# **Microsoft Office User Specialist Exam (MOS)**

Word 2013 / Excel 2013

# **Testing Dates**

Tuesday, May 17th 3:00pm – 4:10pm

Thursday, May 19th 3:00pm – 4:10pm

Friday, May 20th 3:00pm – 4:10pm

Saturday, May 21st 9:00am – 10:30am

*Please do not be late to your session and parents please be sure to pick your child up on time.*

# **Cost**

Each test is **$50**.

Payments will be accepted Monday, **May 9th** *through* Thursday, **May 12th** during *HOMEROOM and LUNCH only.*

# **What to do:**

1. **Register** your student using the attached form.
2. **Make payment** to Ms. Colon in the front office only during homeroom or lunch time.
3. After receipt of payment, I will send you an **email confirmation** on the testing date.
   1. We have a limited number of seats for each test session because of testing regulations.
   2. As I receive payment notifications I will fill seats based on first choice then second etc.
4. Use **G-Metrix** to practice for the exam (This is being used in classroom daily.)
5. **Show up** on time for the test and do your very best. You will receive immediate results when finished.
   1. *If you tested last year*, you will need your Microsoft user name and password to log into the system. Make sure you have this BEFORE you come to the testing room.

# **Where is testing?**

Bayram, Piskin and Sonnier’s **computer labs** will be used for testing.