

Proctor Instructions for Excel Certification Exams

Prepared by J.J. Shields





Introduction

- This document was created to help you proctor the Excel Certification Exam.
- Please review this document before you proctor and exam.
- You should printout the next page as quick reference.
- If you have any problems during the exam, please contact:
 - J.J. Shields: mobile 414-678-1231 OR
 - CertiPort Support: (888) 999-9830 option 1 Mon - Fri: 7am - 6pm
- If you have comment/suggestions, please email:
 - J.J. Shields jshields@carthage.edu

Excel Cert Exam Proctor Quick Reference

Print this out and take to the exam as a handy reference

Pre-Exam Steps

1. Make sure the PC & LCD projector are working and on.
 2. Welcome students.
 3. Ask the professor to verify that ONLY their students are present.
 4. Ask the students to remove all items from their desks. (Water bottles are ok)
 5. Announce the following:
 1. Make sure to review the tutorial which is displayed just before you start the exam.
 2. Once you begin the exam you will have 50 minutes to complete the exam.
 3. There is a timer on the bottom left side of the exam software program.
 4. If you get stuck on a problem, move on and come back to it if you have time.
 5. You are not allowed to use any support materials like books, notebooks, mobile phones, cheat sheets...
 6. The proctor and professor cannot give you any information during the exam.
 7. If there is a problem with the testing software or computer, please inform the proctor or professor immediately.
- Step #1:
 - Announce to the students: Make sure there are NO other programs running on the computer.
 - Step #2:
 - Instruct the students to Double click on the Console8 icon on the desktop.
 - Step #3:
 - At this point, you should start the Console8 software on the PC/LCD projector so students can follow along.
 - Step #4:
 - Announce to the students that they should follow the instructions and NOT click anything until instructed to do so.

STARTING THE EXAM

- Enter username & password
- Click "Study Practice Certify"
- Click "Certify"
- Click "Microsoft Office Specialist"
- Click "2013"
- Click "Excel"
- Click "Verify my mailing address"
- Launches a new window
- Click "Use my CertiPort profile data"
- Click "Submit"
- Returns to Console8 software
- Click "Read & accept the terms of the NDA"
- Launches a new window
- Click "Yes, I accept"
- Returns to Console8 software
- Proctor must now enter their username and password on each computer.
- Exam tutorial begins followed by the actual exam.

Pre Exam Steps

1. Make sure the PC & LCD projector are working and on.
2. Welcome students.
3. Ask the professor to verify that ONLY their students are present.
4. Ask the students to remove all items from the desktop. (Water bottles are ok)
5. Announce the following:
 1. Make sure to review the tutorial which is displayed just before you start the exam.
 2. Once you begin the exam you will have 50 minutes to complete the exam.
 3. There is a timer on the bottom left side of the exam software program.
 4. If you get stuck on a problem, move on and come back to it if you have time.
 5. You are not allowed to use any support materials like books, notebooks, mobile phones, cheat sheets...
 6. The proctor and professor cannot give you any information during the exam.
 7. If there is a problem with the testing software or computer, please inform the proctor or professor immediately.

How to start the exam

- Step #1:
 - Announce to the students: Make sure there are NO other programs running on the computer.
- Step #2:
 - Announce... Double click on the Console8 icon on the desktop.
- Step #3:
 - At this point, you should start the Console8 software on the PC/LCD projector so students can follow along.
- Step #4:
 - Announce to the students that they should follow the instructions and NOT click anything until instructed to do so.

This is the start screen

- Have the students enter their CertiPort username & password.
- If they don't have one, they should click on the "Register" link and create an account at CertiPort.

CONSOLE⁸

Welcome to Console 8

Log in to start your session.

