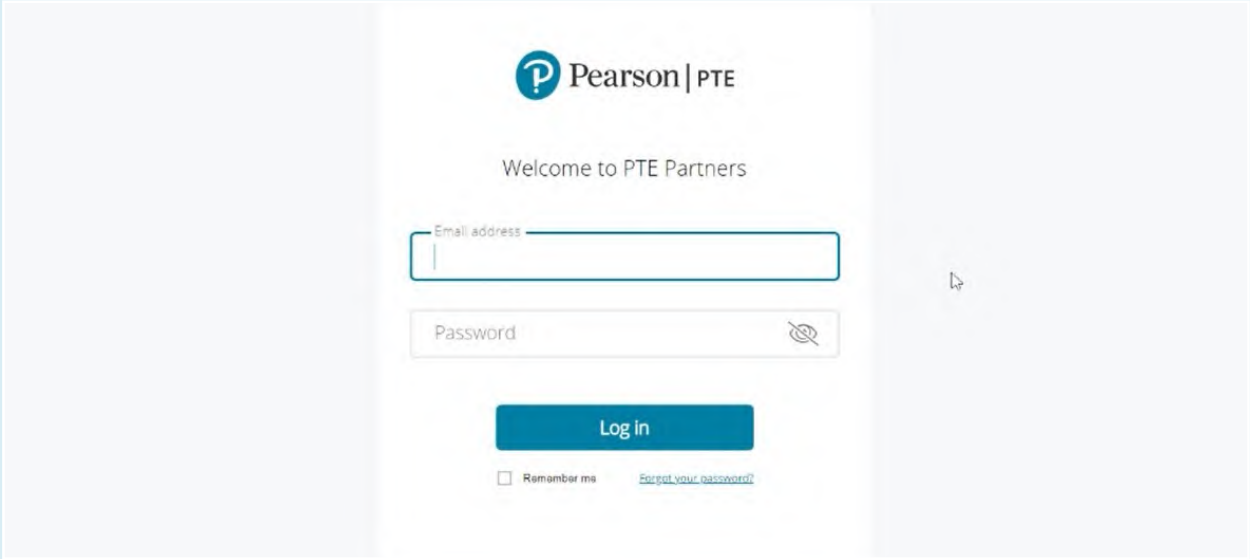
It is essential that you use a different email if you already have a myPTE or Score Report Website (SRW) account. We also recommend that you clear your cookie cache before entering the portal, although this is not essential.



- Set your password for PTE Partners. The acceptance criteria for the password will turn green and ticked when met.

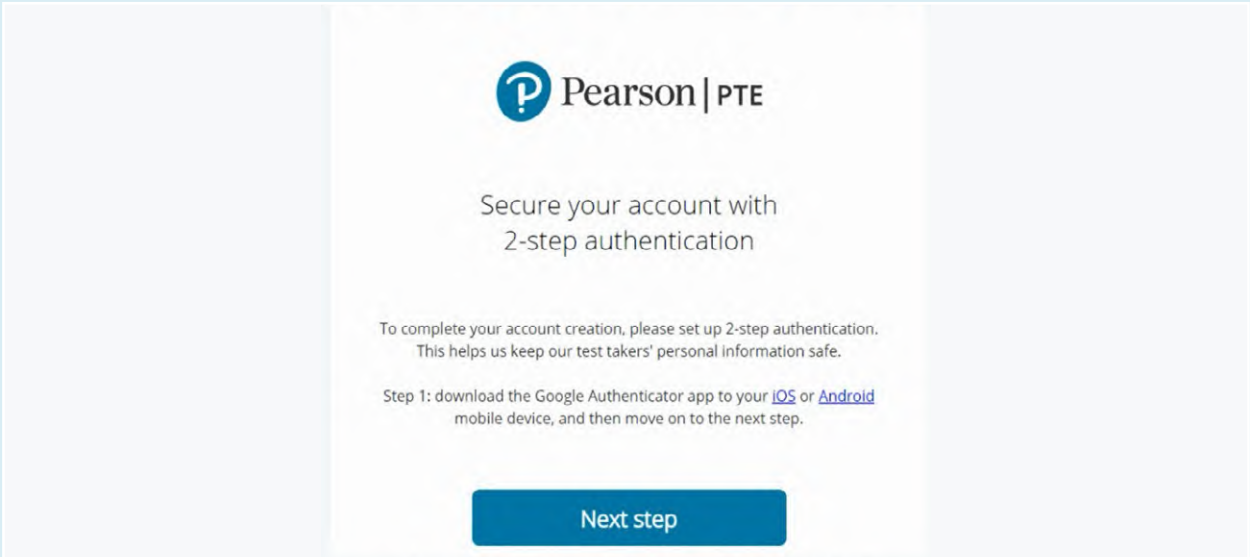


- Now sign into PTE Partners using your email address and the password just set.



The screenshot shows the Pearson | PTE login interface. At the top is the Pearson | PTE logo. Below it is the text "Welcome to PTE Partners". There are two input fields: "Email address" and "Password". The "Password" field has a toggle icon for visibility. Below the fields is a blue "Log in" button. At the bottom, there is a checkbox for "Remember me" and a link for "Forgot your password?".

- Set up multi-factor authentication (MFA). We recommend you use the Google Authenticator app, however there are alternative authentication services which would also work.
- To begin, download your chosen authenticator application, then click '**Next step**'.



The screenshot shows the Pearson | PTE 2-step authentication setup page. At the top is the Pearson | PTE logo. Below it is the text "Secure your account with 2-step authentication". There is a paragraph explaining the purpose of 2-step authentication. Below that is a step-by-step instruction: "Step 1: download the Google Authenticator app to your [iOS](#) or [Android](#) mobile device, and then move on to the next step." At the bottom is a blue "Next step" button.

- To set up the MFA for the first time, you will need to either scan the QR code or manually enter the code on screen into your authentication application.
- Sign in using MFA. You achieve this by visiting the MFA app you have just set up, and entering the code provided when requested during the sign in page.

MFA issues:

If you face issues with MFA, please view the workaround outlined below. In certain territories, including China, there may be some limitations with how the MFA app works. These may include:

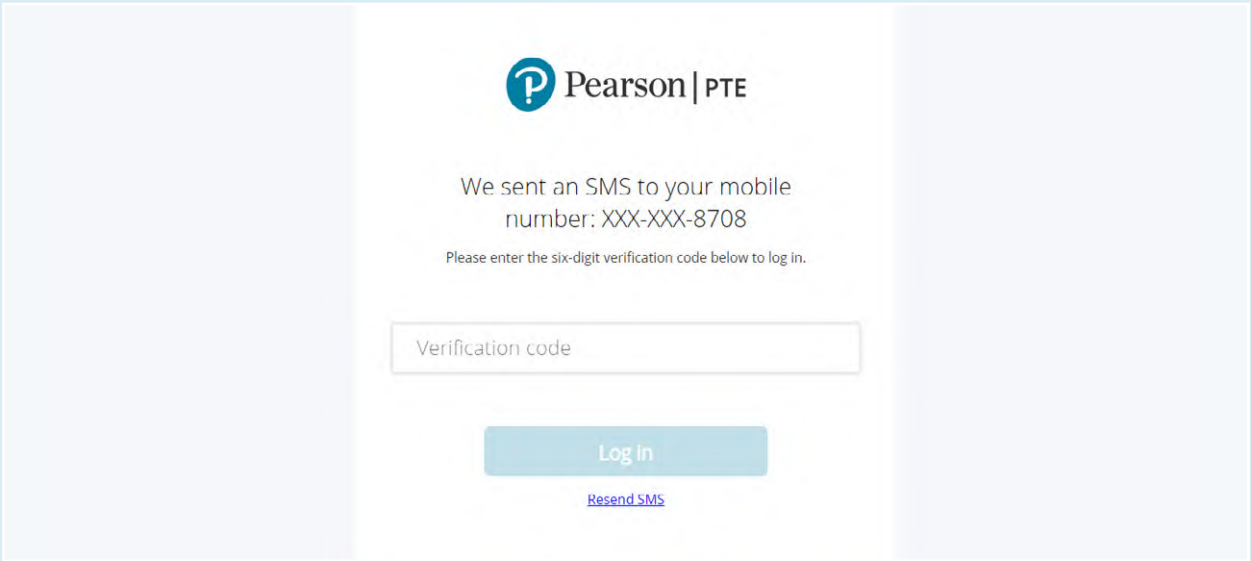
- registration of the authenticator app as a MFA method using push notifications doesn't work.
- phone sign-in can't be set up, as it requires the user to set up the app as an MFA method using push notifications, which currently don't work.

MFA workaround:

This workaround uses SMS to share the one-time code. To access this flow, users will need to click on the SMS link on the MFA page, which is underneath the QR code and the manual key.

Instead of using push notifications for MFA, users set up their authenticator app to receive verification codes on their device that they can use for MFA to verify their identity.

These verification codes are valid for 30 seconds and to use them, admins must enable the user to perform verification using Time-based One-Time Password (TOTP) verification codes.



Pearson | PTE

We sent an SMS to your mobile number: XXX-XXX-8708

Please enter the six-digit verification code below to log in.

Verification code

Log In

[Resend SMS](#)

- Set up your account as a Partner user by completing details of your head office. This is a compulsory step in completing your Partner account.

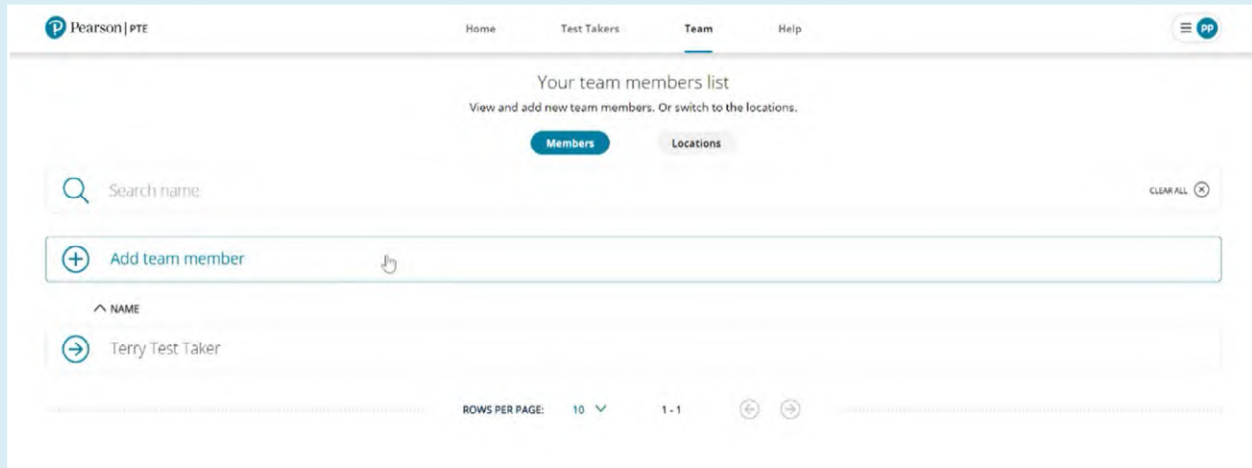
The screenshot shows the 'Create head office' form in the Pearson PTE Partners portal. The header includes the Pearson PTE logo and a user profile icon. The main heading is 'Welcome George Elliott - Partner User Guide 0.3c. This will be your head office.' followed by the instruction 'Please complete all the fields below. You'll then be able to add your first team member.' The form contains several input fields: 'Location name' (pre-filled with 'London'), 'Phone number' (with a red border and a red error message 'Phone number is required'), 'Address 1', 'Address 2 (optional)', 'Country', 'City', 'State/Province', and 'Zip/Postal code'. A blue 'Create head office' button is at the bottom.

- Once you have created your first location, you have the option to add your first team member. This step is not compulsory.

The screenshot shows the 'Add team member' form in the Pearson PTE Partners portal. The header includes the Pearson PTE logo and navigation links: 'Home', 'Test Takers', 'Team' (active), and 'Help'. The main heading is 'You've created your first location. Now add your first team member' followed by the instruction 'You may assign a team member to one or multiple locations.' There are two tabs: 'Members' (active) and 'Locations'. The form contains input fields for 'First name' (pre-filled with 'Terry'), 'Last name', 'Email address', 'Location' (pre-filled with 'London'), 'Country code', and 'Phone number (mobile)'. There are two buttons at the bottom: a blue 'Add team member' button and a grey 'Cancel' button.

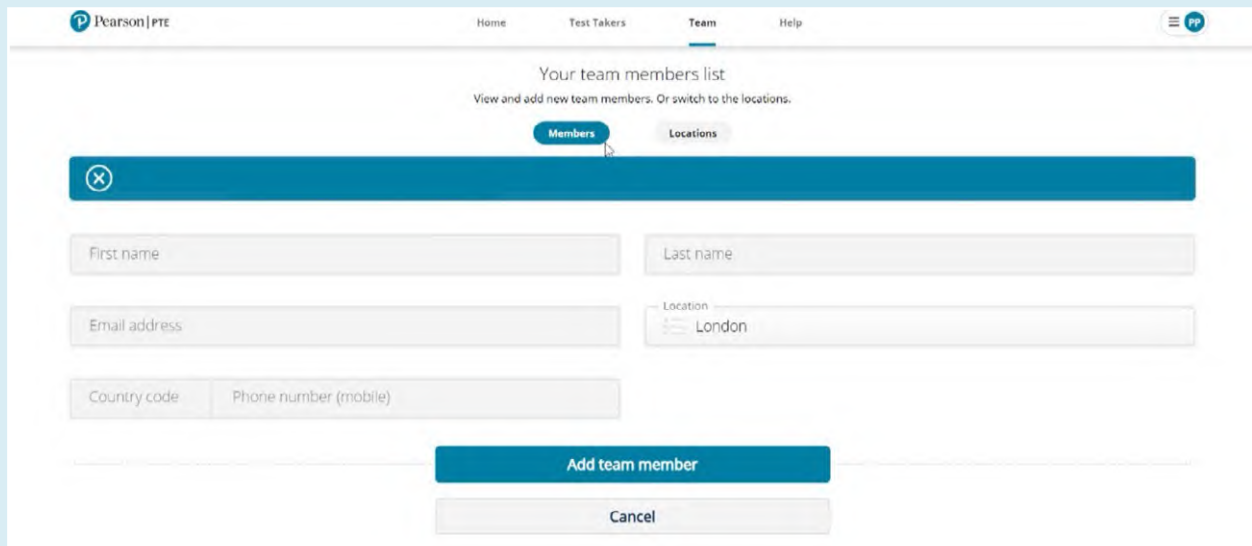
3. View existing and set up new Team Members and Locations

- You can view existing and set up new Team Members and Locations any time by clicking **'TEAM'** on the upper dashboard.
- To view your Team Member list, click **'Members'**
- To add new, click **'Add Team Member'**



The screenshot shows the 'Team' section of the Pearson PTE portal. The 'Members' tab is selected, displaying a list of team members. At the top, there's a search bar labeled 'Search name' and a 'CLEAR ALL' button. Below the search bar is a button labeled 'Add team member'. The list shows one member, 'Terry Test Taker', with a circular arrow icon next to the name. At the bottom, there are pagination controls showing 'ROWS PER PAGE: 10' and '1 - 1'.

- Fill in Team Member details.



