[YOUR SCHOOL NAME]
[YOUR PHONE NUMBER]
[YOUR EMAIL ADDRESS]

YOUR LOGO HERE

Learn more about MOS Certification
Visit www.certiport.com/mos

Microsoft
Office Specialist

Sample Checklist for A CG Test Fest

1. Date(s) for Test Fest (example: April 9th and 10th)

- ☐ Notify and reserve testing location(s) (classroom, lab, check-in, and area for refreshments/hanging out).
- ☐ Secure instructors for Exam Preparation session.
  - ☐ Ensure instructors are Microsoft Office Specialist Certified.
  - ☐ Provide students with study guide materials.
- ☐ Ensure your testing lab is a Certiport Authorized Testing Center. (Please contact your Certiport Territory Manager. If you are not sure who that is, click HERE.
  - ☐ Assign proctors for test day.
- ☐ Secure other team members necessary for the set up and take down of the Test Fest.
- ☐ Arrange for catering.
- ☐ Create a registration plan and tracker.
- ☐ Provide payment options (if applicable).
- ☐ Create and distribute invitations, flyers, and information to exam candidates through email, social media sites and around campus.
- ☐ Contact your Certiport Territory Manager or Partner to:
  - ☐ Review license inventory.
  - ☐ Purchase any necessary courseware and preferred practice exams.
  - ☐ Submit your event information for inclusion on the Certiport website.
- ☐ Create an online webpage to advertise your Test Fest, with a link for registration.

2. Send a registration confirmation email to your exam candidates.

- ☐ Remind candidates to visit www.certiport.com to set up their Certiport ID.

3. Send links and suggested exam preparation tools to registered candidates.

4. Send a reminder email 24-48 hours before exam.

- ☐ Provide access to preferred practice exams (optional).
- ☐ Remind candidates to bring appropriate school ID and Certiport ID.