

Assessment of Hands-on Course: Microsoft Office for Business (MOB)

Step-by-Step Guide for Examinees

1. Background

- (i) The assessment of the Hands-on Course “Microsoft Office for Business (MOB)” has been introduced by the Institute of Chartered Accountants of Pakistan (ICAP) in collaboration with Certiport, the official exam delivery partner for Microsoft certifications.
- (ii) All examinees must successfully complete this assessment before appearing in the CFAP examinations or commencing their training, whichever occurs earlier.
- (iii) The MOB assessment is conducted four times a year for the following three applications of Microsoft Office 365:
 - Word
 - Excel
 - PowerPoint

2. Assessment Forms submission

Before submission of assessment forms

- (i) ICAP will announce assessment forms submission dates for MOB at least three weeks before each assessment session.
- (ii) MOB assessment forms will be submitted through examinees’ secured login area on the ICAP website.
- (iii) Before appearing in the MOB assessment for the first time, creating a Certiport account is mandatory.
- (iv) To create a Certiport account, log on to the [Certiport website](#).
- (v) While creating the Certiport account, examinees must ensure that their personal details exactly match the information provided to ICAP i.e., Name, Email ID, Date of Birth, etc.
- (vi) Microsoft certificates with incorrect details of examinees will not be reflected in their records at ICAP. Any difference in examinees’ personal details in their records at ICAP and Certiport account may result in:
 - inability to access the exam portal; and/or
 - incorrect details on the Microsoft result card/certificate.
- (vii) After creating the Certiport account, examinees are required to enter their CRN in the Student ID field by editing their Profile.
- (viii) After editing the Profile:
 - go to Program tab and click on the register button on the Microsoft tile;
 - accept the Microsoft Non-Disclosure and EULA Agreement at the Microsoft Registration page; and
 - click the Submit button to complete the initial registration process for MOB assessment.
- (ix) Examinees are encouraged to view the [Video Tutorial](#) for further guidance on the Certiport account creation.

Submission of assessment forms

- (i) Log in to examinees' secured area at the ICAP website, open the online examination form for the MOB Assessment and select the:
 - desired Microsoft application(s) (Word, Excel, PowerPoint); and
 - preferred ICAP examination center.
- (ii) Generate exam fee voucher and pay the prescribed fee. Once the exam fee is paid, the form submission status will change from Pending to Approved.

3. Assessment

Before the Assessment

- (i) Examinees are advised to watch the [MOB Exam Tutorial](#), read the [Microsoft 365 Apps Exam Tutorial](#) and attempt the [Model Questions](#) available on the ICAP website.
- (ii) Exact date and time of the assessment will be communicated through the admit cards.
- (iii) The admit cards will be uploaded to the student's secured area at the ICAP website at least five days before the assessment.

On the Examination Day

- (i) All examinees must keep their admit cards and CNIC with them while coming to the examination center.
- (ii) Examinees are advised to reach the exam center at the reporting time mentioned on their admit cards.
- (iii) Examinees must report at the exam center within 10 minutes of the scheduled commencement time of their exam. Failure to report within that time may debar them from taking the examination and mark them as 'Absent'
- (iv) The following items are not allowed in the exam hall:
 - Books, notes, pens, pencils, and paper etc.
 - Personal bags
 - Mobile phones
 - Any smart or electronic devices
- (v) After settling into their allocated seats, examinees will be allowed to start exam application and log in to their Certiport account.
- (vi) Enter the access code provided by ICAP in the exam application. This will return the exam details.
- (vii) Examinees must recheck the exam name displayed on the screen with the scheduled exam mentioned on their admit card. In case of any difference in the exam details, they must immediately contact the invigilator nearest to them to rectify the issue.
- (viii) Once the exam is started, do not close the exam application. Closing the exam application intentionally with no appropriate reason may attract penalties under the ICAP's policy on the use of unfair means.

- (ix) If the exam application is closed due to an error or hardware issue, immediately contact the invigilator nearest to you for support.
- (x) Any misconduct will be dealt with under ICAP's policy on the use of unfair means.

Completing the exam

- (i) Examinees who complete their exam well before permissible time, may click on the 'Complete Exam' button to end their exam.
- (ii) Once the Complete Exam button is clicked, the examinee cannot be allowed to reenter the exam.
- (iii) The system will automatically end the exam and log off the examinee as soon as the permissible time for exam is over.

4. Result Declaration

- (i) The result will appear instantly on the computer screen after completing the assessment.
- (ii) The result will be available in the examinees Certiport account within 24 hours.
- (iii) The official result will be uploaded on ICAP's portal within 15 days.