

FAQ's

Q. What is Certiport's Microsoft Office Specialist World Championship?

A. The 2018 Microsoft Office Specialist World Championship presented by Certiport, Inc. is a global competition that tests students' skills on Microsoft Office Word, Excel® and PowerPoint®. Top students are invited to represent their respective countries at the World Championship. At the World Championship Event, each student competes for World Champion in his or her category (Microsoft Word 2013, Microsoft Word 2016, Microsoft Excel® 2013, Microsoft Excel®2016, Microsoft Office PowerPoint® 2013, and Microsoft Office PowerPoint® 2016). In some countries or regions, students are required to participate in a regional test event as well, and the winners of that event continue on to the World Championship.

*Individual partners/countries may have additional published rules. Please contact your specific partner or refer to your specific regional competition rules for details.

Q. How do I participate in the Championship?

A. By taking a Microsoft Office Specialist certification exam, your score will automatically be entered into the MOS World Championship. If you have questions about whether or not your score has been received, please reach out to Certiport at MOSChampionship@pearson.com.

Q. Who can participate in the Championship?

A. Anyone may participate in the qualification round of testing, but to participate in the World Championship, candidates must be students that are enrolled in an approved, degree-seeking academic institution recognized by the state or country in which it operates. Students must also be between the ages of 13 and 22 (as of June 15, 2018). Students participating in the World Championship must be able to provide proof of age and student status upon request. Employees of Certiport, Inc., the sponsoring Certiport Authorized Partner, their affiliates, subsidiaries, parent and related companies and agencies and those individuals living in the same household as employees are not eligible. All federal, state and local laws and regulations apply. Void where prohibited or restricted by law. By taking an eligible Exam and entering this Championship, participants agree to abide by all terms of these Official Rules. Previous participants of the World Championship Round ARE eligible for the 2018 Championship. However, they cannot compete in the Exam they previously competed in during a World Championship Round. For example, a student who competed in Microsoft Excel® (2013 or 2016) during a previous year's World Championship Round, can compete in Microsoft Word or PowerPoint® in the Qualifying Round and the World Championship Round of this year's competition.

Q. Can students at an Imagine Academy participate?

A. Yes, students at Microsoft Imagine Academies are encouraged to participate. Many of those students participating prepare for the competition using the curriculum and lesson planning materials offered through their school by the Microsoft Imagine Academy program. This program provides schools flexible curriculum, customizable lesson plans and professional development opportunities for teachers.

Q. What versions of Microsoft Office will the 2018 Microsoft Office Specialist World Championship include?

A. The 2018 World Championship will include the following six (6) tracks:

- Microsoft Office Specialist Word 2013
- Microsoft Office Specialist Excel® 2013
- Microsoft Office Specialist PowerPoint® 2013
- Microsoft Office Specialist Word 2016
- Microsoft Office Specialist Excel® 2016
- Microsoft Office Specialist PowerPoint® 2016

Q. What scholarships are awarded?

A. The First Place Champion receives \$7000 (USD) along with a trophy, medal of achievement, and certificate. The Second Place winner receives \$3500 (USD) along with a medal of achievement and certificate. The Third Place Winner receives \$1500 (USD) along with a medal of achievement and certificate.

Q. When is the Championship taking place in my country?

A. Although this Championship is available worldwide, availability, rules, and dates vary by country. During the Qualifying Round, countries all around the world are hosting local competitions to determine Regional/Country Champions. For more details about participation within your country, contact your [Certiport Solution Provider](#), or email Certiport at MOSchampionship@pearson.com.

Q. How are the Word, Excel® and PowerPoint® Country Champions selected?

A. Country Champions will be selected in one of two ways by the Certiport competition operator in each country*:

1. **Top Score Method:** Competition Operator reviews the competition results for the country and selects the student with the top score for Word per track, the student with the top score for Excel® per track and the student with the top score for PowerPoint® per track (version 2013 or 2016). These students represent the country at the World Championship Event. Certiport retains the right to review local Competition Operator selections.
2. **Country Final Method:** Competition Operator reviews the competition results for the country and invites several top students, to compete at a country finals event. The winners of the country finals event (in Word, Excel® and PowerPoint®) represent the country at the World Championship Event. Certiport retains the right to review Competition Operator selections.

In the event two participants in the same country have the same high Exam score, the participant who completed the Exam in the least amount of time will be the winner. Decisions of Competition Operators and judges are final.

**Individual partners/countries may have additional published rules. For more details about participation within your country, contact your [Certiport Solution Provider](#), or email Certiport at MOSChampionship@pearson.com.*

Q. How are the World Champions in Word, Excel® and PowerPoint® selected?

A. All Regional/Country Champions will be invited to the World Championship Event to compete for the title of the World Champion in Word 2013 or 2016, Excel® 2013 or 2016 and PowerPoint® 2013 or 2016. At the World Championship Event, all Regional/Country Champions will be tested in a proctored lab on their respective exams. Generally, students will only be asked to complete their exams one time, however, in rare instances Certiport may require a second round of testing.

All participants in the World Championship will be responsible for preparing themselves to compete in their respective exams. Certiport and/or Certiport's partners may provide students with preparation materials to help facilitate each student's training on the software.

Q. What kind of exam do students take at the competition? Is it the same as the certification exam?

A. No, students will be taking a completely new exam. Like the certification exam, this will be project based. However, since the competition tests the most advanced students from around the country, we encourage students to study and prepare for topics outside the certification exam. A great way to prepare is to look at the Microsoft Office Specialist Expert exams, available for both Word and Excel (if applicable for your country).

Q. How does Certiport select the winning score?

A. If two students at the World Championship Event have the same high exam score on the unique comprehensive exams, the finalist who completed the exam in the least amount of time will be the winner. Decisions of judges are final. Winners will be notified during the student awards ceremony. Odds of winning will depend on the number of students competing in each exam division.

Q. Where can I take an eligible exam?

A. Eligible exams can be taken at any Academic Certiport Authorized Testing Center.

Q. Can I take an exam in any language?

A. Yes. During the Qualifying Round of the Championship, students may participate in any of the eligible exam regardless of the language. However, during the World Championship all finalists will be required to test using a specially designed version of Microsoft Office Specialist Word 2013, Word 2016, Excel® 2013, Excel® 2016 or PowerPoint® 2013, PowerPoint® 2016. The final championship exams are available in a limited number of languages. All Country Champions will be required to test in one of these languages at the World Championship Event regardless of native or first language. Please email MOSChampionship@pearson.com to find out which languages will be offered at the 2017 MOS World Championship.

Q. How many times can I take an eligible exam for the Championship?

A. There is no limit to the number of times a student may sit for any particular eligible exam as long as

he/she is not in violation of the Microsoft Office Specialist exam retake policy. Students who fail to abide by the Microsoft Office Specialist exam retake policy will be immediately disqualified from the Championship. Certiport retains the right to disqualify students for appropriate cause.

Q. How many different types of eligible exams can I submit into the Competition?

A. During the Qualifying Round, a Student can participate in MULTIPLE Exam tracks. For example, they can submit an Excel 2016 and Excel 2013 Exam. However, if they qualify to participate in a Regional/Country Round or the Final Round in Orlando, Florida, USA, they can only compete in only ONE Exam track.