Username

Password 

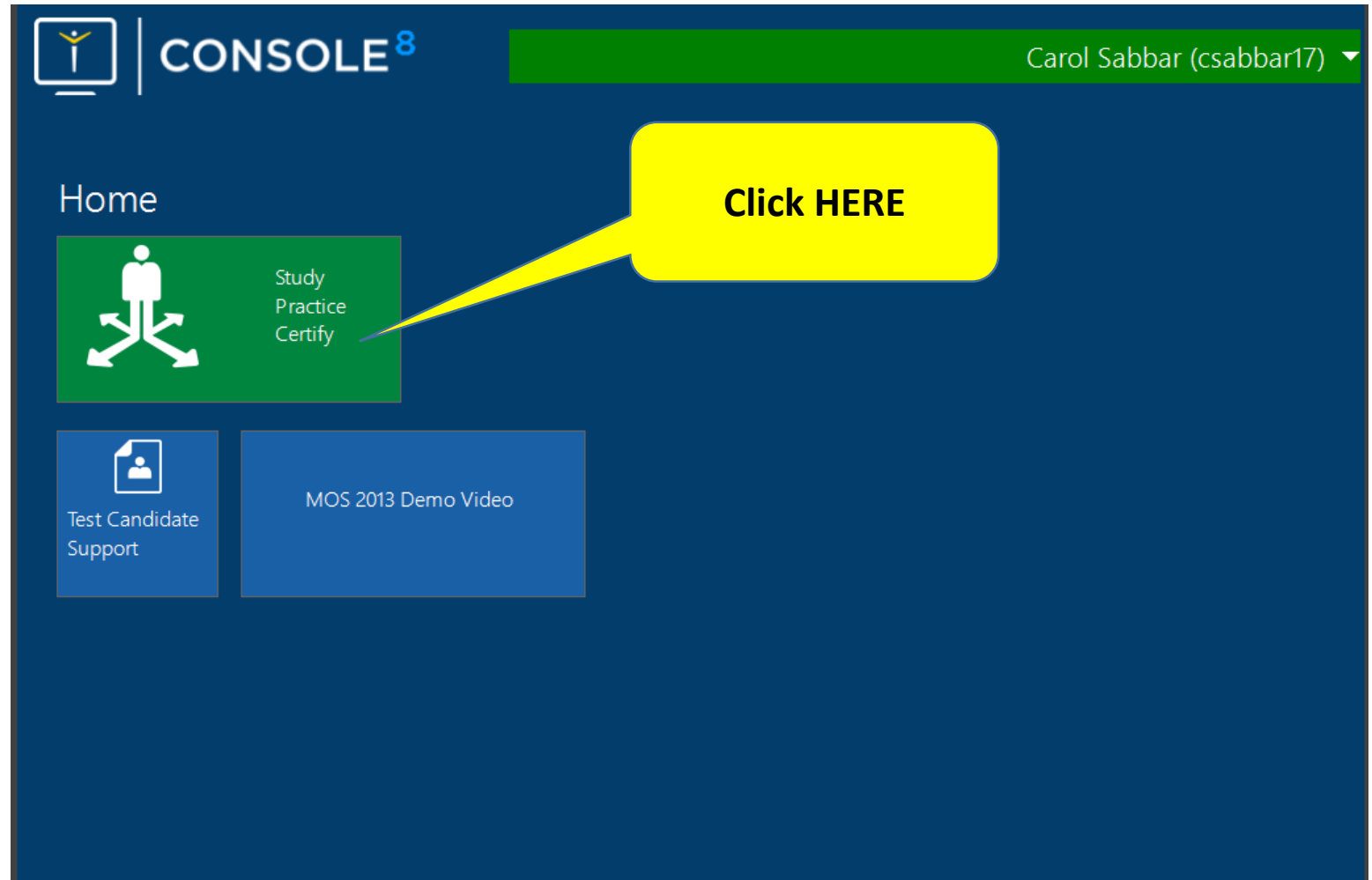
 New User? [Register](#)

[I cannot access my account](#)