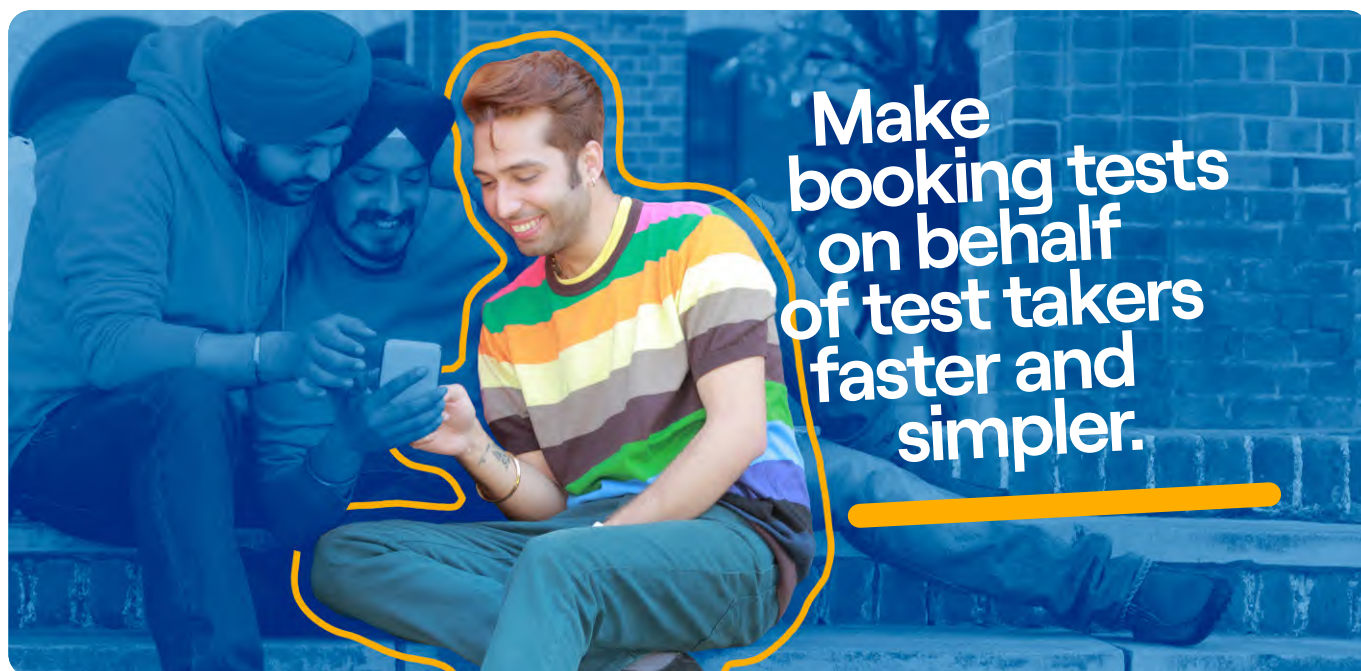
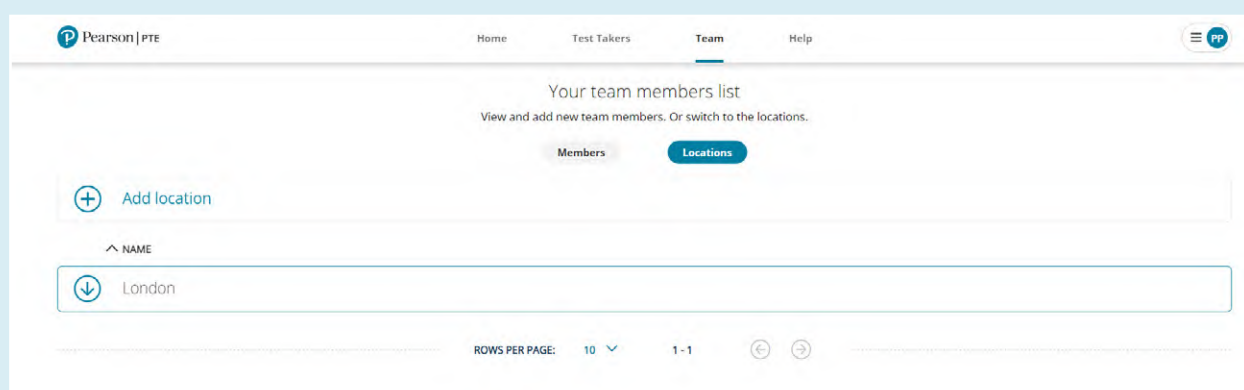
The screenshot shows the 'Add team member' form. It has a blue header bar with a close button (X). The form contains several input fields: 'First name', 'Last name', 'Email address', 'Location' (with a dropdown menu showing 'London'), 'Country code', and 'Phone number (mobile)'. At the bottom, there are two buttons: 'Add team member' and 'Cancel'.

- The location field will self-populate if you only have one head office location.

However, if you have multiple locations, you will need to associate a team member with one or more of those locations. In this circumstance, you'll see a drop down and you will have the choice of which of the locations you wish to associate this team member with.

Once the necessary fields are completed, click **'add Team Member'**. This will create a Team Member account. This Team Member will now receive a similar email to the one you did as a Partner. The Team Member will then be able to set up a password and multi-factor authentication.

- You can also view and manage your Locations from the **'Team'** tab.
- Click **'Locations'** to view your existing locations.
- To add a new Location, click **'Add Location'**.



There is now more than one type of PTE Partners user, to add more flexibility to onboarding users to the platform. These new roles are:

Partner Administrators

This user has the following abilities:

- Create and maintain Partner locations
- Create and maintain all Partner user types:
 - (Partner Administrators, Location Administrators and Team Members)
- View and maintain all the Partner's Test Takers (whatever the location)

Location Administrators

This user has the following abilities:

- Create and maintain Team Members for locations that they are assigned to
- View and maintain Test Takers for Locations that they are assigned to

Team Members

Existing Team Members can be promoted. Promotion is allowed from a Team Member to either a Location Administrator or Partner Administrator, and from a Location Administrator to a Partner Administrator. Only Partner Administrators can promote users, and users cannot be demoted to a lesser role.

- To do this, go to the '**Team**' tab, click on the Team Member you want to promote, and choose the new role you want to give them.
- After clicking '**Save user**', the Team Member will automatically be assigned to their new role.

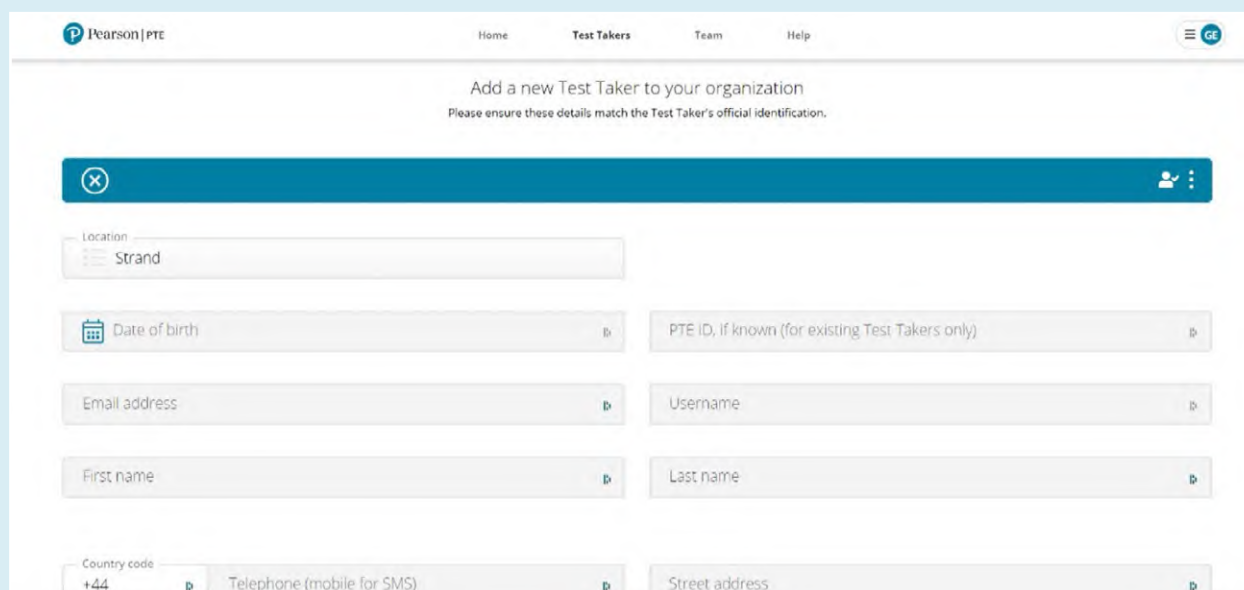
The screenshot shows a user profile form for 'William Franks'. At the top, there is a header bar with a close icon and the name 'William Franks'. Below this, the form is divided into two columns. The left column contains a 'Role' dropdown menu, which is currently open, showing three options: 'Team Member' (highlighted), 'Location Administrator', and 'Partner Administrator'. Below the dropdown is an email address: 'igniteproducts@customer-service@ps+1232@gmail.com'. The right column contains a 'Location' dropdown menu set to 'Dreams head office', a 'Last name' field with 'Franks', and two fields for 'Country code' (+1) and 'Phone number (mobile)' ((778) 564-2345). At the bottom of the form, there are two buttons: 'Save user' (in blue) and 'Cancel' (in grey).

4. Adding Test Takers

You can add Test Takers in two ways. The first is where the Test Taker is new to the system, and you will therefore need to create their account to set them up.

To enter a Test Taker manually:

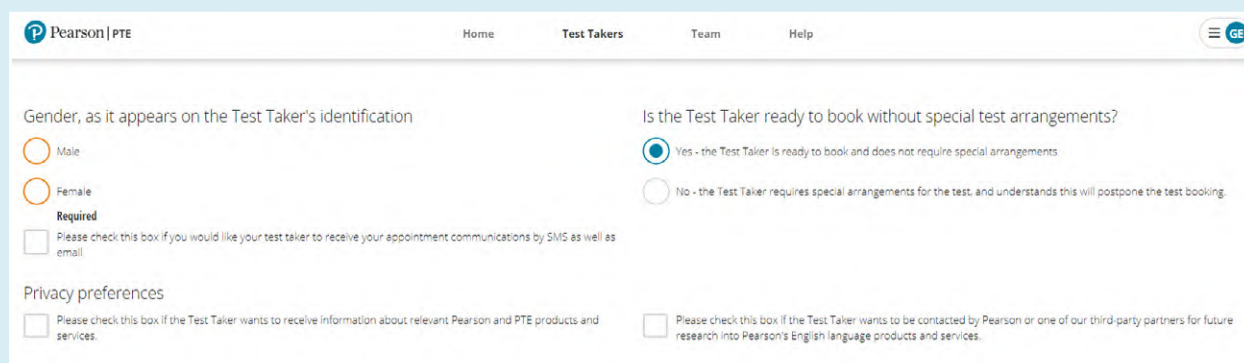
- First, click '**Add Test Taker**' on homepage
- Complete details of Test Taker



The screenshot shows the 'Add a new Test Taker' form in the Pearson PTE system. The form is titled 'Add a new Test Taker to your organization' and includes a note: 'Please ensure these details match the Test Taker's official identification.' The form fields are as follows:

- Location: Strand
- Date of birth: [Calendar icon]
- PTE ID, if known (for existing Test Takers only): [Text box]
- Email address: [Text box]
- Username: [Text box]
- First name: [Text box]
- Last name: [Text box]
- Country code: +44
- Telephone (mobile for SMS): [Text box]
- Street address: [Text box]

- You can tick the SMS opt in check box if you believe the Test Taker would like to receive important updates via SMS as well as email. By default, it is set to no.

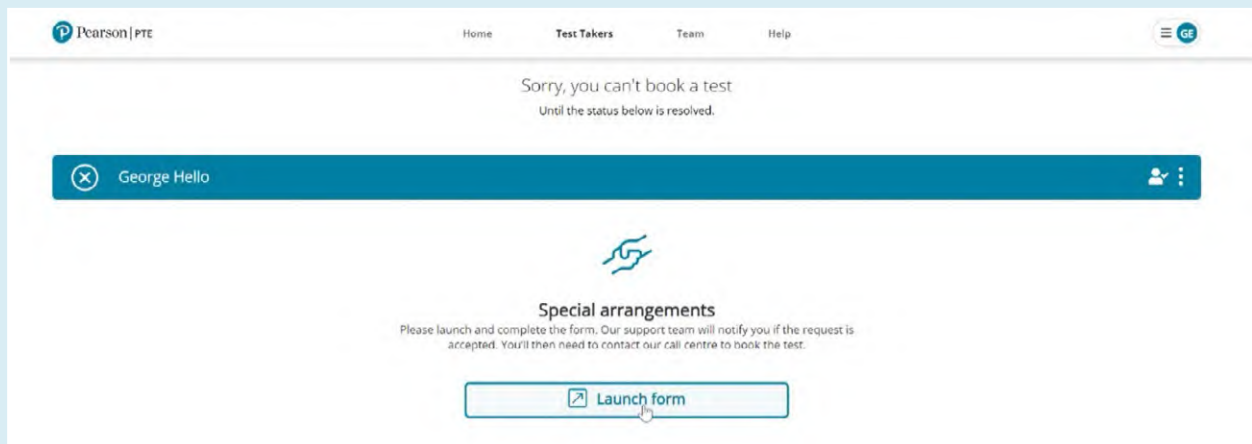


The screenshot shows the bottom section of the 'Add a new Test Taker' form. The form is titled 'Add a new Test Taker to your organization' and includes a note: 'Please ensure these details match the Test Taker's official identification.' The form fields are as follows:

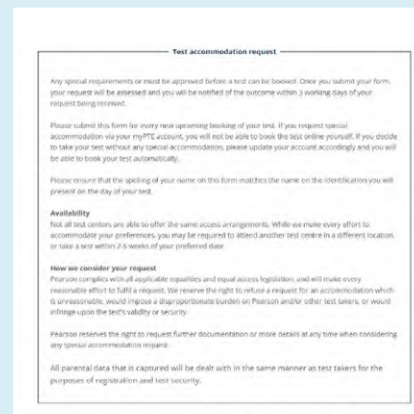
- Gender, as it appears on the Test Taker's identification:
 - ☐ Male
 - ☐ Female
- Is the Test Taker ready to book without special test arrangements?:
 - ☒ Yes - the Test Taker is ready to book and does not require special arrangements
 - ☐ No - the Test Taker requires special arrangements for the test, and understands this will postpone the test booking.
- Required:
 - ☐ Please check this box if you would like your test taker to receive your appointment communications by SMS as well as email.
- Privacy preferences:
 - ☐ Please check this box if the Test Taker wants to receive information about relevant Pearson and PTE products and services.
 - ☐ Please check this box if the Test Taker wants to be contacted by Pearson or one of our third-party partners for future research into Pearson's English language products and services.

- You can select when the Test Taker will need special accommodations or not.

