

Frequently Asked Questions

Which exams are currently available for certification testing?

We maintain a [calendar matrix](#) that has all current and upcoming certification exams and learning products.

I want to deliver certification exams at my school or business, how do I get started?

The first step is to register your institution as a Certiport Authorized Testing Center (CATC) at www.certiport.com/go. Next, a Certiport representative will contact you with information on how to be activated, purchase exams, and receive training. A CATC may deliver one, or any number of certification programs we offer, including Microsoft Office Specialist.

What is required for our computer(s) in order to deliver the various exams?

See our [Technical Requirements](#) page; please note that “live-in-the-app” exams such as Microsoft Office Specialist (MOS) and Autodesk Certified User (ACU) have additional requirements and setup to administer them.

Where do we download Compass?

After your CATC has been approved and activated, you will set up roles under your Certiport user account. One of those roles, Organization Administrator, has access to our “**Training & Tools**” area where there is a dedicated page for [Compass](#) (requires login).

How do I know how many exams my CATC has remaining?

Log in at www.certiport.com, change your role to Organization Administrator, hover over the “**My Certiport**” tab, and then click on the “**License, Inventory or Vouchers**” dropdown. Prior to testing, you should routinely view your quantity of exams remaining to ensure you have enough to proceed without interruption. If you should run out of exams, you may contact your Territory Representative, purchase through the Org Admin role, or even purchase through our [Shop site](#).

We were not able to attend the On-Boarding training, what can we do?

Certiport provides pre-recorded video training for all new CATCs. Refer to our [Webinars](#) page and scroll down for a list of available topics. We also have many [Quick Reference Guides](#) created and posted on our website in addition to a variety of additional pages with [online solutions](#).

Why do we need Windows Admin Rights with no Group Policies in order to run LITA exams on Compass?

There are two primary reasons: The first is due to the lockdown that occurs during testing, and the second is the way Compass works with live-in-the-application exams like Microsoft Office Specialist or Autodesk Certified User. Features such as these require Console to have an extended reach, and that cannot occur with the rights of a limited Windows User Account. However, once Compass is installed and validated you can wrap the Admin credentials into the software by using the Admin Credentials feature found in the settings menu. This will allow limited users to sign in and test because the software will only employ those credentials during an exam.

Why are there so many updates for Compass?

From Windows to a simple phone app, all software programs are subject to continual maintenance and improvements. In addition to the actual delivery software itself, our exam content may undergo psychometric analysis that may require a maintenance update, or new products may be added to our lineup. These events will result in an update to Compass because some of the information is stored locally on the testing computer (client-side). However, Certiport has now introduced a new Update Services model where updates are now performed as a Windows service in the background. So long as a testing workstation has Compass installed, the computer is on, and it maintains an internet connection, that computer can be set to check for updates daily.

What do we do when the computer freezes during an exam?

Restart the computer (perform a cold reboot if you encounter a hard freeze), launch the software again on the exact same workstation on which it was started, and then choose the test that is already in progress (the test will start from the last question unanswered on most exams). If the problem persists or you do not see the same exam marked as “In Progress”, please contact Certiport Technical Support or refer to our [FAQs](#) for detailed information.

We have 20 identical computers, 19 launch fine but one doesn’t – how can this happen if they are all the same?

Most of the time there is likely just one setup item or technical requirement that was overlooked on the workstation that will not launch. Should all setup and technical items be addressed but the problem still occurs, the solution may be wrapped within a more complicated answer. It may be necessary to simply start over and reinstall Console and its dependencies from scratch, or in extreme cases, even reimaging or reinstall Windows on that particular workstation.

Should the instructor also take the certification exams?

Yes. It is highly recommended that the instructor take an exam before testing the students; this will assist the instructor in becoming more attuned with not only the exam objectives, but the nature of test delivery itself. A teacher so inclined also has the option to become a [Microsoft Certified Educator](#).

What are the required passing scores for the exams?

Cut scores are never published. Please refer to our official [exam scoring policy](#).

Are there any exceptions for students with disabilities?

Yes. Approved candidates can request accommodations on any Certiport delivered exam. For more information on accommodations and/or to obtain the ADA request form please visit [our ADA page](#).

[Contacting Support](#)

Find [Answers Online](#)

Test Candidates: 888.999.9830, Opt. 2 (M – F 6am to 5pm MT)

Customerservices@certiport.com

CATC Customer Service: 888.999.9830, Opt. 3 (M – F 7am to 5pm MT)

CATC Technical Support: 888.999.9830, Opt. 1 (M – F 6am to 5pm MT)