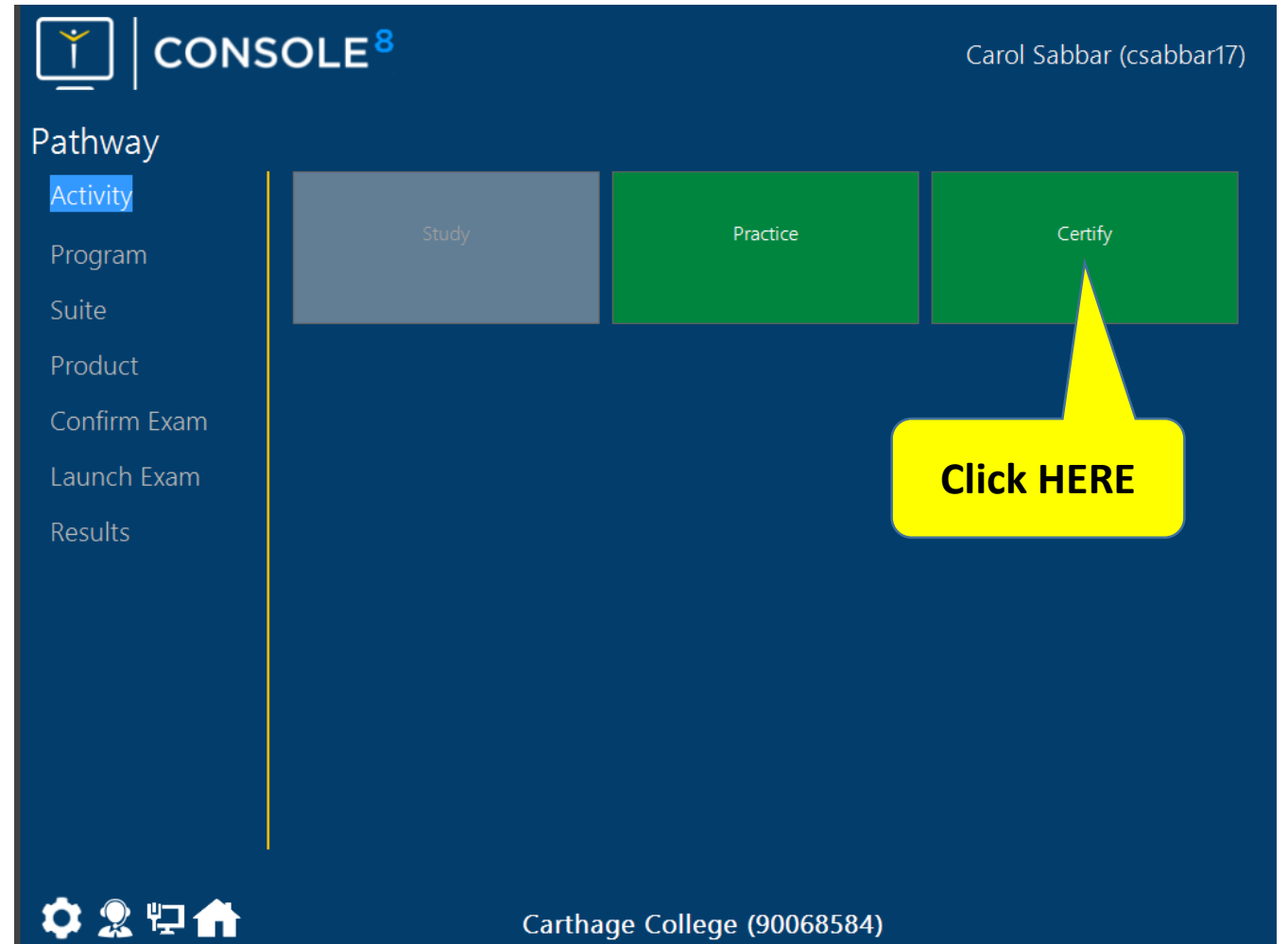
  

If you need immediate support from CertiPort, click here and get the support phone number or chat

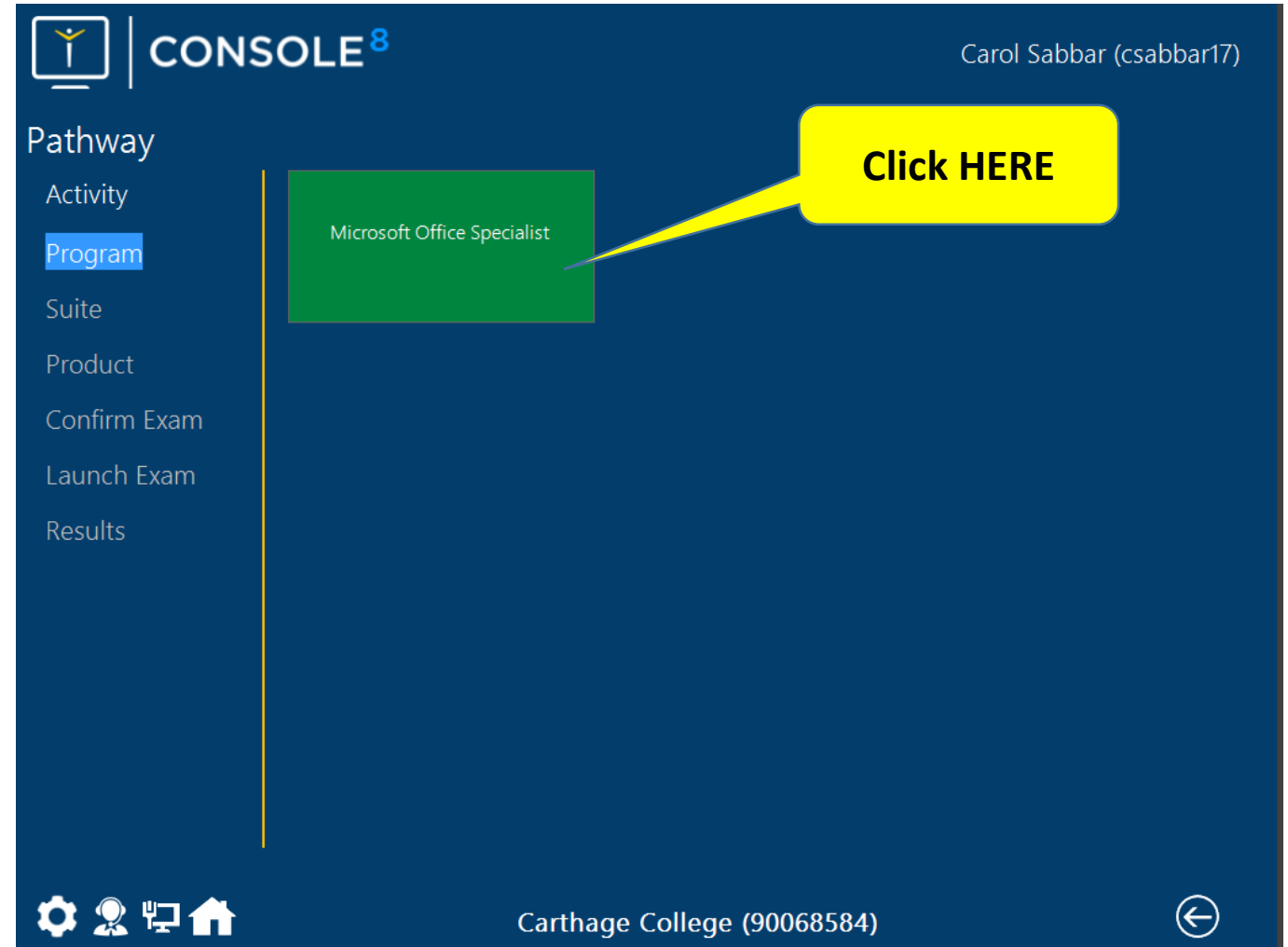
- **STOP**
- You should wait until all the students are at this screen.
- Instruct them to click on “Study Practice Certify” button.