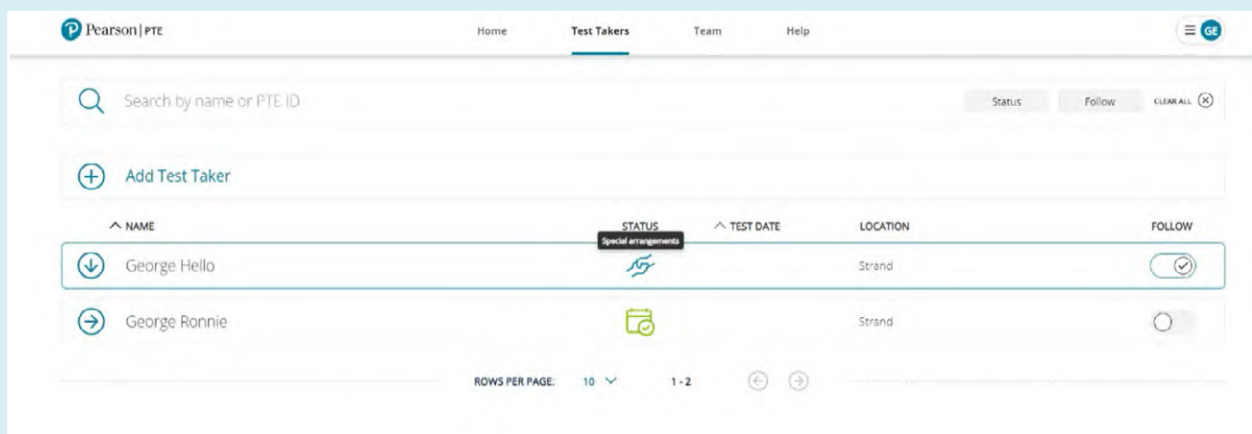
- If the Test Taker requires special arrangements, an additional step will be required. You will not be able to book a test for this Test Taker until the Test Taker completes and returns the special arrangements form. Click **'Launch form'**.



- Launch the **'Special arrangements form'**, which the Test Taker needs to complete and return.



- If the Test Taker requires accommodations, there will be a status in the Test Taker Grid to reflect this.



- You will also need to select the privacy preferences for the Test Taker.

Privacy preferences

☐ Please check this box if the Test Taker wants to receive information about relevant Pearson and PTE products and services.

☐ Please check this box if the Test Taker wants to be contacted by Pearson or one of our third-party partners for future research into Pearson's English language products and services.

Test Taker is under 18 and requires parental consent.

☒ Email ☐ SMS ☐ PDF

Parent or guardian email

Email address is required

Parent or guardian first name

First name is required

Parent or guardian last name

Last name is required

☐ Provide parental consent in Simplified Chinese

- If Test Taker is under 18, they require additional parental consent. A pop up will load at the bottom of the screen.
- To complete this step, their Test Taker's parent or guardian will need to grant their consent. This can be done via email, SMS or by downloading and reuploading a signed PDF.
- Test Takers can now provide parental consent in Simplified Chinese. This is available via PDF and email.



Parental consent

Test Taker is under 18 and requires parental consent.

☒ Email ☐ SMS ☐ PDF

Parent or guardian email

Parent or guardian first name

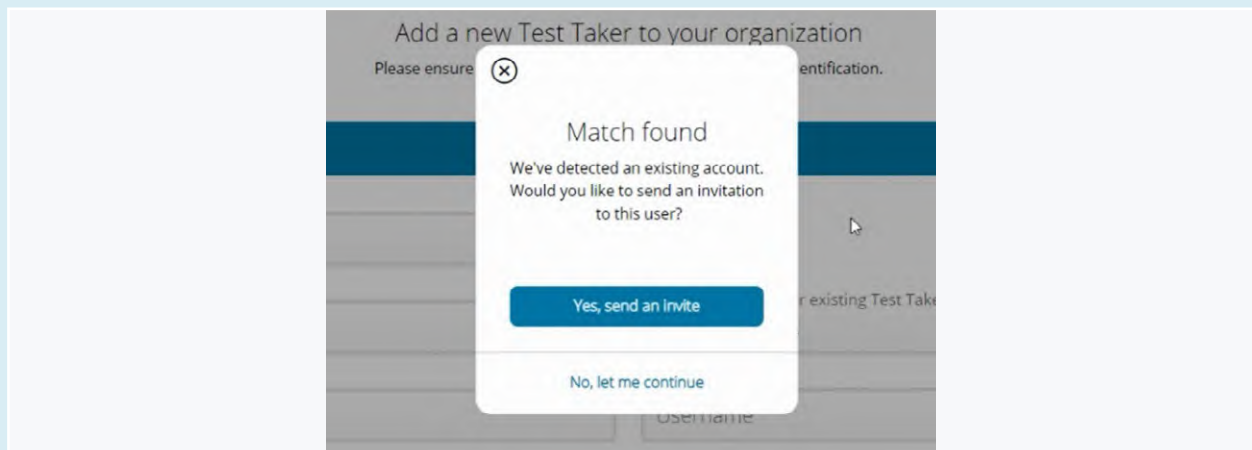
Parent or guardian last name

[Resend consent](#)

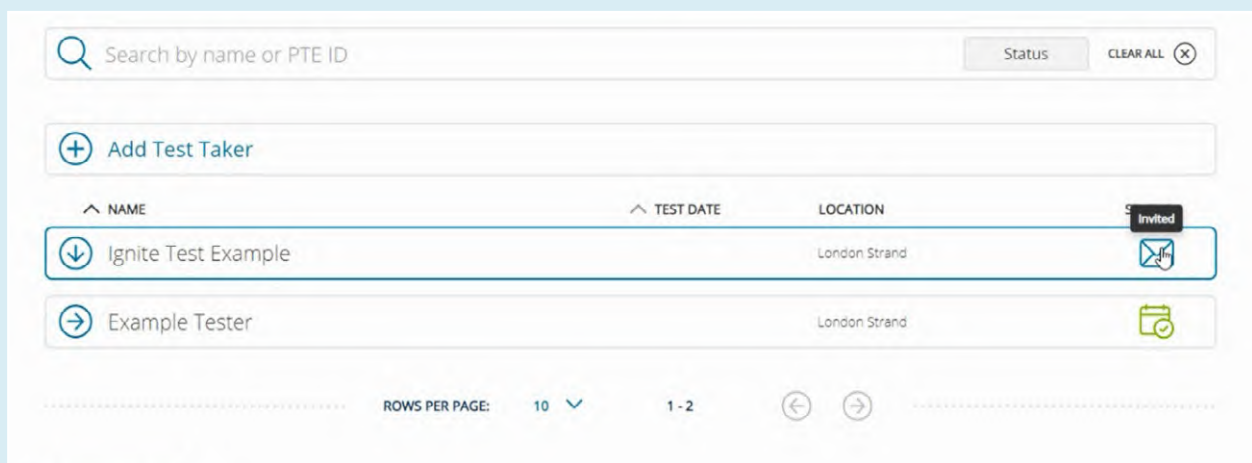
5. Associating with Test Takers

The second way to associate with a Test Taker is by associating with their existing account. To do this, you will need to know their PTE ID. You can locate their account from two places.

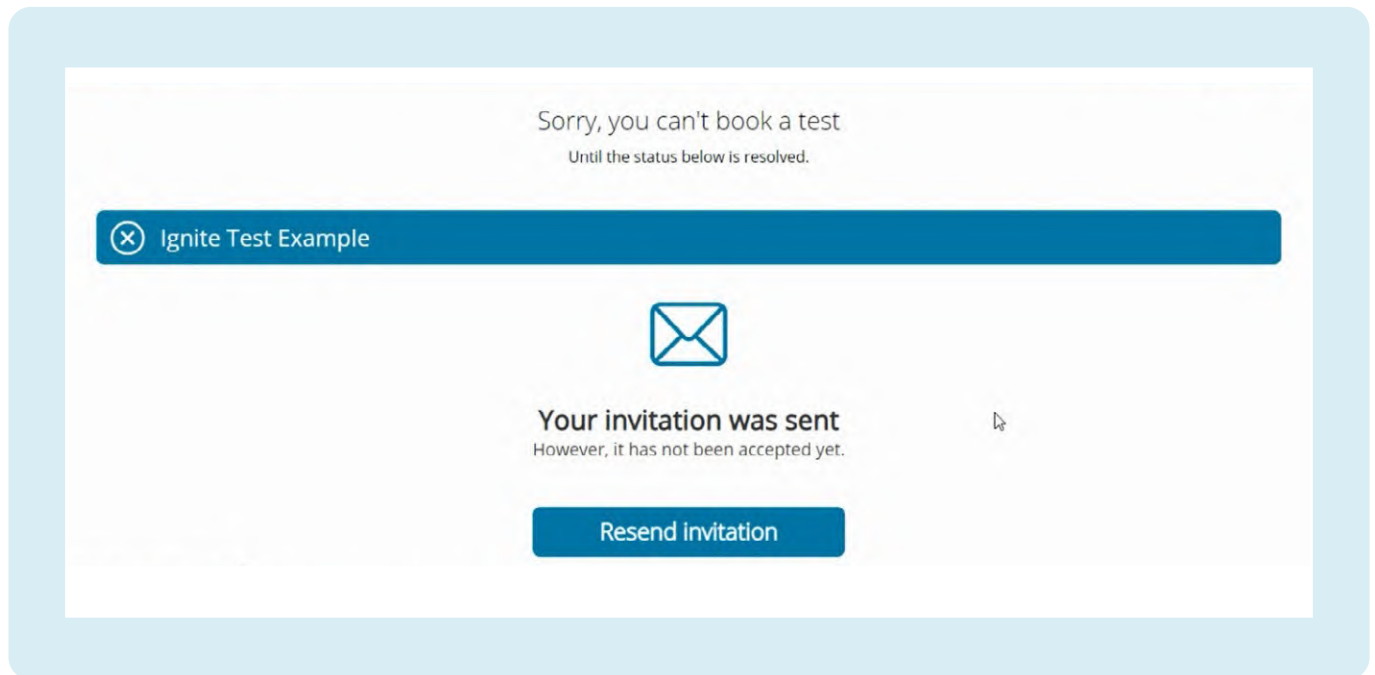
- The first is when you are setting up a new account. There is a field which asks you to enter their PTE ID. If you do and the PTE ID you enter matches with an existing account, you will be asked whether you wish to send an invite to this Test Taker, rather than creating a new account.



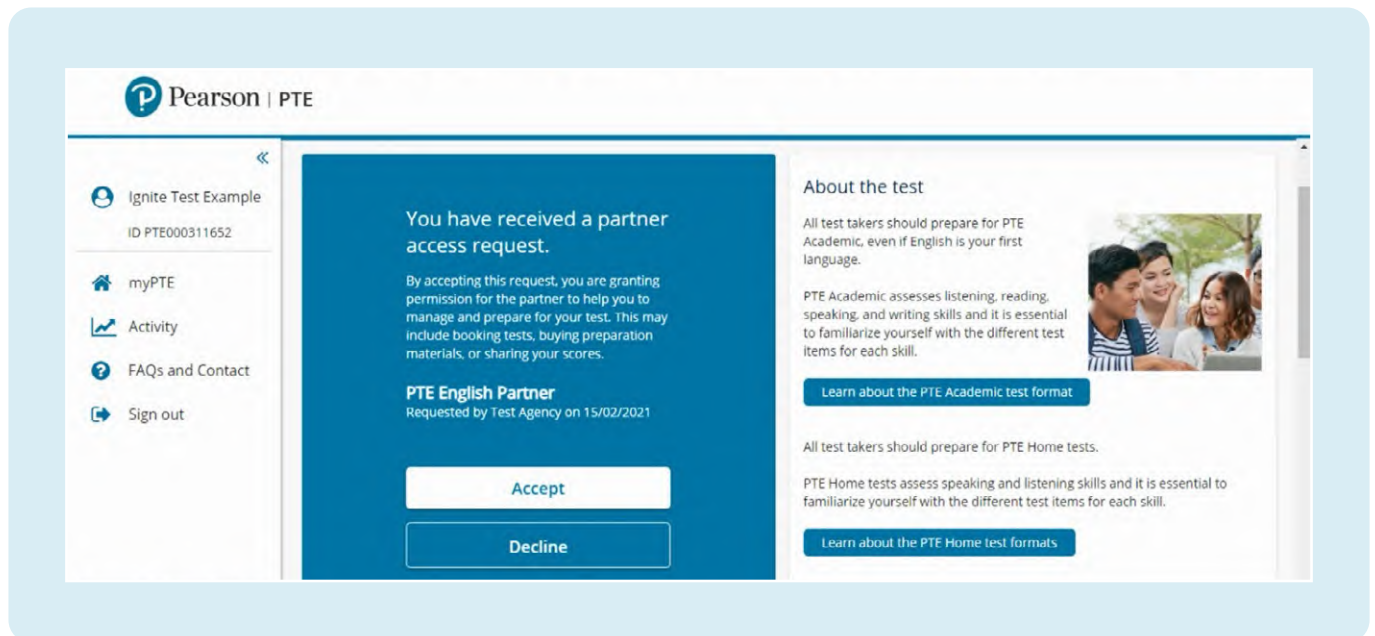
- The second is by searching for their PTE ID from the **'Test Taker'** tab.
- If you search for them using their PTE ID, you can invite them to associate with you. You will see that the Test Taker has been invited via hovering above the icon on the right-hand side.



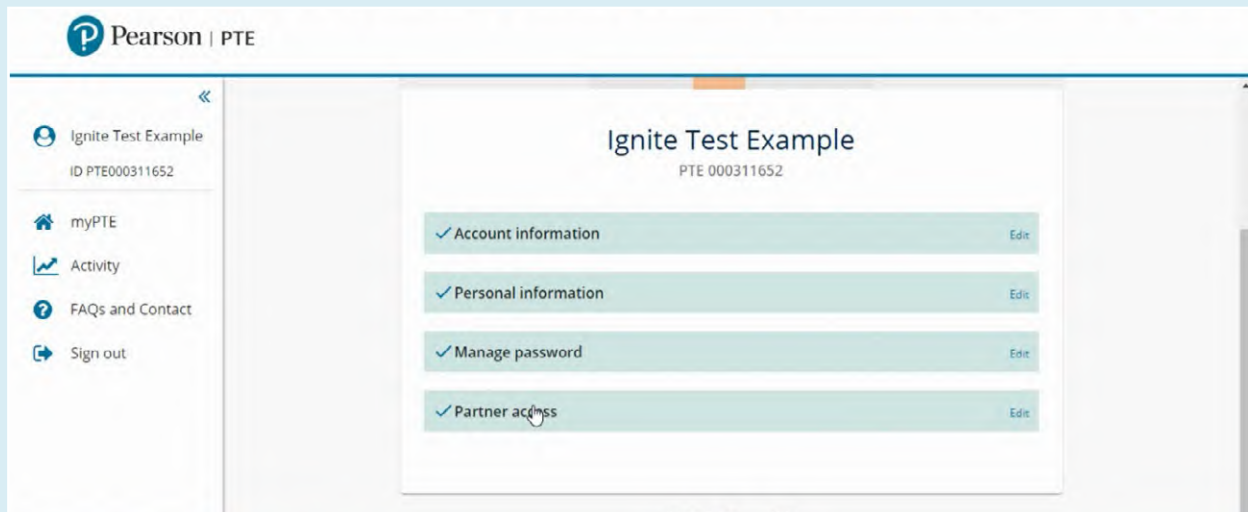
- You will not be able to book a test until the invitation is accepted.



