

SY26 Microsoft Office Specialist Certification Teacher Guide

1. Prepare students for the appropriate IT Specialist certification throughout the course/program
 - a. **Microsoft Office Specialist** is an approved certification for the following CTE Programs/courses
 - i. Microsoft Specialist(0.5)
 - ii. Office Systems Management 1 and 2
2. Identify students with high aptitude, interest, and skills in the corresponding certification area and promote the certification as an option.
 - a. **Microsoft Office Specialist**
 - i. Word- [Standards](#)
 - ii. Powerpoint- [Standards](#)
 - iii. Excel- [Standards](#)
 - iv. [Overview Video](#)
 - v. The following students should be attempting the exam:
 - Students who have completed the required course work and practice exams via BusinesU
3. Prepare students for the certification.
4. Requests the number of [test vouchers](#) needed to test your students.
 - a. Count = number of students (1st sheet)
 - b. **Student details**= Enter the names of the students in the correct fields. (2nd sheet)
 - c. 150 vouchers are available for SY25

Note: It is recommended that Business Education staff collaborate on the next few steps so that all certifications are offered at the same time/date to make proctoring easier and minimize disruption to the school.

5. Select a testing date
 - a. Consult with your administrators and testing coordinator to minimize conflicts.
6. Select a testing time
 - a. Students need **50 minutes (Non-stop)** to complete the certification.
 - b. Add time for setup/closedown
7. Create accounts
 - a. Teacher must create your [proctor account](#) (if not already completed)
 - i. Location “Frederick County Public Schools”

SELECT ORGANIZATION

Organization
 - ii.
 - b. [Student must create their Certiport account](#)- REMEMBER THEIR PASSWORD!
8. [Schedule your test with Certiport.](#)
 - a. Be sure to test under “Frederick County Public Schools”
 - b. Preparing your computers
 - c. Creating the testing session
9. Select a testing location.
 - a. Somewhere quite with minimal distractions
 - b. Dual screens is recommended but not required
 - c. A corded or cordless mouse is highly recommended.

- d. Possibly a Media Center or school computer lab?
10. Coordinate someone to assist with proctoring.
 - a. Recommend the teacher be present to help setup but during the assessment, someone else can simply supervise the students.
 - b. Testing coordinator? Media Specialist?
11. Give students the invitation letter with the necessary details.
 - a. [Sample parent letter](#)
 - b. [Sample student letter](#)
 - c. Contact Admin and impacted staff about this.
 - i. [Sample letter to administrators, guidance, and other staff](#)
 - ii. [Sample impacted staff Letter](#)
12. 1 week before testing
 - a. Let the CTE office know so we can ensure you have the most up to date processes and DTI is ready.
 - b. Contact Korbin.shoemaker@fcps.org AND Anthony.Bollino@fcps.org
13. On the day/time of the assessment, students log on to **Certiport Cloud Portal**, sign in with their FCPS information.
 - a. [Proctoring a Certiport Exam](#) (**important pre-test instructions can be found here.**)
 - b. [Test Candidate Quick Start Guide](#) (Student Instructions)
 - c. Access code is specific to the testing session scheduled.
14. Students follow the instructions on the screen to complete the assessment.
15. Upon completion of the certification, students receive a report. It is recommended that that report be exported as a PDF and Printed for the student's and Teacher's records.
16. Teachers should report the results (score to the CTE curriculum coordinator or teacher specialist that provided the vouchers) - Entering them in the [sign up spreadsheet](#) at a minimum
17. Teachers must identify students that scored a **700 or higher** (passing) in TAC as passing the certification.
 - a. [TAC instructions](#)

b.

Student ID	Name	Alerts	Test Date	Program Assessment	Asmt Passed	Delete	Actions
			01/13/2025	Bus_Man_ASK_Business_Fundamental_Business_Concepts_520251 -			
				Bus_Man_ASK_Ethical_520251 -			
				CAD_Autodesk_Certified_User_Inventor_151390 -			
				CAD_Autodesk_Certified_User_Revit_151390 -			
				Carpentry_Aerial_Lift_465200 -			
				Carpentry_Career_Safe_OHSA_certification_465200 -			
				Carpentry_Fork_Lift_465200 -			
				Carpentry_NCCER_Level_1_465200 -			
				Child_Development_90hour_200201 -			
				Child_Development_Child_Development_Associate_131209 -			
				Computer_Science_Microsoft_IT_Specialist_HTML/CSS_110190 -			
				Computer_Science_Microsoft_IT_Specialist_Java_110190 -			
				Computer_Science_Microsoft_IT_Specialist_Python_110190 -			
				Cosmetology_Maryland_State_Certified_Cosmetologist_120450 -			
			01/10/2025	CRD_Armed_Services_Vocational_Aptitude_Battery_ASVAB_860000 -			
				Culinary_Arts_Certified_Fundamentals_Cook_120550 -			
				Culinary_Arts_Certified_Fundamentals_Pastry_Cook_120550 -			
				Culinary_Arts_ServeSafe_120550 -			
				Digital_Design_PrintED_Adobe_Animate_CC_ACA_100350 -			

