

Certiport - Microsoft Office Specialist (MOS) Certification



Microsoft Office Educator Tips

We hope your Microsoft Office course this semester is going well and your students are discovering the many features of the Microsoft Office application you are currently teaching. You may be coming to the end of the course and beginning to prepare for the Certification exam delivered by Certiport. If so, we would like to provide you with some quick tips to help you easily and efficiently administer the Microsoft Office Specialist (MOS) certification test to your students Also please visit www.certiport.com/Louisiana for additional tips, references and promotional ideas.

Tips for exam preparation & administration – few days prior

1. Check to make sure the Certiport Console is on every testing machine. The Certiport Console icon should be displayed on the testing machines.
2. Click on the Certiport console, click on IQ System Tools and install any updates if prompted.
3. Students need to register at www.certiport.com and have their user name and password readily available.
4. Create an exam group which allows you more detailed reporting by skill set and by student.

If you need assistance

If you have questions or need assistance you may contact Certiport MOS technical support at 1-888-999-9830 x9 or contact Lori Troy directly at 919-553-9680.