



EXCEL CERTIFICATION TESTING

The School of Business offers its students the opportunity to complete the Microsoft Excel Certification testing for both Associate and Expert levels. The topical coverage of the Associate and Expert levels is described [here](#). *For summer 2021, we will offer remote online testing.*

Students may register for an available exam date here [Excel Certification Exams Summer 2021](#). These exams are limited to School of Business students only. Space for each exam date is limited to **10 students**, therefore registration is on a first-come first-serve basis. Students will receive a Google calendar invite at the time of registration for the date and time of their exam. Students **must** accept this invite in order to be provided a testing link, which will be sent 24 hours prior to the exam.

All students will be required to show ID prior to taking the exam. Students will receive a Google calendar invite for an ID verification meeting prior to their exam and must accept. All students will also receive an email with their testing link if they confirmed their appointment 24 hours prior to the exam.

Testers must set up the student's Certiport account prior to the exam here:
<https://www.certiport.com/portal/Pages/Registration.aspx>.

1. If the student does not have a Certiport account, please set that up using the link.
2. If the student already has a Certiport account, please check your account to ensure that you remember your password prior to the exam.

The exam is a 50-minute, timed exam. All students can take each test for free up to two times if the same (Associate or Expert) level is involved, and up to three times if a combination of Associate and Expert levels are involved.

As space for each exam is limited, the student will receive an email 48 hours prior to the exam time to ask the student to confirm that they will be present at the exam. A student **must confirm prior to 24 hours** before the exam date/time that they will be present, OR their exam spot will be assigned to another student.

Failure to cancel an exam prior to 24 hours before the exam date/time, or **not showing for the exam** takes the exam spot from other students, as well as incurs significant costs to the School to pay for a missed exam. Thus, if a student registers for an exam date, and fails to cancel prior to 24 hours before the assigned exam date/time, or does not show, the student **will not be allowed** to register for another exam during the semester. Registering for an exam date and failing to cancel the registration prior to 24 hours before the exam date/time, or a “no show” will count as one of a student's two attempts to take the exam.

On the exam day:

- Click on the Zoom link in the Excel ID Verification calendar invite.
- Show your TCNJ ID for identity verification.
- No mobile device, calculators, recording devices, cameras, paper, pens, pencils, etc. are allowed with you in the testing environment.

- All open browsers must be closed.
- Accessing anything other than the exam or violating any of the rules contained herein will invalidate your exam.

If you require testing accommodations, you must apply through Certiport <https://certiport.pearsonvue.com/Educator-resources/Exam-policies/Accommodations>. This must be completed prior to your testing date.

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