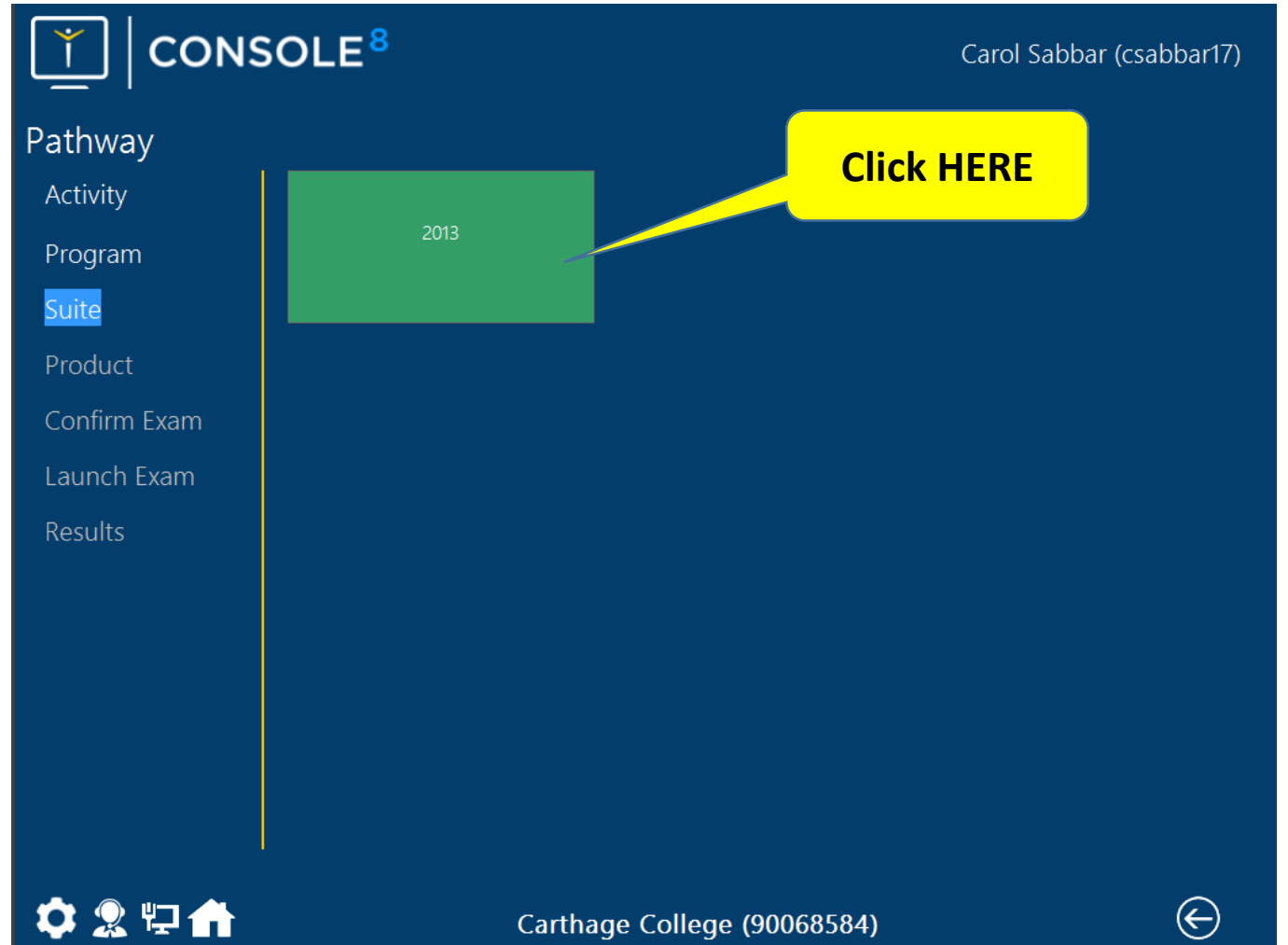
- Instruct them to click “Certify”