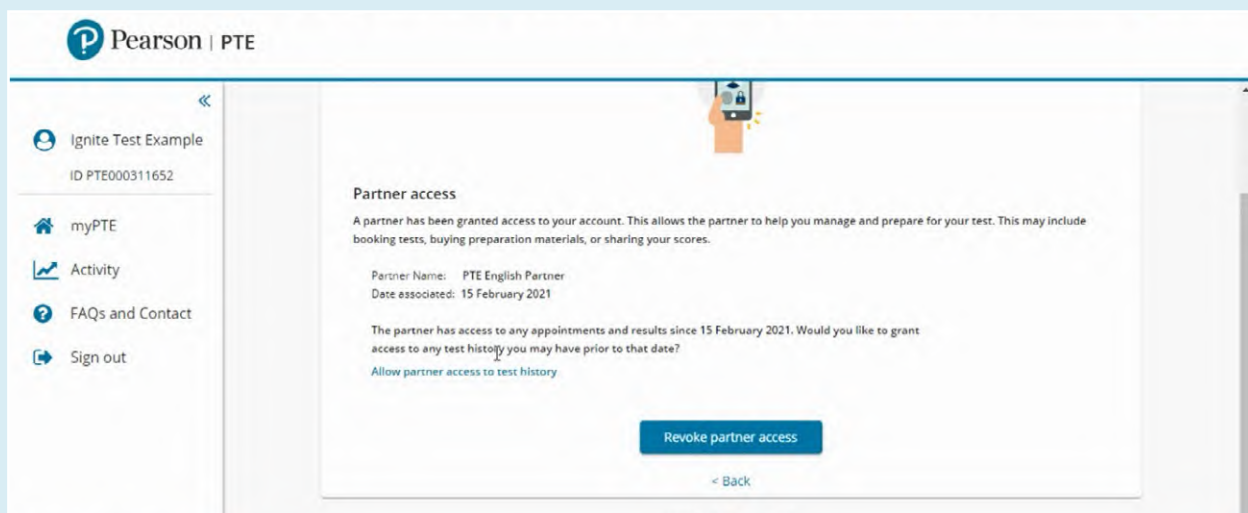
- Beneath is example of what the Test Taker's PTE Homepage will look like after receiving a request. They will have the option to accept or decline.



- To enable the Partner to access previous test results, the Test Taker will need to approve this in their account. From their settings they will need to edit Partner access.



- From here they will have the choice to allow Partner access to test history or to revoke Partner access.



- Once the Test Taker has accepted this request; it will be reflected in the Partner's homepage by the **'Ready to book'** icon.

NAME	STATUS	TEST DATE	LOCATION	FOLLOW
George Hello			Strand	☒
George Ronnie	Ready to book		Strand	☐

ROWS PER PAGE: 10 1 - 2

2. Dashboard (Homepage)

- There is a dashboard titled **'Home'** which users land on after they have set up their account.

Welcome

Check test availability

Find PTE test centres and see all available appointments - no booking required.

Pearson Test of English

Check availability

Buy test vouchers

Ideal for clients who can't book a test with a credit card. Get a discount on all bulk purchases.

Buy vouchers

Test booking data

Location: All locations

Start date: 14 January 2023 to End date: 18 February 2023

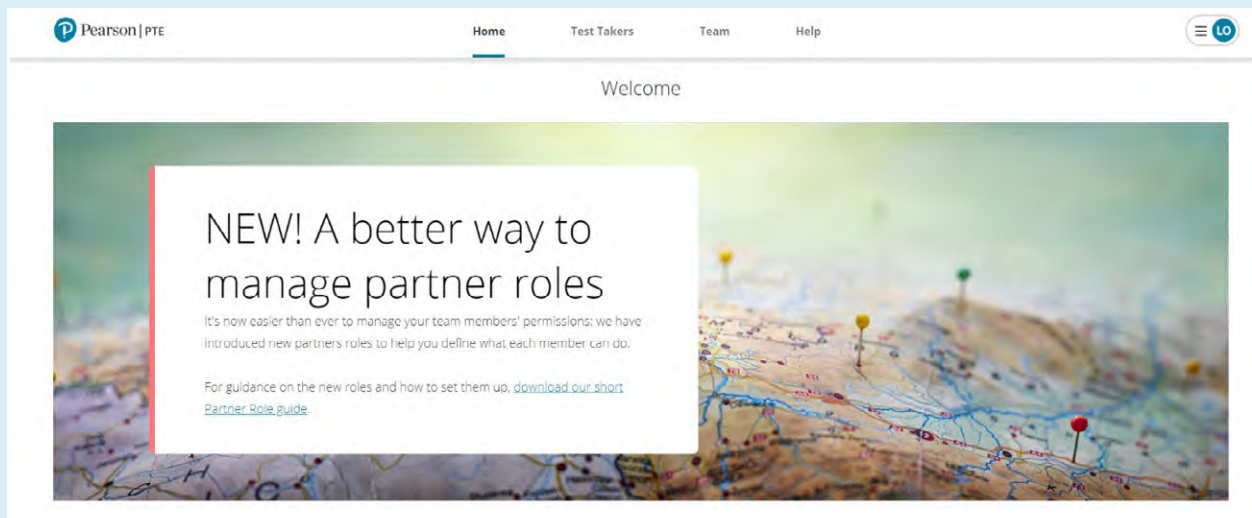
Show results

Access Certified Associates training

To promote your partnership with Pearson through our Certified Associates resources, you need to complete your free Certified Associates training.

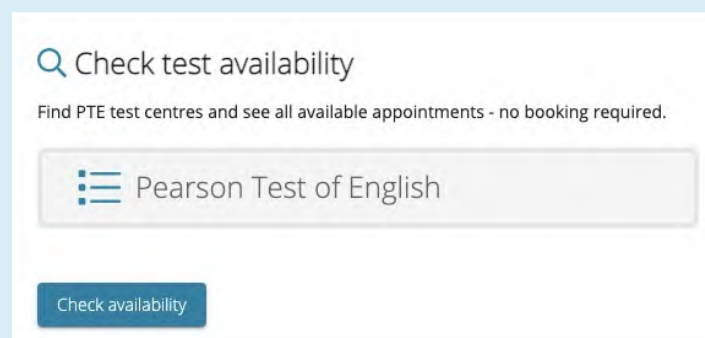
Complete training

- Occasionally, dashboard banners will appear. These will be used to broadcast essential information. Most often, this will broadcast any update which might affect upcoming appointments, and to explain new features on PTE Partners.



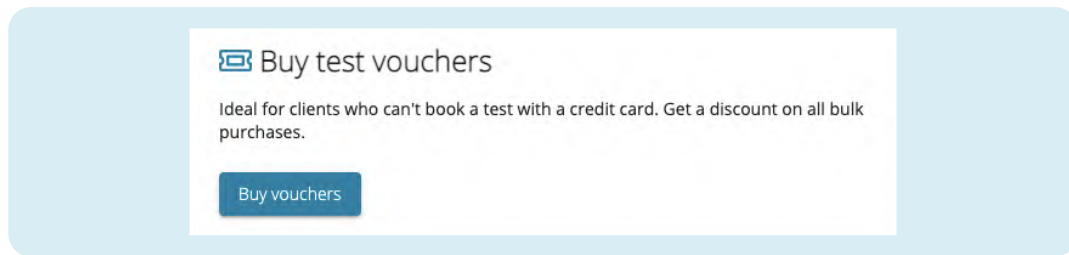
Test Availability Search

- The first card on the dashboard allows for Partner Administrators and Team Members to check for appointment availability at a specific Test Center. Once a test is chosen, the user can select the 'Check availability' button. You can then search for up-to-date test availability across all Test Centers, and once a Test Center is selected, view appointment availability there.



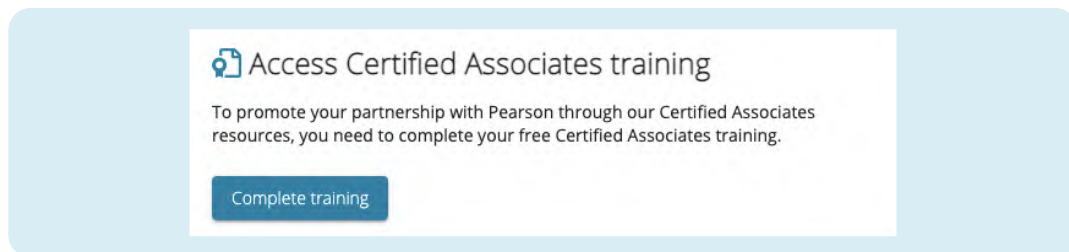
Purchase vouchers

- The '**Buy test vouchers**' dashboard card allows Partner Administrators and Team Members quick access to purchase test vouchers.



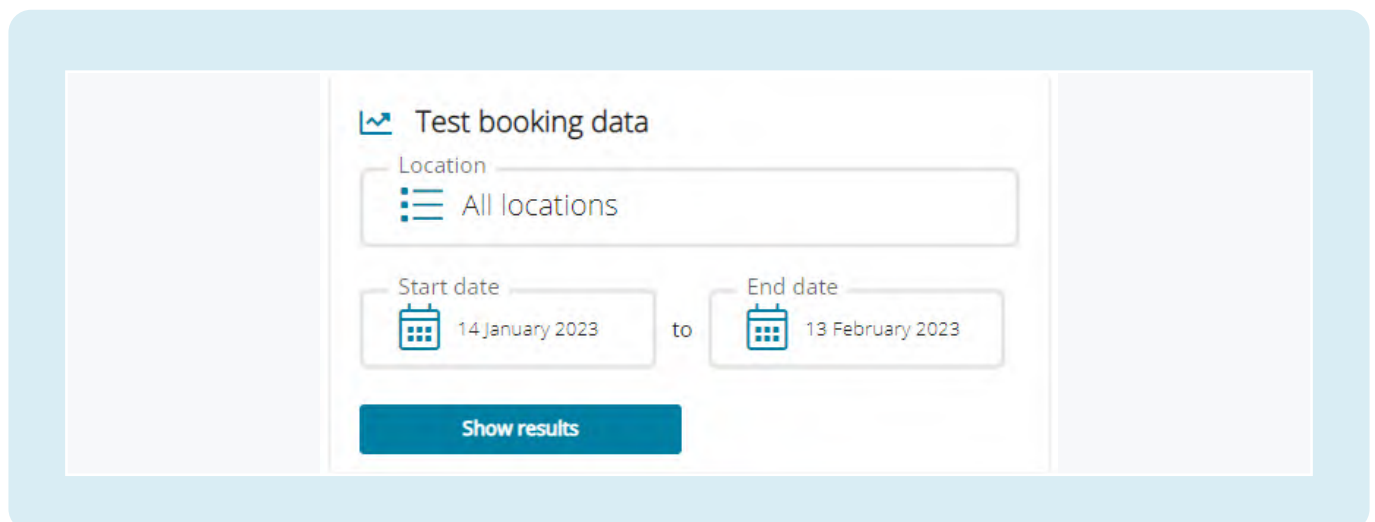
Access Certified Associates digital training

- Selecting the '**Complete training**' button will navigate Partner Administrators and Team Members to the PTE Academic Certified Associates Program page. From here they can begin to access or complete the Certified Associates training program.



Partner booking data

- Partner Administrator and Location Administrator can now view associated Test Takers' booking data.
- Partner Administrator can view data for any and all Locations.
- Location Administrator can view data for any and all of their assigned Locations.
- Users can set the date parameter up to a maximum of 30 days apart.
- Team Members cannot view this functionality.



6. PTE Referral Link

What is the PTE Referral Link?

Every Partner will be able to access a unique URL link or QR code from their account, which they can send to Test Takers to refer them to PTE. The referral will be completed based on the following criteria:

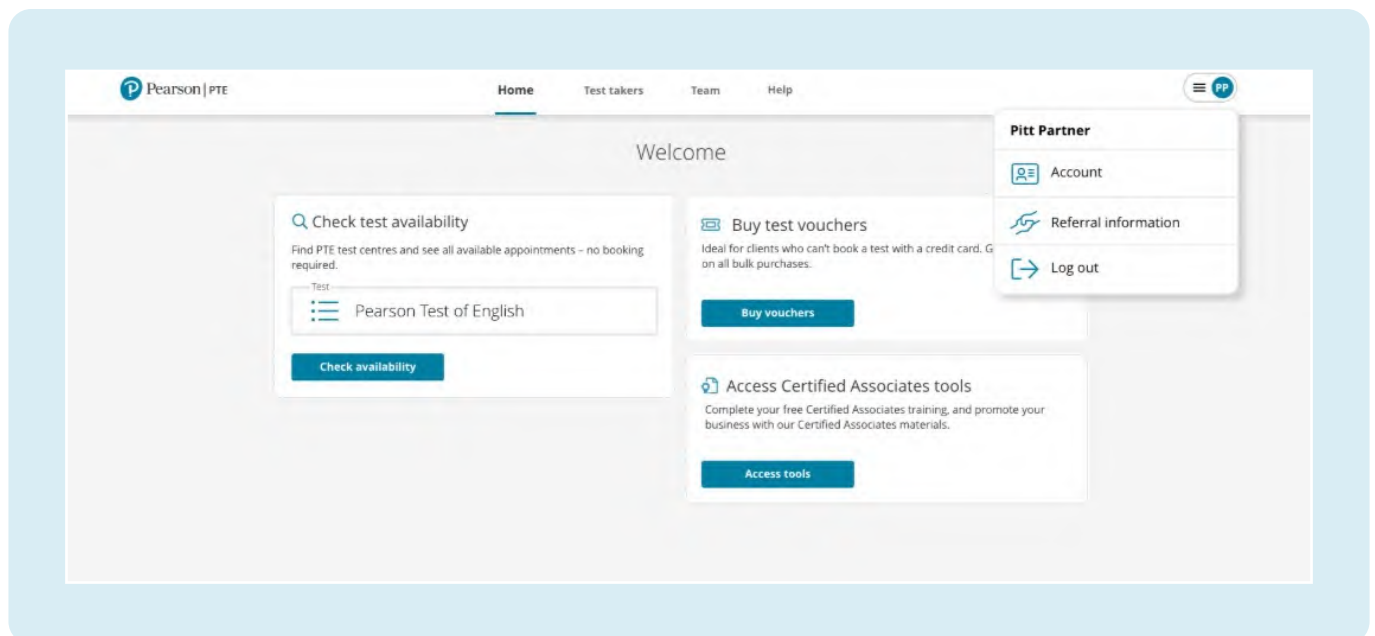
- the Test Taker is new and does not have an existing PTE account
- the Test Taker books and sits a test
- the Test Taker does not associate with another Partner before booking

Partners can use this new 'PTE Referral Link' alongside the existing ways of booking Test Takers.

