



澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

Microsoft Office Specialist Rules Agreement

Please review and sign the following exam rules, and ask the administrator if you have questions.

1. I will not take the following types of personal items into the testing room: cellular phones, hand-held computers/personal digital assistants(PDAs) or other electronic devices, pagers, watches, purses, hats,bags, coats, books and notes. Studying is not allowed in the test center.
2. I will store these items in a secure area indicated by the administrator. Cellular phones , pagers , and other electronic devices must be turned off prior to placing them in the designated secure area. The testing center is not responsible for lost, stolen or, misplaced personal items.
3. If I am given an erasable noteboard or exam-specific materials, I will not use them until after the exam. I will sit in m assigned seat. I understand that eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
4. Candidates must register an exam account on www.certiport.com before the examinations, please be reminded that the candidate's address should register in Portuguese/ English because the certificate (If passed) will be sent by Certiport in US.
5. The administrator will monitor me continuously while I take my exam. The session may be videotaped or otherwise recorded for security or other purposes.
6. The administrator cannot answer questions related to exam content. If I have questions of this nature , I will contact the exam sponsor after I leave the testing center.
7. Break policies are established by the exam sponsor. Some exams may include scheduled breaks and instructions will appear on the computer screen at the appropriate time; whether or not the exam stops depends on the sponsor's policy. If I take a break at any other time, the exam timer will not be stopped. The administrator will set my workstation to the break mode, and I will take my ID with me when I leave the room. The administrator will check my ID before I return to my seat and will then restart my exam.
8. While I am taking a break, I am permitted to access personal items that I stored during the exam only if necessary – for example, if I need to take medication at a specific time. I am NOT
9. allowed access to other items, including cellular phones, exam notes and study guides, unless the exam sponsor specifically permits this.
10. I will not try to remove copies of exam questions and answers from the testing center, and I will not share the questions or answer seen in my exam with other candidates.
11. After the exam ends, the administrator will come to my workstation and ensure my exam has ended properly. The exam sponsors may display my score on the screen after the exam or may provide a printed score report. If a printed score report is provided, I will receive it after returning the erasable noteboard and other materials to the administrator.

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