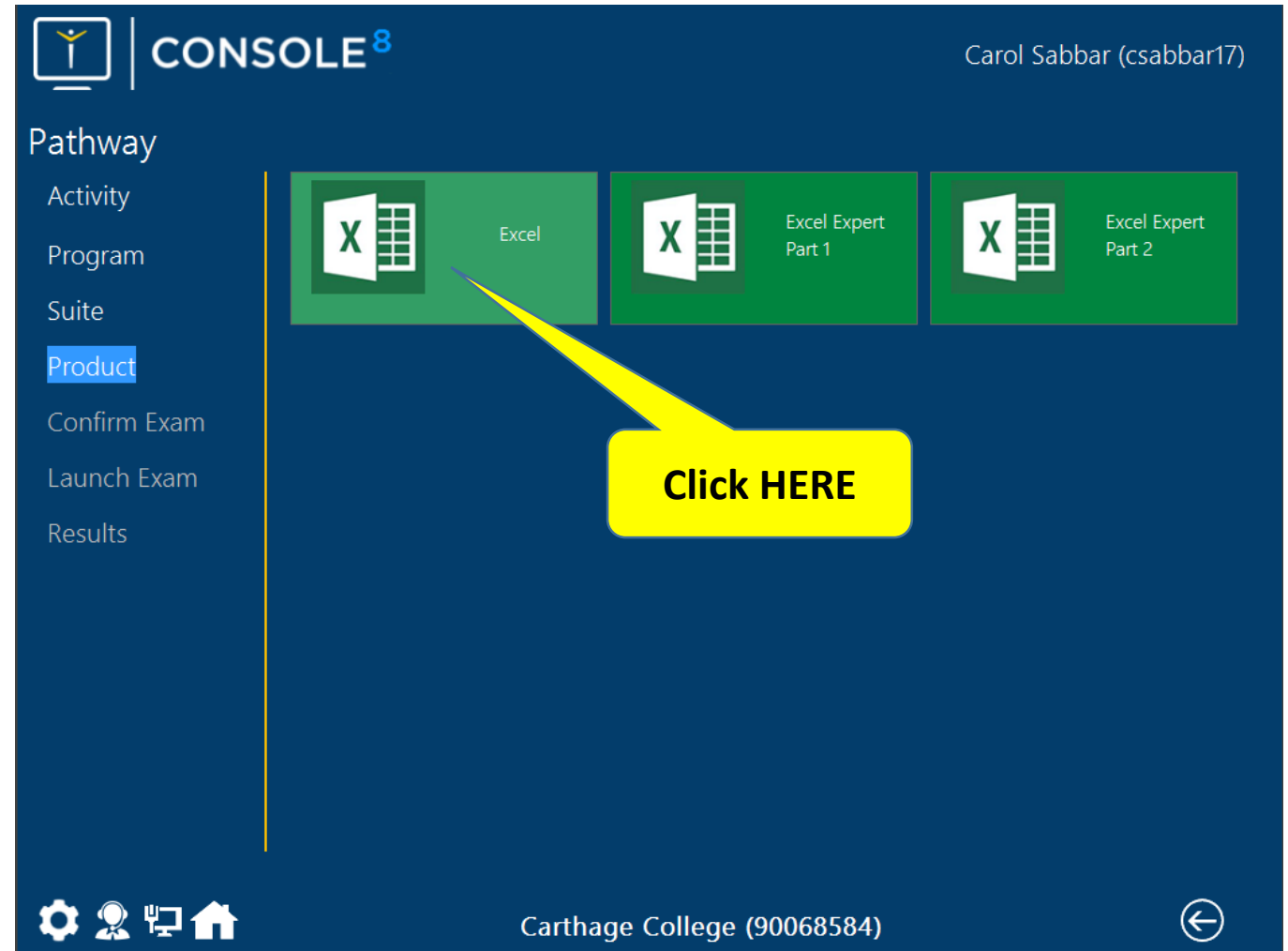
- Instruct them to click “Microsoft Office Specialist” button.