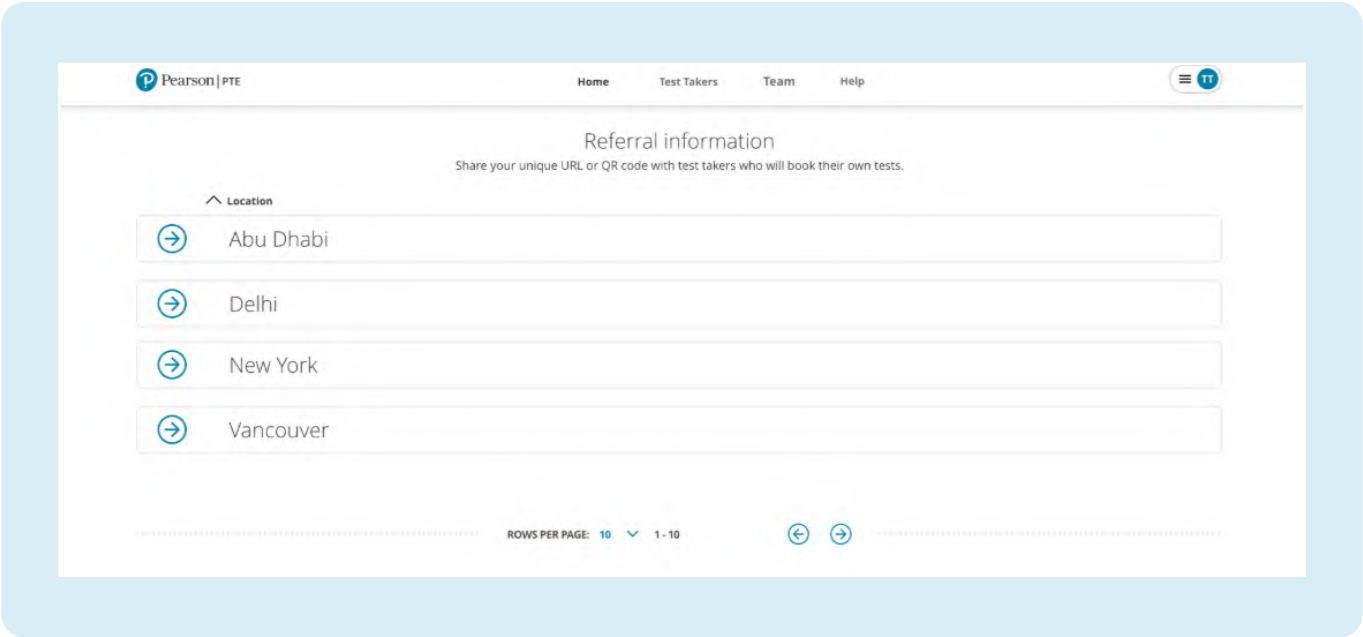
Please refer to your local Pearson Representative to see how the Referral Link fits into any existing incentive schemes in place in your region.

How it works:

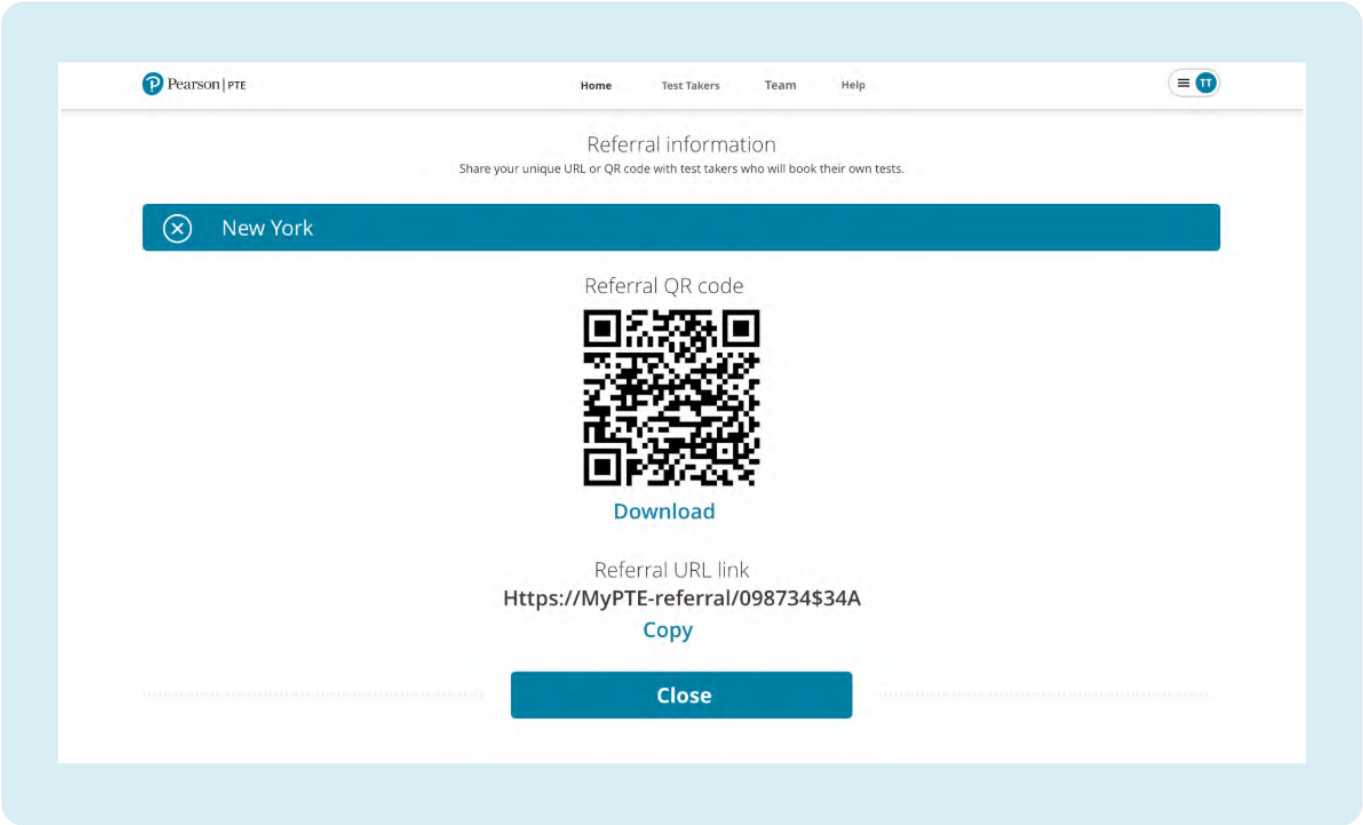
- Click on the menu at the top right of your account to see the new '**Referral information**' option.



Team Members and Location Administrators will see locations they are associated with, whereas Partner Administrators will be able to see all locations of their Partner.



- By clicking a location, you will access the QR code and URL link for that location

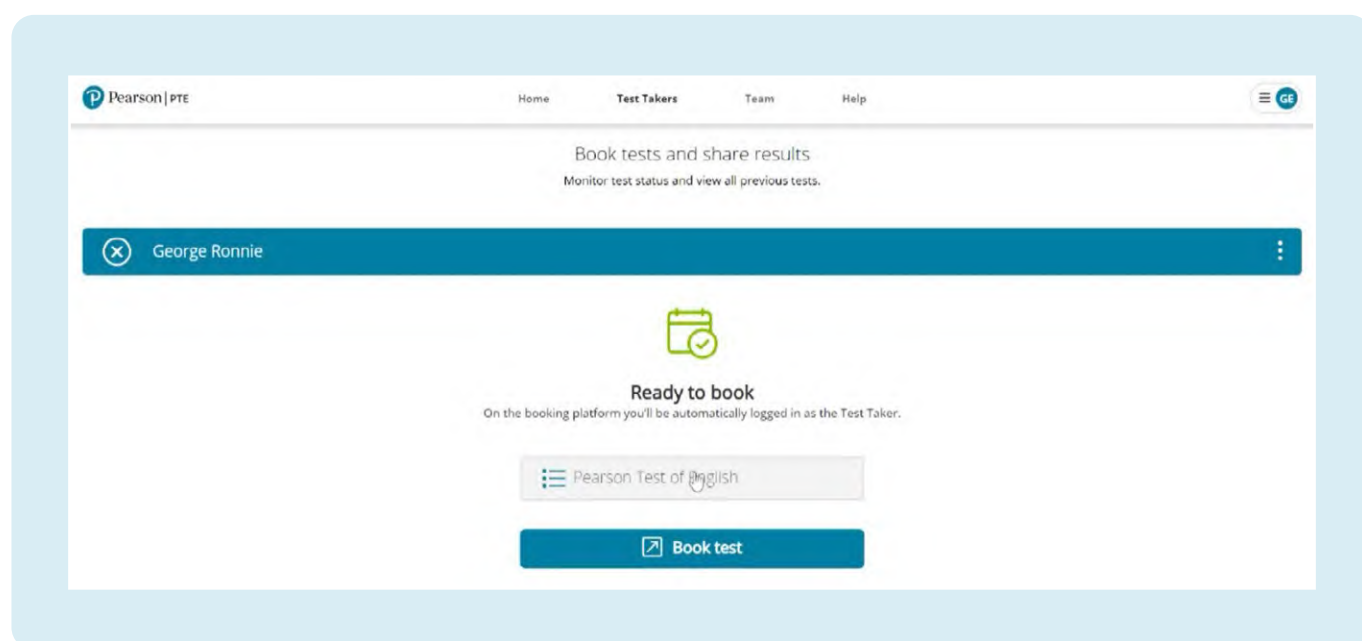


The QR code or link can be shared with new clients. When clicked or scanned, the client will be taken to the PTE Academic website sign up page and prompted to create their own myPTE account. After the client schedules and sits their exam, the booking will be marked as a Referral Link booking linked to your organization.

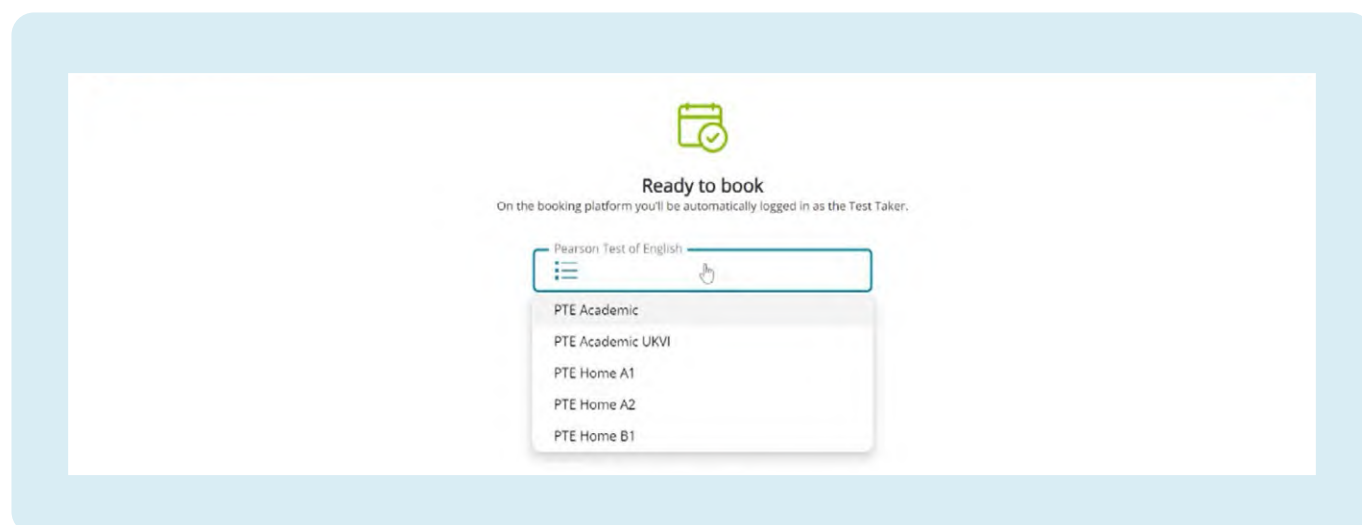
You can create one unique PTE Referral Link to use across your entire organization, or create individual links for each location your organization operates in.

7. Book a test

- To book a test for a Test Taker, head to the Test Taker grid by clicking the **'Test Takers'** tab.
- Click **'Pearson Test of English'** to view the portfolio of tests.



- Choose the suitable test



- Complete booking questions. Dependent on the test, the questions may differ slightly.

Booking questions

PTE-A: PTE Academic
Language: English

Please answer the following questions from the point of view of the test taker. Required information is marked with an asterisk (*).
Enter information on this page in the Roman alphabet. (Alphanumeric)

*What language do you speak mostly at home?

***Your identification document**
 You must bring a valid ID on test day. If you don't have a passport, please read our [ID Policy](#) to see if we can accept your ID.
☐ I have read the ID Policy and understand I can only take the test if I bring a valid ID on the day.

If you have been asked to provide a code or reference number, enter it here:

***Sharing of data**
 I agree that Pearson may share my score report, personal details and other information about my test with relevant immigration authorities when they are used in a visa application process or where there is a reasonable suspicion of testing malpractice or fraud.
☐ I agree

***Terms and conditions**
 I agree to the terms and conditions in the PTE Academic Test Taker Handbook in effect at the time I take PTE Academic, including without limitation those related to testing, score cancellation, examinee misconduct, test irregularity policies and confidentiality of the test.
☐ I agree

To support my visa application, I consent to Pearson sending my score to:
☐ I consent to my score being allocated to Department of Home Affairs (Australia)
☐ I consent to my score being allocated to Immigration New Zealand (New Zealand)

- Read and agree to PTE's policies on behalf of the Test Taker.

Agree to PTE policies

PTE-A: PTE Academic

PTE policies

Admission Policy

On Test Day
 We know that any test can be a stressful experience, but you can reduce your anxiety for PTE Academic by successful preparation and learning what to expect on test day.

Be on Time

- We urge you to arrive 30 minutes before the start time of your test. On arrival you will need to complete the necessary sign-in procedures. Additional rules and instructions are also given before the start of the test.
- If you are late you may be denied entry to the test center and your test fee will not be refunded.

Bring Correct Identification

- You must provide your **valid, non-expired ID** to sit for PTE Academic. **Please note, that passport is the only acceptable form of ID in most countries.**
- The name on your ID must exactly match the name used when booking the test.
- If you do not have your passport due to an ongoing visa application, you will need to request it back in order to present on the day of your test.
- If you do not have a passport, please review the ID requirements as you may be able to provide an alternative form of identification. [Learn more.](#)
- For security reasons, non-matching or expired ID will prohibit entry to the test center. Test takers that fail to provide acceptable ID, or ID that matches their booking, will be turned away at the test center and will forfeit their test fee.

At the Test Centre

- You must read and agree to the 'PTE Academic Test Taker Rules Agreement' which will be provided to you when you arrive at the test center.
- The Test Administrator will check your identification and take your photograph, palm vein scan and signature.
- We kindly remind you that personal items are not allowed into the testing room including bags, books, notes, mobile phones, papers.

- Find an appointment. To start, set your location. If you have allowed Pearson to access your location, this will automatically be loaded.

Find an appointment

PTE-A: PTE Academic

81 Strandington, Londinium, United Kingdom

Search Advanced

Helpful hints:

- When you select your appointment time, double-check the time format and time zone to avoid confusion, as some exams support delivery nearly 24 hours a day. For example, depending on the time format you prefer, note whether you have chosen an early morning (1:00 AM) or midday (13:00 or 1:00 PM) appointment.
- Time format and time zone display use default settings but can be adjusted to your personal preference.

