



EXCEL CERTIFICATION TESTING

The School of Business is now offering students the opportunity to complete the Microsoft Excel Certification testing for both Associate and Expert levels.

Students may register for an available exam date here [Excel Certification Exams Spring 2020](#). These exams are limited to School of Business students, those taking IST201 or MBA students only. Space for each exam date is limited to 25 students, therefore registration is on a first-come first-serve basis. Registration for a particular date will be cut off 2 days prior to the exam date.

Registered students will receive an email 2 days prior to their exam date with instructions including log on information, room number, etc.

The exam is a 50-minute, timed exam. Students are limited to 2 attempts for the Associate level exam and 1 attempt on the Expert exam. Registering for an exam date and failing to cancel this registration 48 hours prior to the exam will count as an attempt.

If you receive approved accommodations for testing, please email Stephanie Horner at horners@tcnj.edu for instructions prior to registering for an exam date.

Any questions can be directed to horners@tcnj.edu.