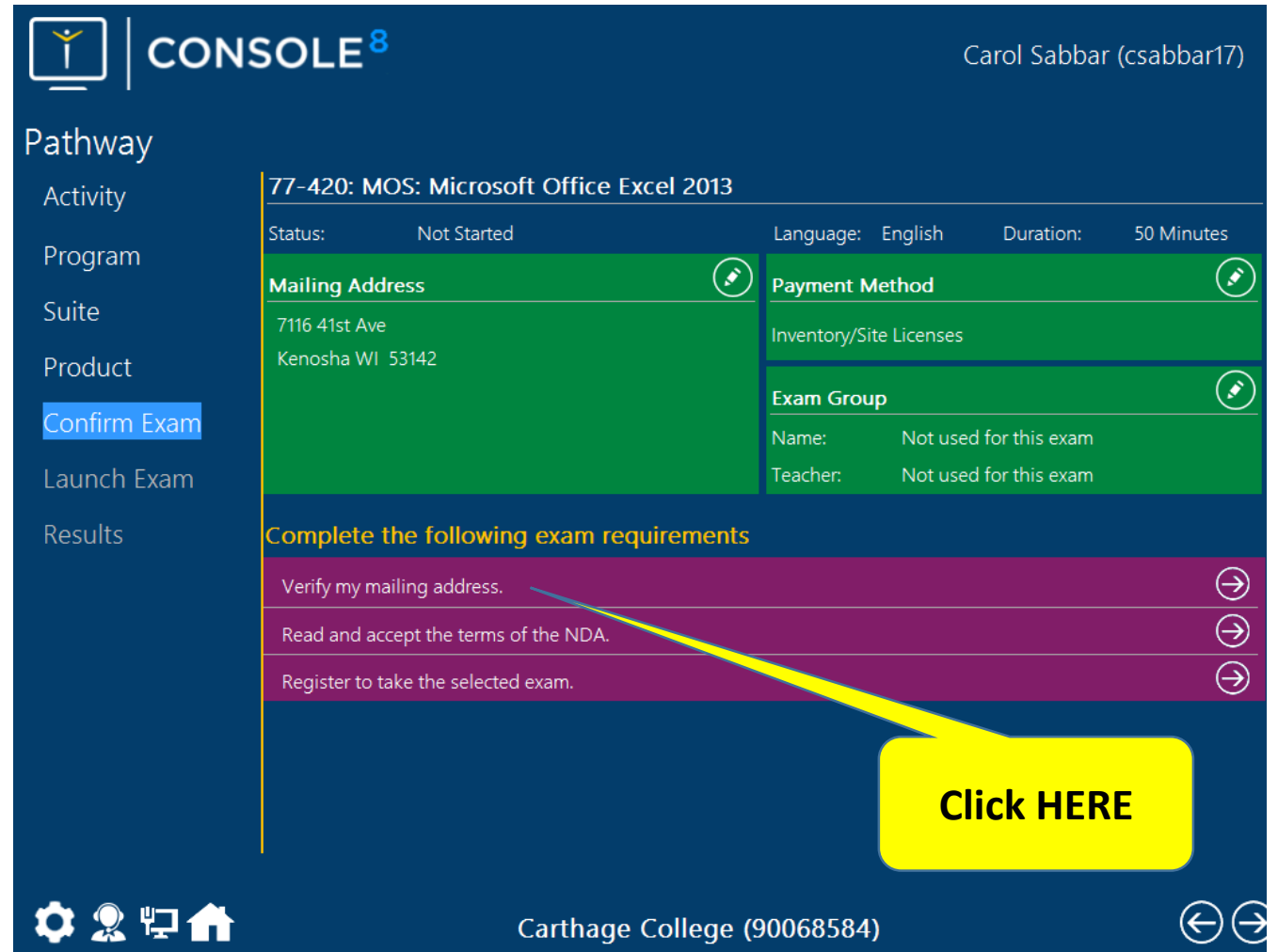
- Instruct them to click “2013”.



- Instruct them to click “Excel” button.



- Instruct them to click “Verify my mailing address” button.
- This will bring up a new window.



The screenshot shows the CONSOLE 8 interface for a user named Carol Sabbar (csabbar17). The left sidebar contains a 'Pathway' menu with options: Activity, Program, Suite, Product, Confirm Exam (highlighted in blue), Launch Exam, and Results. The main content area displays details for the exam '77-420: MOS: Microsoft Office Excel 2013'. It shows the status as 'Not Started', language as 'English', and duration as '50 Minutes'. Below this, there are three green boxes for 'Mailing Address' (7116 41st Ave, Kenosha WI 53142), 'Payment Method' (Inventory/Site Licenses), and 'Exam Group' (Name: Not used for this exam, Teacher: Not used for this exam). A section titled 'Complete the following exam requirements' lists three tasks: 'Verify my mailing address.', 'Read and accept the terms of the NDA.', and 'Register to take the selected exam.'. Each task has a right-pointing arrow icon. A yellow callout box with the text 'Click HERE' points to the 'Verify my mailing address.' task. The bottom of the interface features a navigation bar with icons for settings, help, desktop, and home, along with the text 'Carthage College (90068584)' and navigation arrows.

CONSOLE⁸

Carol Sabbar (csabbar17)

Pathway

Activity

Program

Suite

Product

Confirm Exam

Launch Exam

Results

77-420: MOS: Microsoft Office Excel 2013

Status: Not Started Language: English Duration: 50 Minutes

Mailing Address

7116 41st Ave
Kenosha WI 53142

Payment Method

Inventory/Site Licenses

Exam Group

Name: Not used for this exam
Teacher: Not used for this exam

Complete the following exam requirements

Verify my mailing address. →


Read and accept the terms of the NDA. →



Register to take the selected exam. →

Click HERE

Carthage College (90068584)

- This is the new window.
- Instruct them to click “Use my CertiPort profile data” button.
- This will populate the form.



Microsoft Registration

Attention Microsoft Technology Associate (MTA) and Microsoft Office Specialist (MOS) candidates. You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet. Official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for English and Arabic) Double-Byte Characters Only, i.e. 名前

Use my Certiport profile data

Click this button to fill in your Microsoft profile from your Certiport profile.

First name: *

Middle name:

Last name: *

Phone:

Email: *

Company:

Job title:

Language: *

English ▼

Country: *

First name:

Middle name:

Last name:

Country:

(* indicates a required field)

Microsoft Non-Disclosure Agreement

Non-Disclosure agreement status: Not accepted

You must accept the Non-Disclosure Agreement before you can take an exam.

☐ Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.
 ☐ Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

Submit

Cancel

- The form should be populated with their information.
- Instruct them to click “Submit” button.

Microsoft Office Specialist

Microsoft Technology Associate

Microsoft Registration

Attention Microsoft Technology Associate (MTA) and Microsoft Office Specialist (MOS) candidates: You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet fields. eCertificates and Microsoft official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for name and address, i.e. o namae)Optional Fields (Double-Byte Characters Only, i.e. お名前)

Use my Certiport profile data

Click this button to fill in your Microsoft profile from your Certiport profile.