CTT - PLT Testing Center 2
0.7 mi
One90 High Holborn
London
WC1V 7BH
United Kingdom

Select a date for appointment times

CTT - PLT Testing Centre 3
0.7 mi
One90 High Holborn
London
WC1V 7BH
United Kingdom

Select a date for appointment times

- Choose a suitable test (location, date, time) and click book.

zTest Lab - Config 180 - Tom G
1.1 mi
750 Market Street
San Francisco, California 94105
United States

Select a date for appointment times

zTest Lab - CTT - KT Test Center
24.2 mi
4040 Campbell Ave
Menlo Park, California 94025
United States

Select a date for appointment times

Phony Automation Test Center
761.7 mi
407 Main Street
Butte, Montana 59407
United States

Select a date for appointment times

zTest Lab - PTE CTT Lab
775.6 mi
Unit 23 8762 Blueridge Drive
Sumas, Washington 98295
United States

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

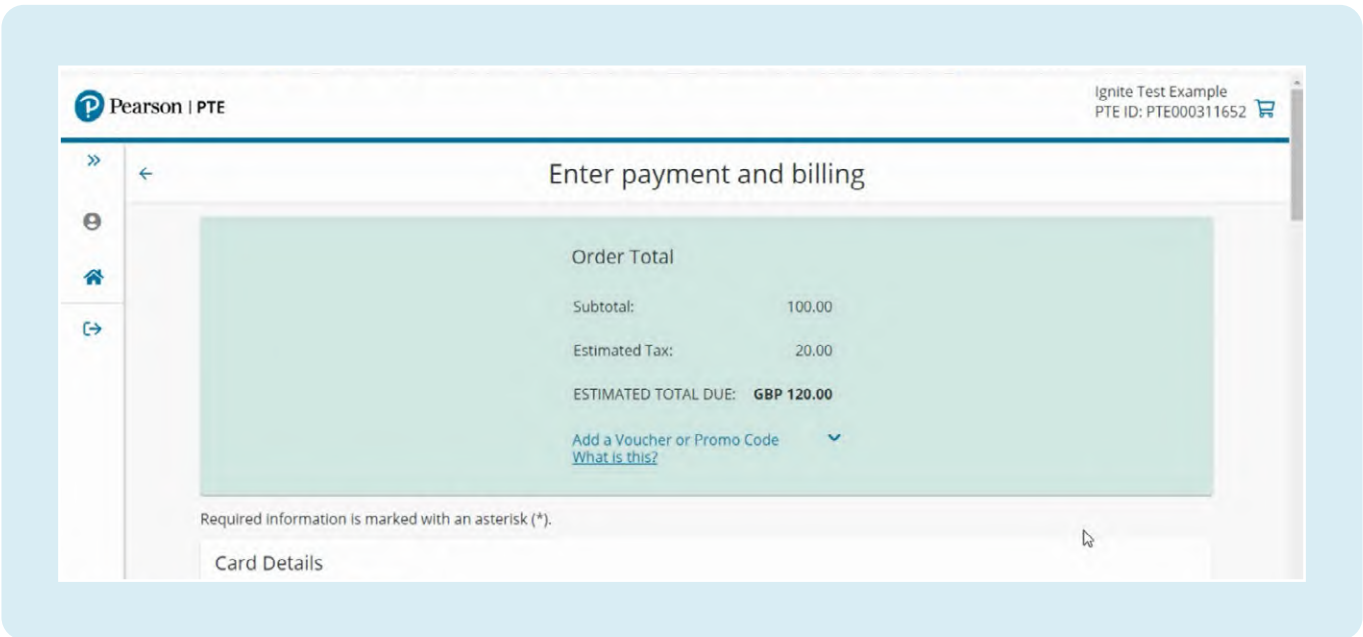
7:00 AM

Book

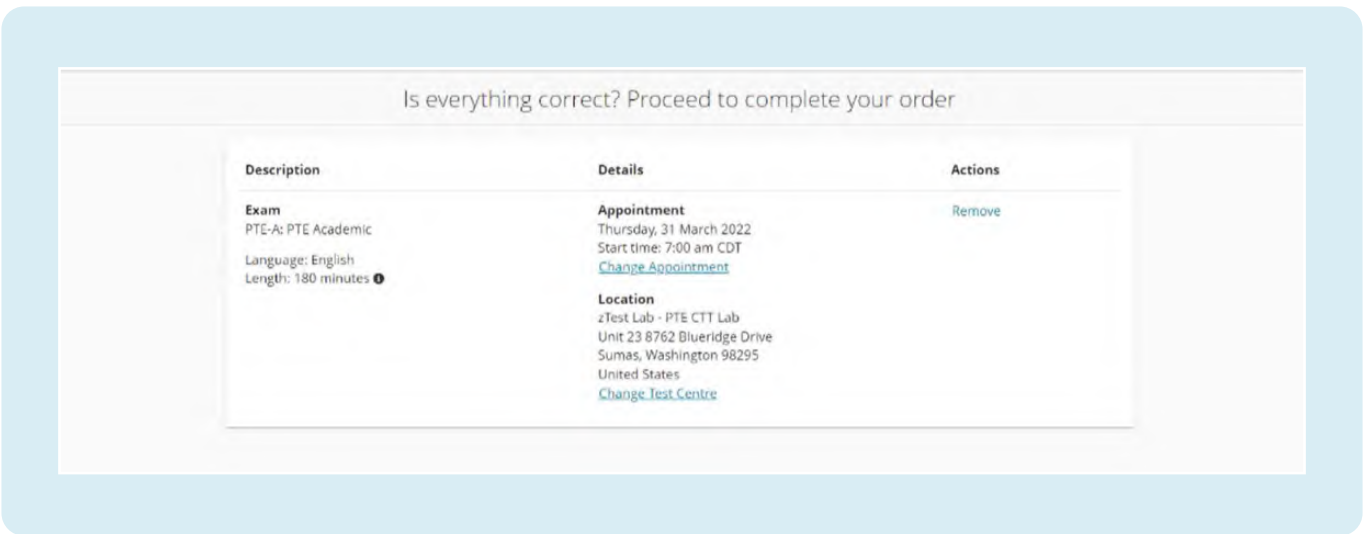
zTest Lab - Config 49 - John Todhunter V35
946.4 mi
1000 Chopper Cir
Denver, Colorado 80204
United States

Select a date for appointment times

- Enter payment and billing information.



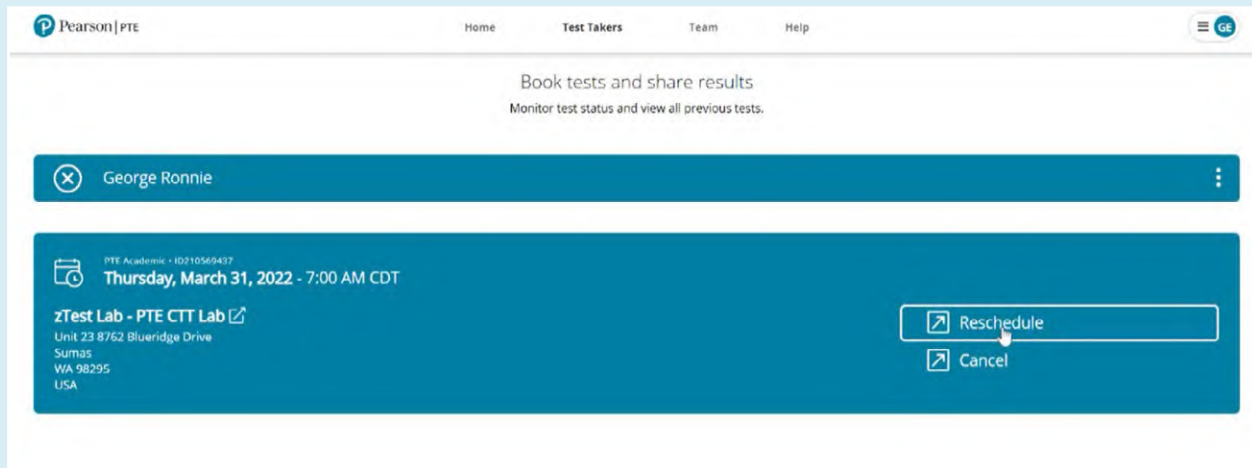
- Review booking before completing a payment and submitting your order.



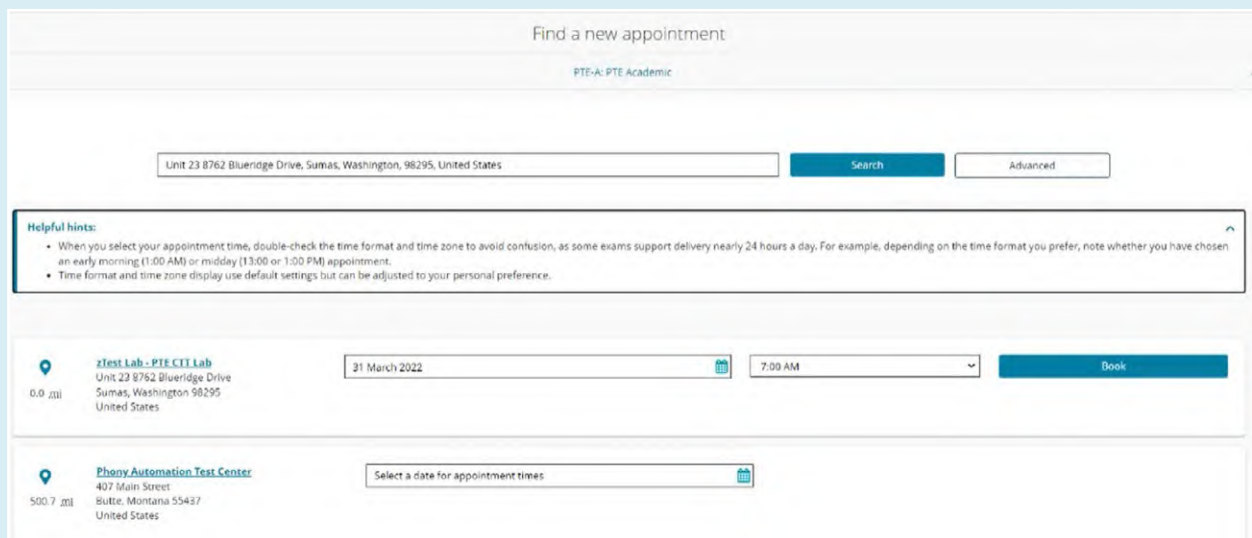
- **Order completed!** Click 'Return to myPTE' to return to the Homepage.

8. Manage a booking

- From the Test Taker grid, you can manage existing bookings on behalf of the Test Taker.
- You can view bookings by clicking on the Test Takers with the upcoming test icon. This will show you the test details, and offers you the option to either cancel or reschedule the test.

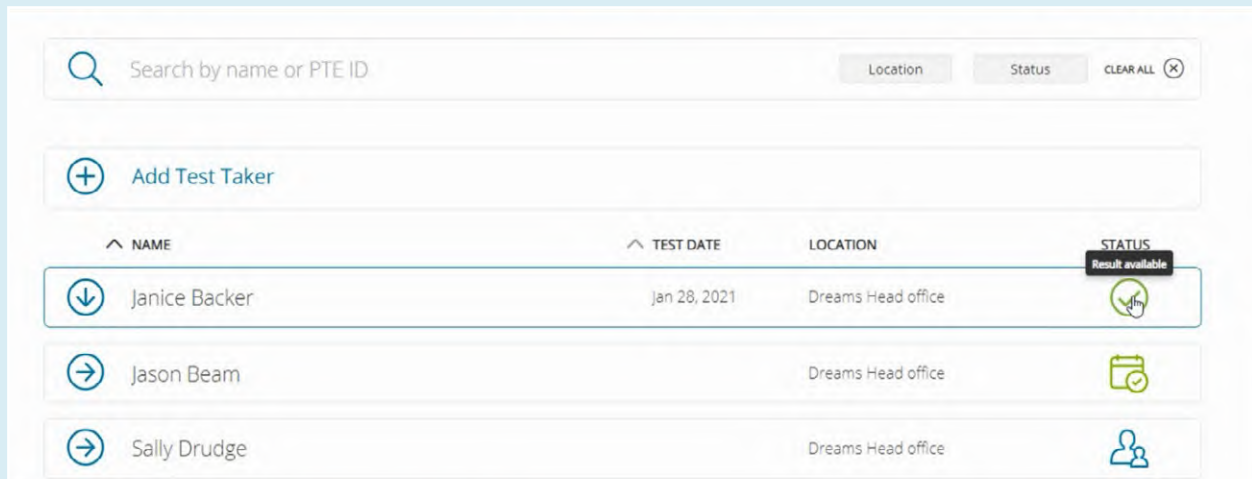


- Click '**Cancel**' to cancel the booking.
- To reschedule the test, click '**Reschedule**'. This will take you back into the booking process.



9. Viewing and sharing results

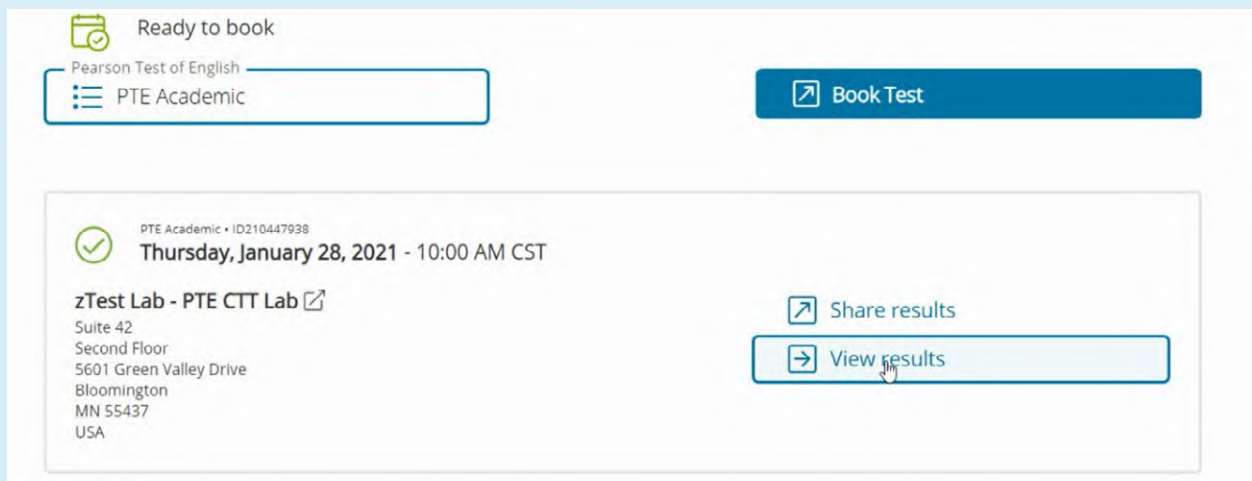
- From the PTE Partners homepage, you can view whether a Test Taker's result is available by the icon next to their name. If there is a green tick, this means that their result is available. Hovering above the icon will state this.



The screenshot shows a search bar at the top with the text "Search by name or PTE ID". Below the search bar is a button labeled "Add Test Taker". Below that is a table with four columns: NAME, TEST DATE, LOCATION, and STATUS. The table contains three rows of data. The first row shows Janice Backer with a test date of Jan 28, 2021, at the Dreams Head office, and a green tick icon in the STATUS column. The second row shows Jason Beam with a test date of Jan 28, 2021, at the Dreams Head office, and a green calendar icon in the STATUS column. The third row shows Sally Drudge with a test date of Jan 28, 2021, at the Dreams Head office, and a green people icon in the STATUS column.

NAME	TEST DATE	LOCATION	STATUS
Janice Backer	Jan 28, 2021	Dreams Head office	Result available
Jason Beam	Jan 28, 2021	Dreams Head office	
Sally Drudge	Jan 28, 2021	Dreams Head office	

- Scrolling down, you have the option of viewing and sharing results.



The screenshot shows the "Ready to book" section of the PTE Partners homepage. It includes a search bar with "Pearson Test of English" and "PTE Academic" selected. Below the search bar is a button labeled "Book Test". Below that is a section for "PTE Academic • ID210447938" with a green checkmark icon. The section displays the test date and time: "Thursday, January 28, 2021 - 10:00 AM CST". Below this is the test location: "zTest Lab - PTE CTT Lab", "Suite 42", "Second Floor", "5601 Green Valley Drive", "Bloomington", "MN 55437", "USA". To the right of the location information are two buttons: "Share results" and "View results".

