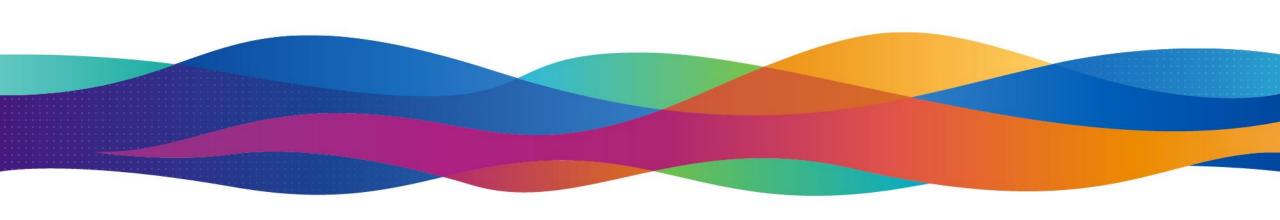# Exam Techniques
# Microsoft Office Specialist (MOS)

Your guide to preparing to take the Microsoft Office Certification

# MOS Exam Techniques

This resource is designed to allow you to learn techniques to help you take your Microsoft Office Specialist Examination.

Please refer to  MOS Exam – Module Specific for information on the Microsoft syllabus and tool available to assist in exam preparation

**How To Use**

✓Work through exam elements  [MOS Exam Elements List](#)

✓Select required element

✓Review element

# Request a MOS Exam

**Please request an exam once you have : -**

- ✓ Accessed MOS Exam – Module Specific
- ✓ Achieved >90% in MOS Practise Exam (**Testing Mode**)
- ✓ Created Certiport Account
- ✓ Reviewed Certiport Candidate Guide
- ✓ Reviewed [Certiport Technical Requirements](#)

# MOS Exam Elements List

- Click on exam element below to view information

- [Policies](#)
- [Certiport](#)
- [Exam Environment](#)
- [Exam Location](#)
- [Reminders](#)
- [Resources](#)

# MOS Exam Preparation – Policies

- Access Certiport Site
    - Exam [policy](#)
    - Exam retake [policy](#)
    - Certiport Exam [FAQs](#)

    ✓Have you read the Candidate guide?
    ✓Have you checked your Internet Speed?
    ✓Have you created a Certiport Account?
    ✓Have you access the tutorial?

[Return to MOS Exam Elements list](#)

# MOS Exam Preparation – Certiport

- Access Certiport Site
  - Register/ Create Certiport [Account](#)
  - Test Candidate [Guide](#)
  - Exam [Tutorial](#)
  - [Certiport Technical Requirements](#)

✓Have you created a Certiport Account?

✓Have you accepted the NDA?

✓Have you accessed the tutorial?

✓Have you/IT support reviewed Technical Requirements

[Return to MOS Exam Elements list](#)

# MOS Exam Preparation – Exam Environment

- Access Certiport Site
  - Access exam [tips](#)


- View [Video](#) explaining Exams From Home Option
- View [Video](#) explaining Microsoft Office Specialist Exam Environment

  ✓Have you watched the videos?
  ✓Which tips will you use?


[Return to MOS Exam Elements list](#)

# MOS Exam Preparation – Exam Location

- Taking the exam from home – using **work device** at **home**
   **Preferred** option review Certiport technical requirements and check your internet connection

- Taking the exam from home – using **work device** at **work**

   **Before** requesting exam, review Certiport technical requirements.

- Taking the exam from home – using **personal device** at **home**
   **Before** requesting exam, review Certiport technical requirements

Please note MLCSU & Certiport do not have administrator rights so are unable to troubleshoot if any problems occur due to the network security, etc.

✓Have you reviewed Certiport technical requirements?
✓Have you checked internet speed?

Return to MOS Exam Elements list

# MOS Exam Preparation – Reminders

- Remember to breathe

- Read questions ,be comfortable you understand before starting

- Use review options for questions you are unsure of

- Consider use of right click in exam environment (some users have reported problems)

[Return to MOS Exam Elements list](#)

# MOS Exam Preparation – Tips

- Time, consider setting time aside to dedicated learning.

- Utilise GMetrix Study guide to assist with your exam preparation

- Set an exam date, this will aid to keep you motivated.

    During this time, focus not only on course content, but also on completing both the course and practice tests.

- Any queries? Always ask, the training team are here to help.

Return to MOS Exam Elements list