First name:*

Carol

Middle name:

Last name:*

Sabbar

Phone:

Email:*

csabbar@carthage.edu

Company:

Job title:

Language:*

English

Country:*

United States

Line 1:*

7116 41st Ave

Line 2:

City:*

Kenosha

State/Province:*

Wisconsin

Zip/Postal Code:*

53142

(* indicates a required field)

First name:

Middle name:

Last name:

Country:

Line 1:

Line 2:

City:

State/Province:

Zip/Postal Code:

Unit:

Country:

Line 1:

Line 2:

City:

State/Province:

Zip/Postal Code:

Microsoft Non-Disclosure Agreement

Non-Disclosure agreement status: Not accepted

You must accept the Non-Disclosure Agreement before you can take an exam.

☐ Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.

☐ Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

Submit

Cancel

6

© 2016 Certiport, Inc. | Privacy and Cookies Policy | Sitemap

f

in

YouTube

This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#).

- Instruct them to click “Read & accept the terms of the NDA” button.
- This will bring up a new window.

The screenshot shows the CONSOLE 8 interface. On the left is a sidebar with navigation links: Pathway, Activity, Program, Suite, Product, Confirm Exam (highlighted in blue), Launch Exam, and Results. The main content area displays details for the exam '77-420: MOS: Microsoft Office Excel 2013'. It shows the status as 'Not Started', language as 'English', and duration as '50 Minutes'. Below this are three green boxes for 'Mailing Address' (7116 41st Ave, Kenosha WI 53142), 'Payment Method' (Inventory/Site Licenses), and 'Exam Group' (Name: Not used for this exam, Teacher: Not used for this exam). A section titled 'Complete the following exam requirements' lists three tasks: 'Verify my mailing address.', 'Read and accept the terms of the NDA.', and 'Register to take the selected exam.'. A yellow callout box with the text 'Click HERE' and an arrow points to the 'Read and accept the terms of the NDA.' task. The bottom of the interface includes a footer with icons for settings, help, and home, the text 'Carthage College (90068584)', and navigation arrows.

CONSOLE⁸ Carol Sabbar (csabbar17)

Pathway

Activity

Program

Suite

Product

Confirm Exam

Launch Exam

Results

77-420: MOS: Microsoft Office Excel 2013

Status: Not Started Language: English Duration: 50 Minutes

Mailing Address 7116 41st Ave Kenosha WI 53142

Payment Method Inventory/Site Licenses

Exam Group Name: Not used for this exam Teacher: Not used for this exam

Complete the following exam requirements

Verify my mailing address.

Read and accept the terms of the NDA.

Register to take the selected exam.

Click HERE

Carthage College (90068584)

- Instruct them to click “Yes, I accept” button.

Non-Disclosure Agreement

CERTIPORT
A PEARSON VUE BUSINESS

**Non-Disclosure Agreement and General Terms of Use
For Microsoft Certification Exams**

Updated: April 2013

This Non-Disclosure Agreement and General Terms of Use (the “**Exam Agreement**”) is made and entered into as of the electronic signature date below by and between Microsoft Corporation (“**Microsoft**”) and you (the “**Examinee**”). This exam (the “**Exam**”) is Microsoft confidential information and is protected by intellectual property laws. It is made available to the Examinee solely for the purpose of demonstrating competency in the content area referenced in the title of this Exam.

EXAM SECURITY AND INTEGRITY:

Efforts to keep Exams secure help maintain the value of Microsoft Certification and help ensure that only qualified information technology professionals are certified.

The Examinee may be prohibited from taking any Microsoft Certification Exams, and/or may be decertified from Microsoft Certification Program if Microsoft believes Examinee violated this Exam Agreement and/or engaged in any misconduct. Proctors are authorized to take immediate and appropriate measures against Examinees who violate testing rules. This policy is enforced to ensure the integrity of the Exams and Microsoft Certification Program. Examples of misconduct and/or misuse of the Exam include, but are not limited to, the following:

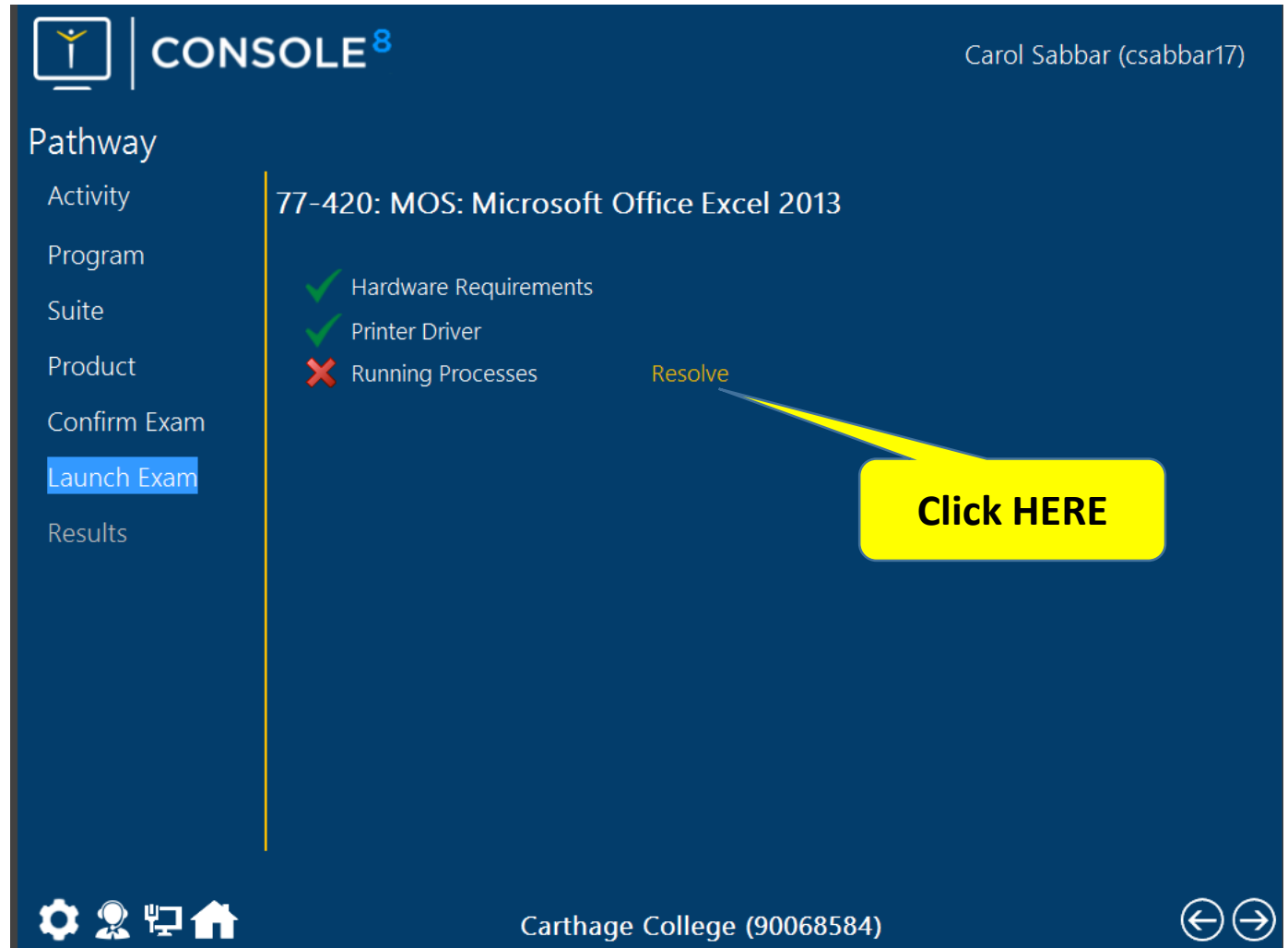
- Modifying and/or altering the original results/score report for this Exam or any other exam records
- Violation of the current exam retake policy
- Fraudulently impersonating another to gain access to the Exam
- Submission of any work that is not completely your own
- Providing or accepting improper assistance
- Using unauthorized materials in an attempt to satisfy Exam requirements (this includes using brain-aiding devices, copying, or otherwise transferring, publishing or distribution of Exam questions with or without answers)
- Disseminating actual Exam content or answers
- Possession of non-authorized items at the testing center during an Exam
- Misconduct as determined by statistical analysis
- Copying, publishing, disclosing, transmitting, selling, offering to sell, posting, downloading, distributing in any way, or otherwise transferring, modifying, making derivative works of, reverse engineering, decompiling, disassembling or translating any Exam in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose
- Using the Exam content in any manner that violates applicable law.

Click HERE

- At this point all of the students should be at this screen.
- The proctor must now go to each computer and enter their username and password.
- Hit the enter/return key after entering your password to start.
- To speed things up, you can instruct all the students to click the “As Proctor...” box.
- The exam tutorial will then begin, followed by the actual exam.

The screenshot shows the 'CONSOLE 8' interface. On the left is a 'Pathway' sidebar with options: Activity, Program, Suite, Product, Confirm Exam (highlighted in orange), Launch Exam, and Results. The main content area is titled '77-420: MOS: Microsoft Office Excel 2013'. It displays 'Status: Not Started', 'Language: English', and 'Duration: 50 Minutes'. Below this are two green boxes: 'Mailing Address' (7116 41st Ave, Kenosha WI 53142) and 'Payment Method' (Inventory/Site Licenses). An 'Exam Group' section is partially visible. A yellow callout bubble points to the 'Proctor Authorization' section, stating 'The PROCTOR must fill this in'. This section includes a checkbox 'As Proctor, I have verified this candidate's ID and exam information.' and input fields for 'Proctor Username:' and 'Proctor Password:'. The bottom of the screen features a navigation bar with icons for settings, user, computer, and home, along with 'Carthage College (90068584)' and navigation arrows.

- If there is another program running in the background, you will get this screen.
- Click on the “Resolve” link and follow the instructions.
- The exam tutorial will then begin, followed by the actual exam.



Congratulations!!!

- You did it!!!!!!!!!!!!!!