Ready to book

Pearson Test of English

PTE Academic

Book Test

PTE Academic • ID210447938

Thursday, January 28, 2021 - 10:00 AM CST

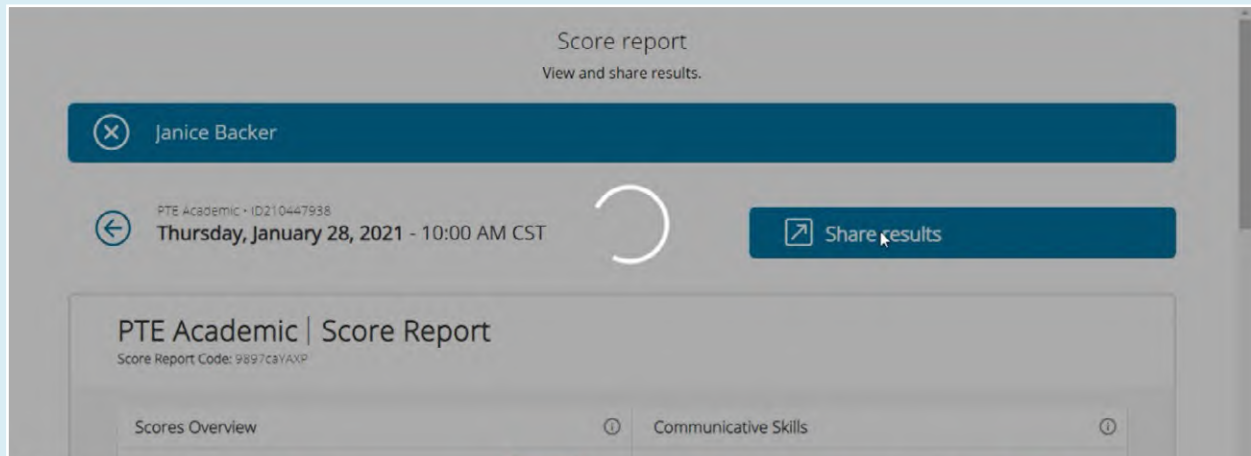
zTest Lab - PTE CTT Lab

Suite 42
Second Floor
5601 Green Valley Drive
Bloomington
MN 55437
USA

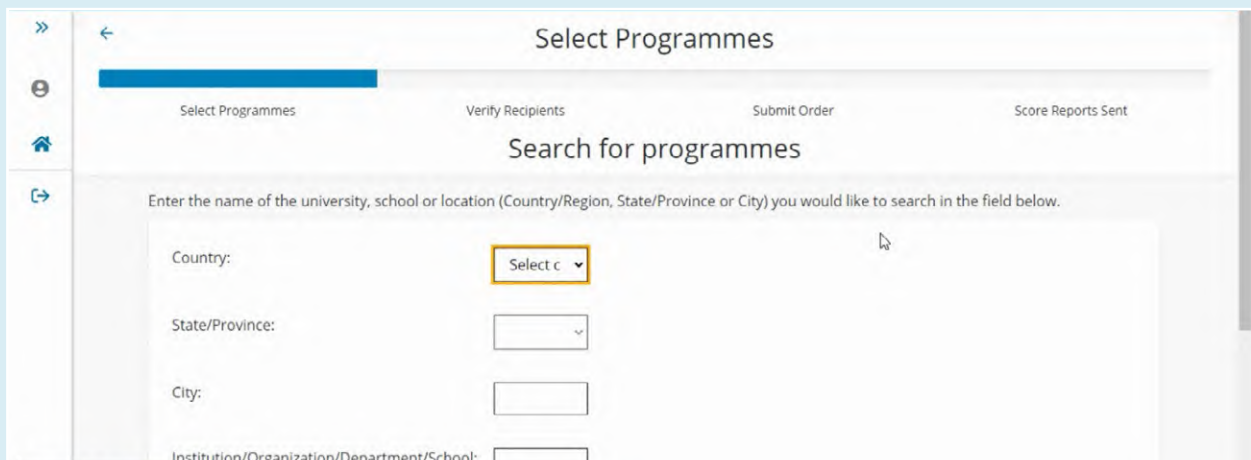
Share results

View results

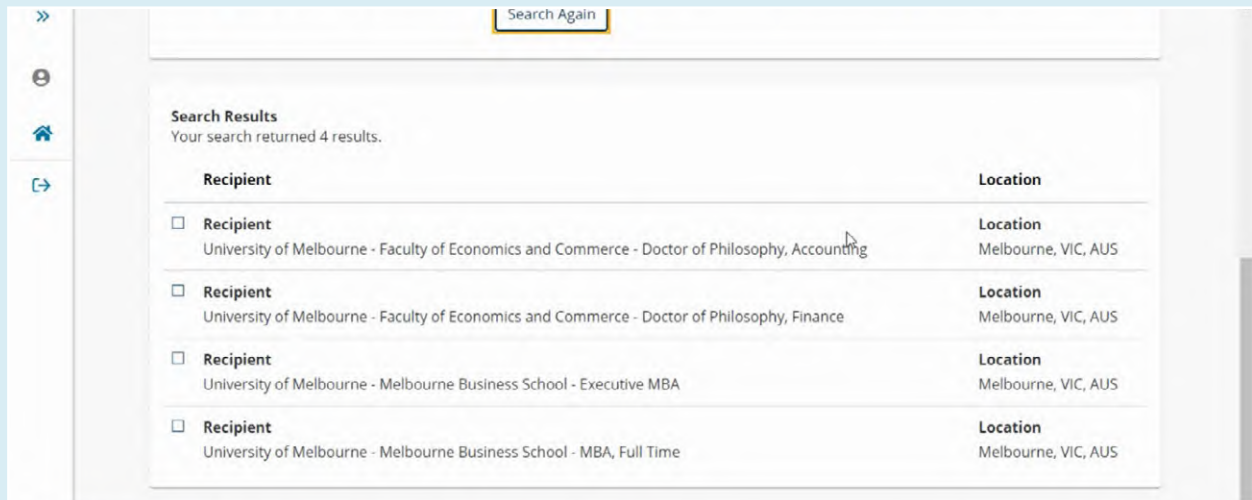
- By clicking '**View results**', the Score Report will load.



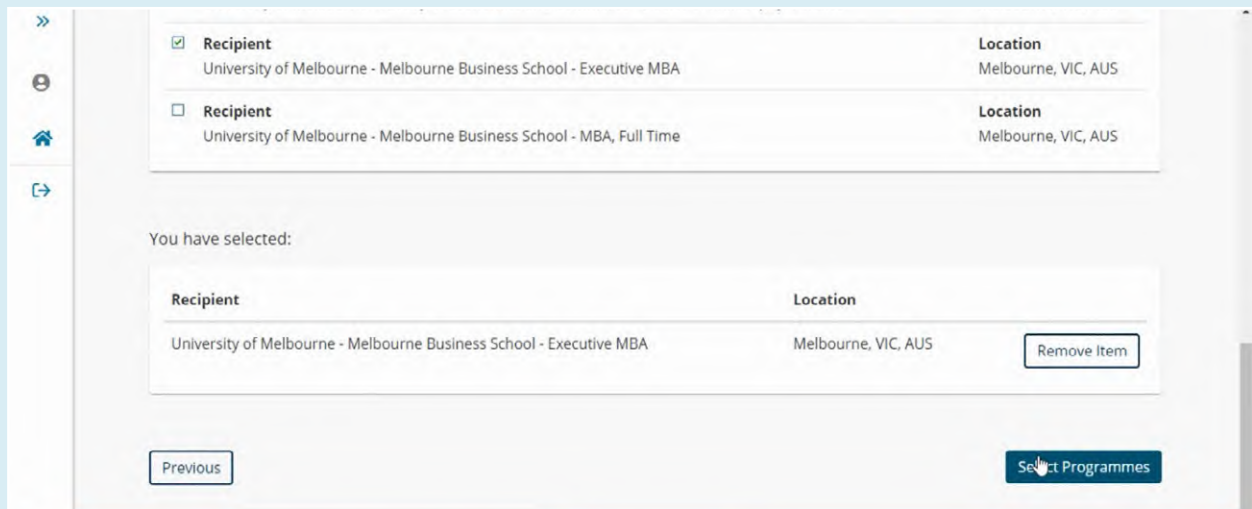
- You can also view the Score Report as a PDF.
- If you wish to share the Score Report with an organization, click '**Share results**'.
- Then search for an organization, department, or program.



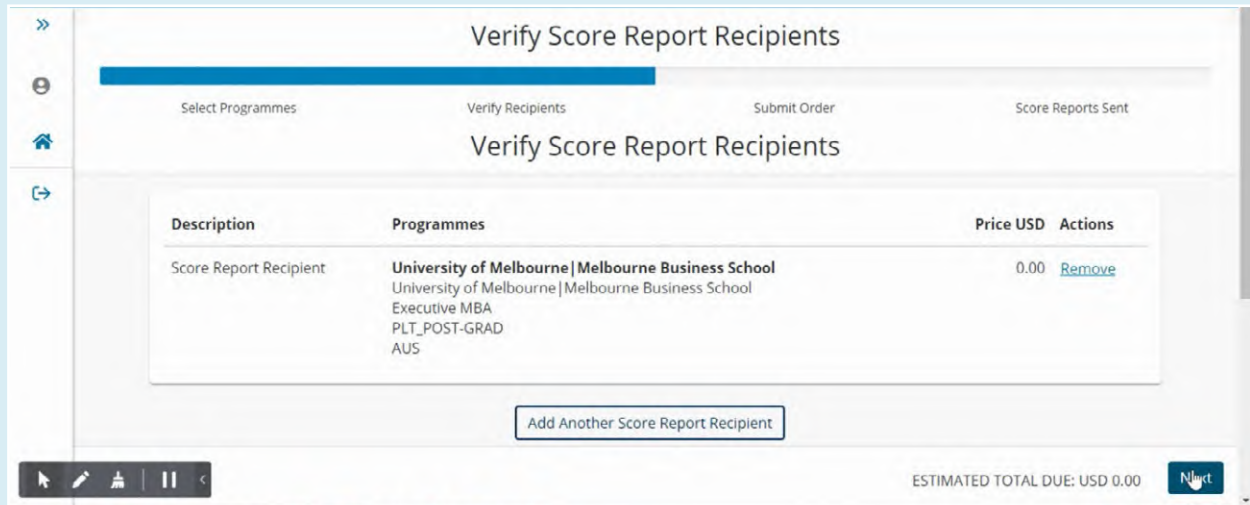
- View search results.



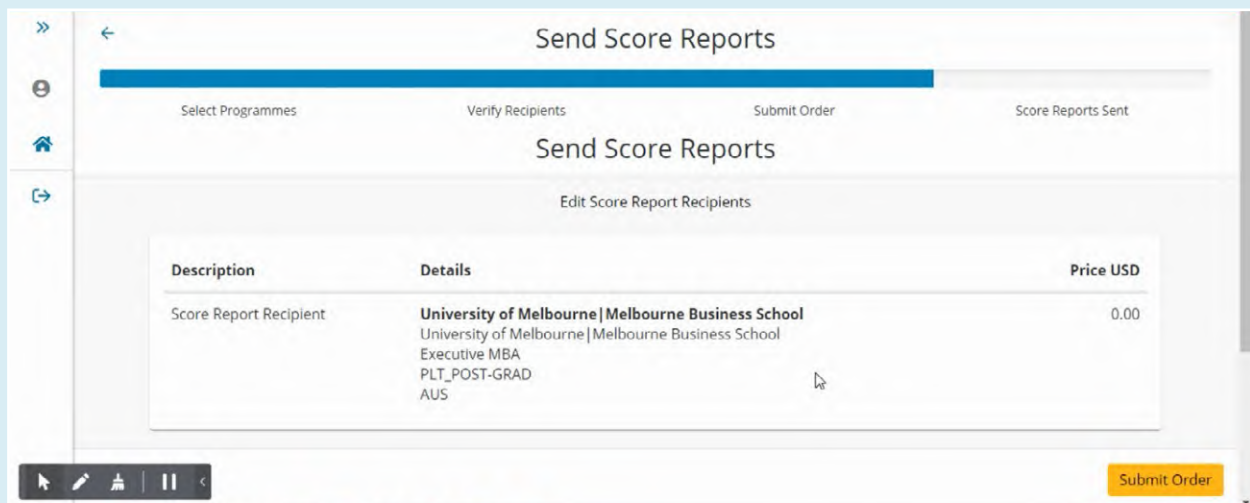
- Select a program.



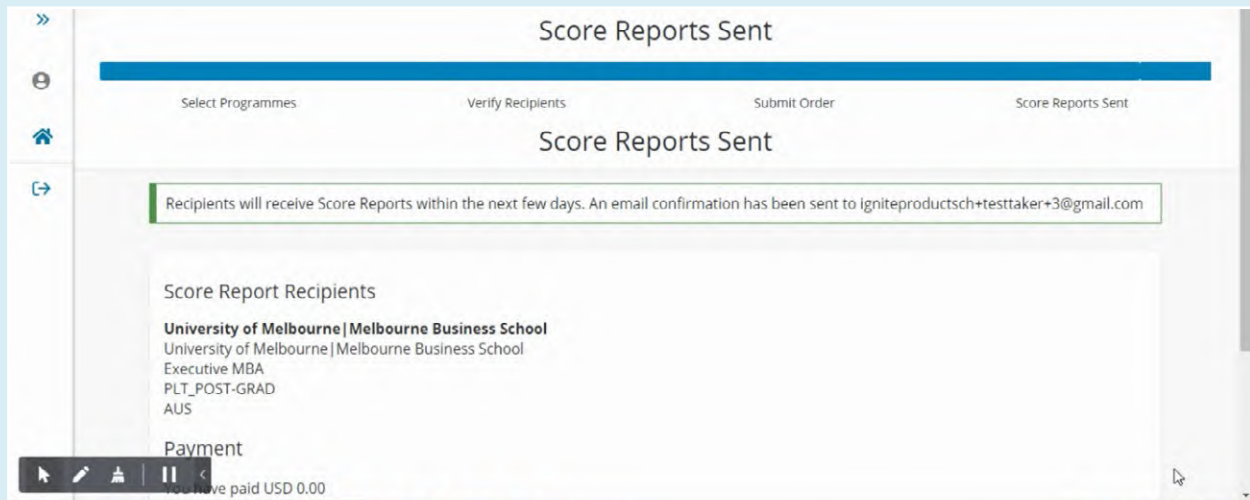
- Either add another Score Report recipient or click **'Next'**.



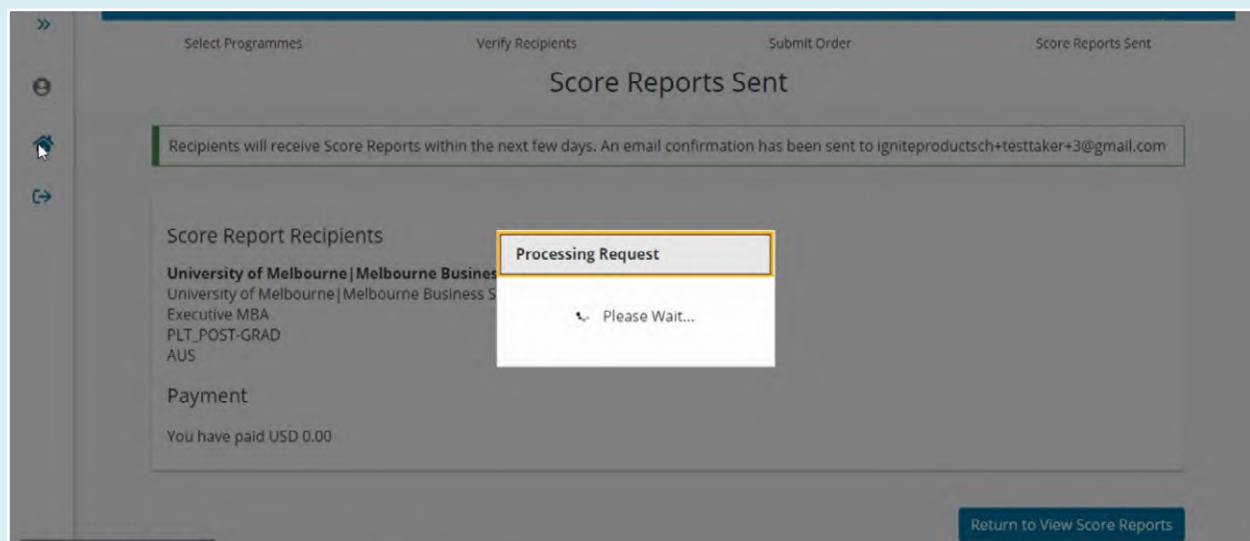
- Submit order.



