

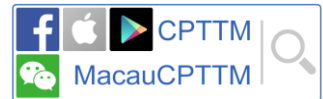
澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

Microsoft Office Specialist (MOS) 考生協定

Adobe Certified Professional (ACP) 考生協定

Autodesk Certified User (ACU) 考生協定

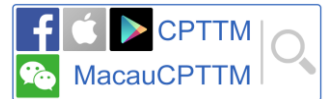
- | |
|--|
| 1. 我不會將下列個人物品（例如：手提電話、掌上型電腦／平板電腦（PDA）／電腦詞典或其他任何電子類產品、呼叫器、手錶、皮夾、皮包、手提袋／公事包、外套、帽子、書本和筆記）帶入考場。考生必須將所有個人物品存放在考管員指定位置。考生如拒絕存放個人物品，將不能參加考試，且考試費用不予退還。 |
| 2. 考生進入考試室前，考管員會要求考生進行自我拍身檢查（如手臂、腿和腰部等），以確認身上沒有藏匿任何物品。對個人物品的丟失、被盜或錯放，考試中心不承擔責任。考場內禁止進行考前複習。 |
| 3. 在到達本中心應考前，考生必須自行到 https://certiport.pearsonvue.com/ 註冊考試帳號，並請確保考試帳號內個人資料準確無誤；同時，通訊地址欄請以英文或葡文填寫。 |
| 4. 考管員會為考生分配考位和登錄考試系統。考生須核實參試科目是否與註冊的考試科目一致。除非另有說明，沒有考管員的陪同考生不得自行離開考位。 |
| 5. 進入考試室後，考生不得與其他考生交流。考生如在考試室內做出任何干擾、威脅或欺騙的行為，將有可能因此被終止考試，致使考試成績無效或在未來被禁考。 |
| 6. 考生理解考試期間不得進食、飲水、嚼口香糖、吸煙和/或製造噪音干擾他人。 |
| 7. 為保證考試的高安全性，考試全程監考，且可能會被錄音、錄影。 |
| 8. 考試開始前，螢幕上可能出現保密協定或其他安全聲明。如出現，考生須在規定時間內閱讀、確認並同意此等文檔中的所有條款和條件，以開始考試。考生如不同意相關條款和條件，將無法繼續考試且考試費用可能不予退還。考生如選擇「拒絕」，考試將立即結束。 |
| 9. 考間休息規定由各考試主辦方制定。部分考試可能包括預約的休息時間。如適用，休息說明會在適當的時間顯示於電腦螢幕上。請注意，考試是否停止計時取決於各 |



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

考試主辦方的規定。考生如在規定的休息時間以外進行任何休息，或者在不包含預約休息的考試中進行休息，則考試時間不會暫停。考管員會將考試設置為休息模式。考生離開考試室時須攜帶身份證件。陪同考生回到考位前，考管員會再次檢查考生的身份證件，然後為考生恢復考試。

10. 考生休息期間，須先獲得考管員的許可，才能取用存放的個人物品（醫療輔助物品、藥物和食品除外）。除非考試主辦方特許，休息期間考生不得使用的個人物品，包括但不限於手機、考試筆記和學習資料。
11. 如需休息，考生須離開考試室。考生休息期間如想離開考試中心所在大樓，請與考管員確認相關考試主辦方是否准許考生離開大樓。
12. 考生須遵循相關考試主辦方規定的簽到和簽退流程，這可能包括在離開和重新進入考試室時需要出示身份證件。考生重新進入考試室前，考管員將再次要求考生進行自我拍身檢查（如手臂、腿和腰部等），以確認身上沒有藏匿任何物品。除非另有說明，考管員將陪同考生回到所分配的考站並為考生恢復考試。
13. 除非另有說明，考生完成考試後，須舉手示意考管員。考管員將來到考生的考位，確認考試是否已正常結束。根據考試的類型，考試正常結束後，考試主辦方可能會在電腦螢幕上顯示考生的考試成績。如有需要，考生可自行登錄 <https://certiport.pearsonvue.com/>，獲取考試成績單及列印證書。

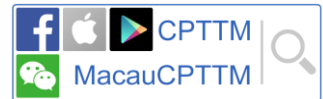


澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

Microsoft Office Specialist (MOS) Rules Agreement
Adobe Certified Professional (ACP) Rules Agreement
Autodesk Certified User (ACU) Rules Agreement

1. No personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room. You must store all personal items in a secure area as indicated by the TA. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee.
2. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. Studying IS NOT allowed in the test center.
3. Candidates must register an exam account on <https://certiport.pearsonvue.com/> before the examinations, please be reminded that the candidate's address should register in Portuguese/English.
4. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.
5. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.
6. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.
7. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.
8. A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.





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

9. Break policies are established by the test program sponsor. Some tests may include scheduled breaks and, if so allowed, instructions will appear on the computer screen at the appropriate time. It is important to note that whether or not the test time stops depends on the test program sponsor's policy. If you take an unscheduled break at any other time or if you take a break during a test in which the test program sponsor has not scheduled a break, the test time will not stop. The TA will set your workstation to the break mode, and you must take your ID with you when you leave the room. The TA will check your ID before escorting you back to your seat and will then resume your test.
10. If you are taking any break, you MUST receive permission from the TA PRIOR to accessing personal items that have been stored (with the exception of comfort aids, medication, and food, which you may access without permission). Unless specifically permitted by the test program sponsor, personal items that cannot be accessed during any break include but are not limited to mobile phones, test notes, and study guides.
11. You must leave the testing room for all breaks. If you want to leave the test center building during any breaks, verify with the TA whether your test program sponsor permits you to leave the building.
12. You must follow all of the appropriate check-in and check-out processes as defined by your test program sponsor. This may include the need to show identification when leaving and re-entering the testing room. Before re-entering, you will be asked to pat yourself down again (for example: arms, legs, and waistline) to show there is nothing hidden on your body. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test for you so that you may continue with your test.
13. Unless otherwise instructed, after you have completed the test you must raise your hand, and the TA will come to your workstation and verify that your test session has ended properly. Depending on the type of test taken, the test program sponsor may display your test score on the computer screen after you have completed the test. Candidates can log in to <https://certiport.pearsonvue.com/> to obtain test score report and print certificate.

