

Sample Checklist for Microsoft Fundamentals Test Fest

1. Select A Date For The Test Fest

- a. Notify and reserve venue (classroom, lab, check-in and eating/meeting area)
- b. Review the exams with instructors and certify to experience the exam
- c. Secure proctors (contact Certiport Onboarding with questions)
- d. Arrange for catering (if applicable)
- e. Create registration plan and tracker
- f. Create payment options (if applicable)
- g. Create invitations, flyers and send information out to candidates

2. Distribute Courseware And Practice Test Information

- a. If you have selected to purchase learning content or practice test options, send out the keys and redemption instructions to students
- b. Confirm with students they are able to access the content and prepare for the exam before the Test Fest date

3. Reminder Email To All Students Before Testing Day

- a. Ask students to finish preparing for the exam
- b. Remind students to setup their Certiport ID and know their Certiport username and password when they go to take the exam
- c. Let students know they will need to bring their student ID and any applicable fees to the testing center (if applicable)

Contact a Certiport Territory Manager to review inventory, and purchase courseware and practice tests (if applicable) at [1.888.999.9830](tel:1.888.999.9830)