

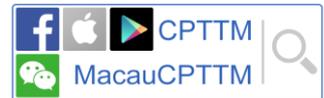
澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

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. 考生於預約開始時間後遲到超過 15 分鐘，可被拒絕入場，其考試費用將不予改期及退款。
2. 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。
3. 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。
4. 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。
5. 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。
6. 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。
7. 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。
8. 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。
9. 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



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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。

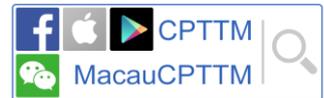
10. 考間休息規定由各考試主辦方制定。部分考試可能包括預約的休息時間。如適用，休息說明會在適當的時間顯示於電腦螢幕上。請注意，考試是否停止計時取決於各考試主辦方的規定。考生如在規定的休息時間以外進行任何休息，或者在不包含預約休息的考試中進行休息，則考試時間不會暫停。考管員會將考試設置為休息模式。考生離開考試室時須攜帶身份證件。陪同考生回到考位前，考管員會再次檢查考生的身份證件，然後為考生恢復考試。
11. 考生休息期間，須先獲得考管員的許可，才能取用存放的個人物品（醫療輔助物品、藥物和食品除外）。除非考試主辦方特許，休息期間考生不得使用的個人物品，包括但不限於手機、考試筆記和學習資料。
12. 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。
13. 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。
14. 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。

總辦事處
時尚匯點
數碼匯點

澳門上海街 175 號中華總商會大廈六樓
澳門漁翁街海洋工業中心第二期十樓
澳門馬統領街廠商會大廈三樓
網址: <https://www.cpttm.org.mo>

Tel: (853)2878 1313 Fax: (853)2878 8233
Tel: (853)8898 0701 Fax: (853)2831 2079
Tel: (853)8898 0601 Fax: (853)2837 3085
電子郵件: cpttm@cpttm.org.mo





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Microsoft Office Specialist (MOS) Rules Agreement

Adobe Certified Professional (ACP) Rules Agreement

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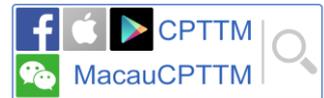
1. If you arrive more than 15 minutes late after the appointment start time, you may be refused admission. Your exam will not be rescheduled, and your exam fee will not be refunded.
2. No personal items, including but not limited to mobile phones, hand-held computers or personal digital assistants (PDAs), other electronic devices, pagers, watches, wallets, purses, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are permitted in the testing room. You must store all personal items in the secure area designated by the Test Administrator (TA). If you refuse to store your personal items, you will not be permitted to test, and you will forfeit your exam fee.
3. Before entering the testing room, you will be asked to pat yourself down (for example, arms, legs, and waist) to confirm that nothing is hidden on your person. The test center is not responsible for any lost, stolen, or misplaced personal items. Studying is not permitted in the test center.
4. You must register an exam account on <https://certipoint.pearsonvue.com/> prior to your examination. Please note that your registered address must be provided in Portuguese or English.
5. The TA will log you into your assigned workstation. You must verify that you are taking the correct test for which you registered. Unless otherwise instructed, you must remain in your assigned seat until you are escorted out of the testing room by a TA.
6. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior may result in the immediate termination of your test, invalidation of your results, or disqualification from future tests.
7. Eating, drinking, chewing gum, smoking, or making any noise that disturbs other candidates is strictly prohibited during the test.
8. To ensure a high level of security, you will be monitored at all times. Both audio and video recording may occur.
9. A Non-Disclosure Agreement (NDA) or other security statement may be presented to you before the test begins. If presented, you must read, acknowledge, and agree to its terms and conditions

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- within the specified time limit (if applicable) in order to begin your test. If you do not agree or select “DECLINE,” your test session will end immediately, and you may forfeit your exam fee.
10. Break policies are determined by the test program sponsor. Some tests may include scheduled breaks, with instructions displayed on the screen. Please note that the test timer may or may not stop during breaks, depending on the sponsor’s policy. For any unscheduled break or a break during a test without scheduled breaks, the test time will continue to run. The TA will place your workstation in break mode. You must take your ID with you when leaving the room. The TA will verify your ID before escorting you back to your seat and resuming the test.
 11. During any break, you must obtain permission from the TA before accessing any stored personal items (except for comfort aids, medication, and food, which may be accessed without prior permission). Unless specifically permitted by the test program sponsor, items such as mobile phones, test notes, and study guides may not be accessed during breaks.
 12. You must leave the testing room for all breaks. If you wish to leave the test center building during a break, you must first confirm with the TA whether the test program sponsor permits it.
 13. You must follow all check-in and check-out procedures specified by your test program sponsor. This may require showing identification when leaving and re-entering the testing room. Before re-entering, you will again be asked to pat yourself down (for example, arms, legs, and waist). Unless otherwise instructed, the TA will escort you to your assigned workstation and resume your test.
 14. Upon completion of the test, unless otherwise instructed, raise your hand so that the TA can verify that your session has ended properly. Depending on the test, your score may be displayed on the screen immediately after completion. You can log in to <https://certiport.pearsonvue.com/> to view your score report and print your certificate.

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