Microsoft Office Specialist (MOS)
Registration Instructions

1. Microsoft Office Specialist (MOS) exam registration is online at our website
www.education.edu/testing.

2. Near the top of the page you will see a button titled "SCHEDULE AN EXAM." Click this button.

3. You will see a list of exam registration steps. For **Choose a group**, select **Microsoft Office Specialist with Voucher**, if you want to purchase your exam and proctoring fee together, or select **Microsoft Office Specialist without Voucher**, if you already have a voucher and are looking for a testing center to proctor your exam.

4. For **Choose an exam**, select which exam you want to take. The RHEC Testing Center offers MOS 2010 and MOS 2013 exams.

4. You will need to choose an exam day/time and complete the registration process.

5. For additional information, please click **About** at the right side of the page or go to www.registerblast.com/roanoke/Home/Tab/87.

Additional Information: MOS 2010 and MOS 2013 continue the legacy of the Microsoft Office Specialist certification programs, the premier credential chosen by individuals seeking to validate their skills and advance their careers. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2010 or Microsoft Office 2013 system, resulting in increased academic and job performance, individual differentiation and personal confidence.

The Roanoke Higher Education Center offers MOS 2010 and MOS 2013 exams. Test takers can either register for an exam date **with voucher** or **without voucher**. If the test taker already has purchased a voucher, the person can register to take the exam at our testing center for a proctoring fee of $36.50. If the test taker does not already have a voucher, you can purchase a voucher and proctoring time through us for $108.50.

On exam day, you must present a non-expired, government-issued ID with name, signature, and photograph to be admitted.

Each exam is 50 minutes. Test candidates must read and accept the terms of the Non-Disclosure Agreement presented prior to the start of the exam. Test candidates are asked to pre-register on Certiport's website at https://www.certiport.com/portal/Pages/Registration.aspx before the exam day to speed up the check-in process