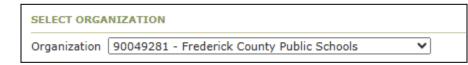
SY26 Microsoft Office Specialist Certification Teacher Guide

- 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



- 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.

ii.

- 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. <u>Test Candidate Quick Start Guide</u> (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 <u>sign up spreadsheet</u> at a minimum
- 17. Teachers must identify students that scored a **700 or higher** (passing) in TAC as passing the certification.
 - a. TAC instructions