- Receive confirmation that the Score Report has been sent.



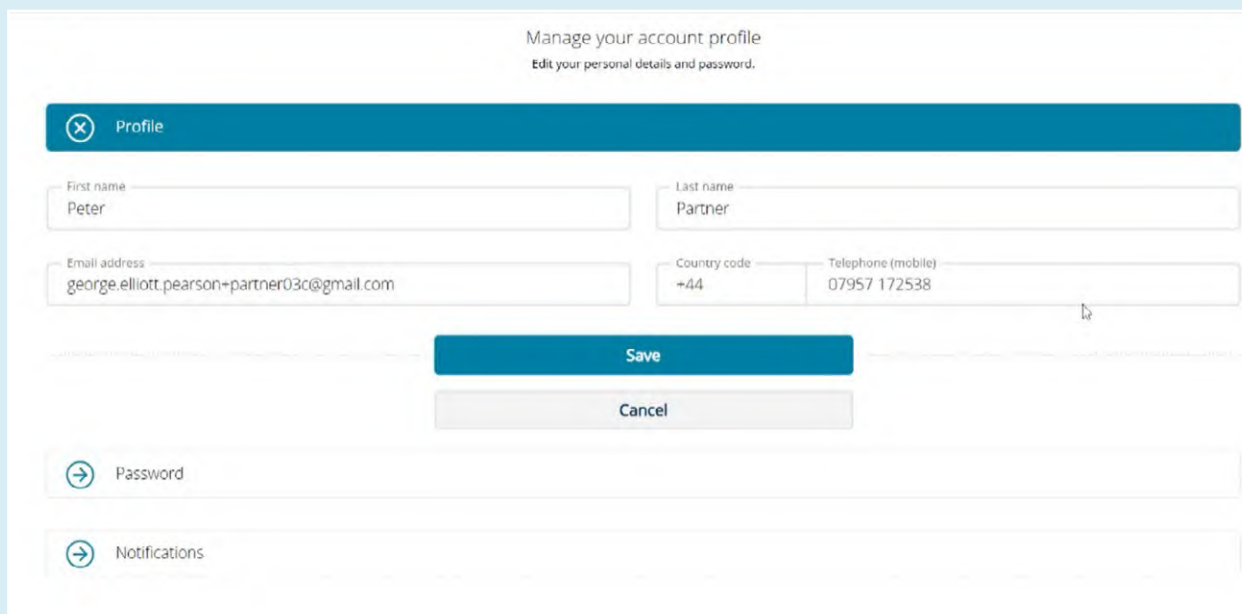
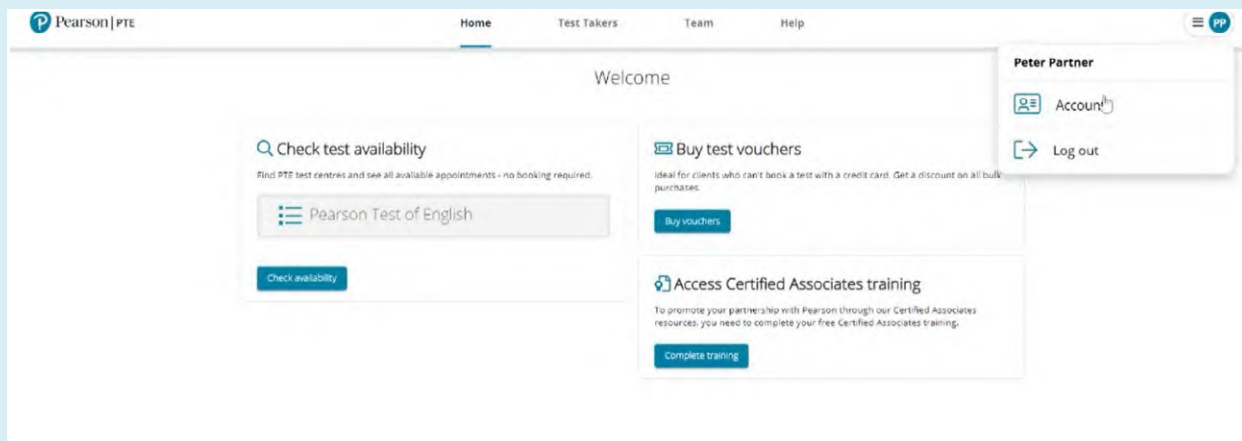
- Return to View Score Report.



- Land again on Score Report.

10. Manage your account profile

You can change the profile information for your account by clicking your name in the top right corner of the homepage.



The screenshot shows the "Manage your account profile" page. The title is "Manage your account profile" with the subtitle "Edit your personal details and password." Below this is a tabbed interface with the "Profile" tab selected. The form contains the following fields:

- First name: Peter
- Last name: Partner
- Email address: george.elliott.pearson+partner03c@gmail.com
- Country code: +44
- Telephone (mobile): 07957 172538

Below the form fields are two buttons: "Save" (in blue) and "Cancel" (in grey). At the bottom, there are two more tabs: "Password" and "Notifications", both with right-pointing arrows.

You can also change your account password

Pearson | PTE Home Test Takers Team Help

Edit your personal details and password.

Profile

Password

Avoid using a password that you use for other websites or that might be easy for someone else to guess.

Current password

Must have: 6-40 Characters Capital letter Number

New password

Update password

Cancel

And opt in / out of email communications

Pearson | PTE Home Test Takers Team Help

Manage your account profile

Edit your personal details and password.

Profile

Password

Notifications

Email preferences for the test takers you're following

☒ All email communications

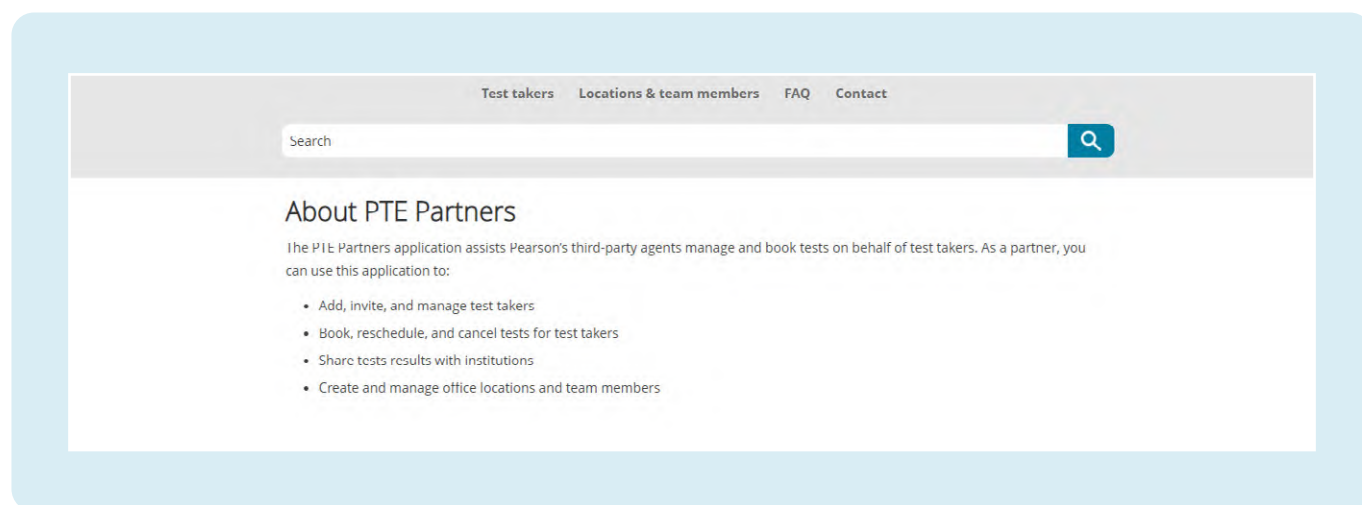
Save

Cancel

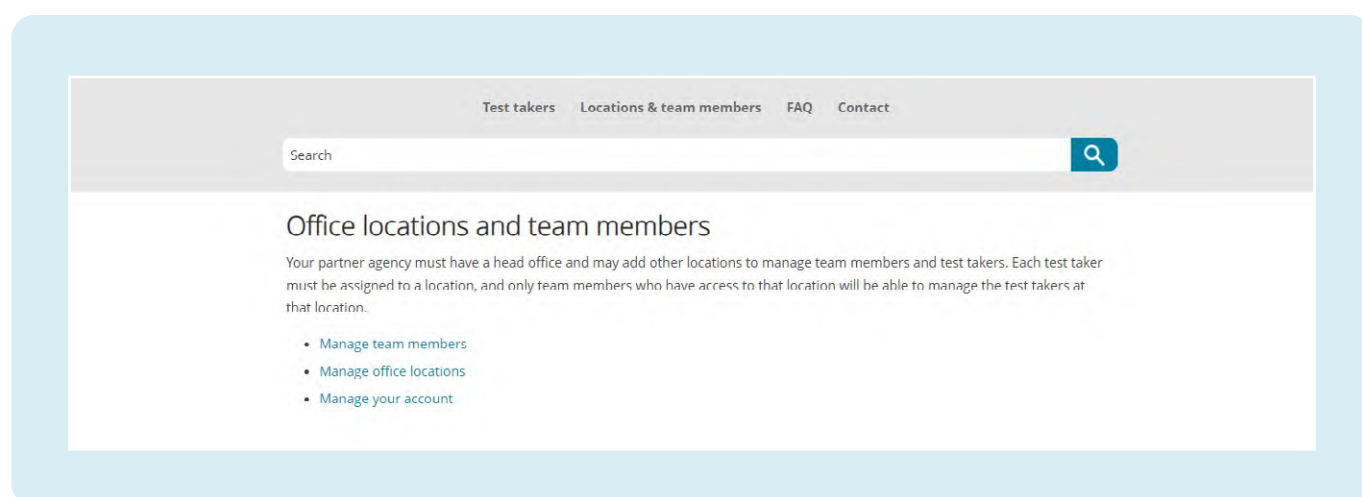
11. Help

By clicking the **'Help'** tab, you can find out key information about PTE Partners.

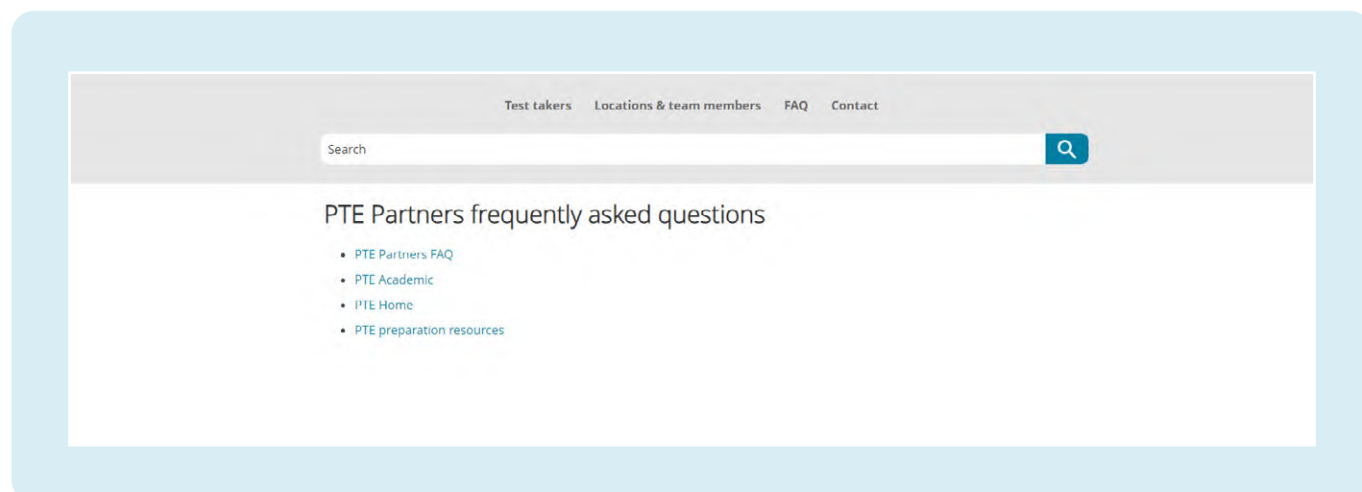
- About PTE Partners / Test Takers tab.



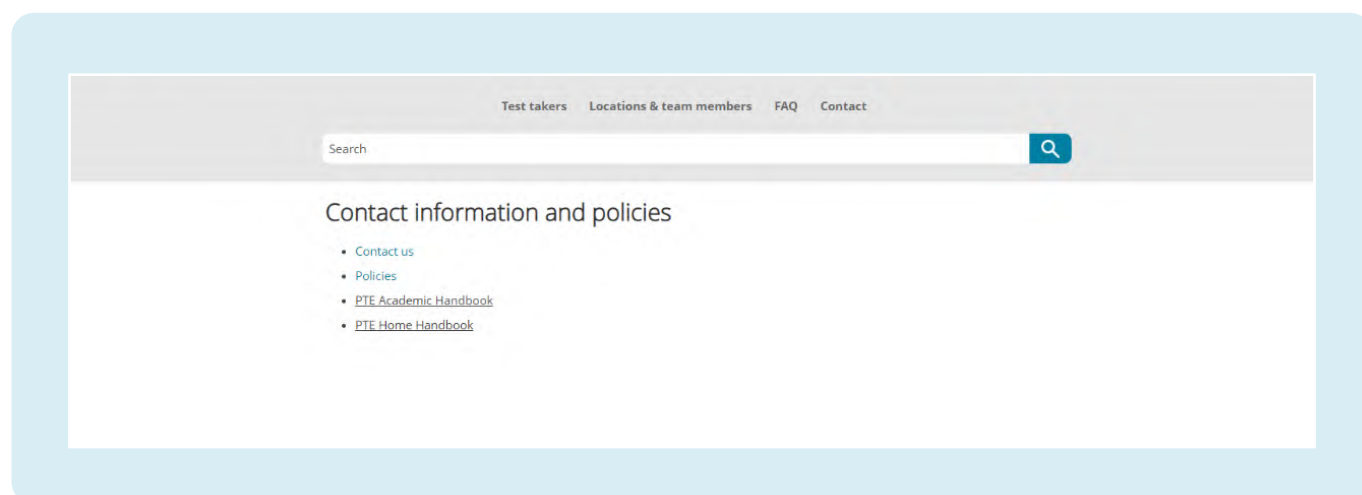
- Locations and Team Members.



- FAQ section.



- Contact information and policies.





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