



## How to Take Your Exam

1. Arrive testing center on-time.
2. Show your Student ID Card to on-duty Proctor for verifying your identity.
3. Find a seat and login the computer using your NetID.
4. Turn off your mobile phone and put all your belongings under your chair.
5. Do not open any applications in your desktop.
6. Double-click Compass short-cut on the desktop to launch Compass.  
The login page opens.

The screenshot shows a web browser window titled "Compass". The page header includes the "CERTIPORT" logo with the tagline "A PEARSON VUE BUSINESS" and a language dropdown menu set to "English". The main content area displays "The Hong Kong Polytechnic University (90085536)" and a "Welcome" message: "Log in to take your exam". A note states "(\* indicates a required field)". There are two input fields: "Username \*" and "Password \*". A blue "Login" button is positioned to the right of the password field. Below the login fields, there are links for "Forgot your username or password? [I Cannot Access My Account](#)", "Don't have an account? [Create an account now](#)", "Test Candidate Support [Test Candidate Support](#)", and "Exam Tutorials [Exam Tutorials](#)". The footer is a blue bar containing icons for support, a copyright notice "Copyright © 1996-2021 Pearson Education, Inc. or its affiliate(s). All rights reserved.", links for "Terms | Privacy | Contact", a "Close Window" link, and version information "10 (3.2102.26.2)", "19.0.2.793", and "19.0.2.793".

6. Candidate enters Certiport Username, Password, and clicks the Login button.  
If candidate does not have a user account, click the Create an account now link and complete the process to launch an exam.
7. Candidate doesn't need Exam Group and Voucher, click Next button.

Compass

CERTIPORT<sup>®</sup>  
A PEARSON VUE BUSINESS

Kwok Wai Joe Leung

Welcome Kwok Wai Joe, let's get you ready for your exam!

**Do you have an Exam Group ID today?**

Please make a selection below and then click "Next" to continue.

Your Teacher or Proctor would have given you a special code or series of numbers.

Example Exam Group ID: xxxxx

☐ No

**Do you have a Voucher to use for payment today?**

Please make a selection below and then click "Next" to continue.

Your Teacher or Proctor would have given you a special code or series of numbers.

Example Voucher: xxxxx-xxxx-xxxx-xxxx

☐ No

Next

8. Select Exam. Type AI in the search input box and click "Microsoft Azure AI Fundamentals" exam

Compass

CERTIPORT<sup>®</sup>  
A PEARSON VUE BUSINESS

Kwok Wai Joe Leung

Select Exam

Search for specific exams:

AI Search

Filter exams list by Program:

Show All

Program Name	Exam Name
Microsoft Certified Fundamentals	<a href="#">Microsoft Azure AI Fundamentals</a>

Previous

9. Read the Non-Disclosure Agreement, select "Yes, I accept" option, and click the Next button.

Compass

**CERTIPORT**  
A PEARSON VUE BUSINESS

Kwok Wai Joe Leung

## Non-Disclosure and EULA Agreement

### Non-Disclosure Agreement

Updated: July 2020

#### MICROSOFT CERTIFICATION EXAM AGREEMENT

**PLEASE READ THIS MICROSOFT CERTIFICATION EXAM AGREEMENT ("AGREEMENT") CAREFULLY. BY CLICKING ON THE "YES" BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT AND YOU AGREE TO ALL THE TERMS AND CONDITIONS IN THIS AGREEMENT. IF YOU DO NOT AGREE, SELECT "NO". YOU MUST SELECT "YES" TO TAKE THE MICROSOFT CERTIFICATION EXAM.**

This Agreement is entered into as of the date of Your acceptance between you ("You" or "Your") and Microsoft Corporation ("Microsoft").

To take any exam you must accept this Non-Disclosure and EULA Agreement.

☒ Yes, I accept

☐ No, I don't accept

Previous Next

10. If this is the first time the candidate is taking a Microsoft exam and they did not previously register, the candidate must complete the registration information and click the Next button before proceeding.

Sign Out

Signed in as: Candidate Smith  
Candidate ID: 12345678

## Registration

Please enter the requested information.  
(\* Indicates a required field)

Attention candidates: You can include in addition to the required English alphabet with your double byte characters.

Required fields (Romanized Chinese name and address, i.e. a name):

Use my certport profile data

First name\*

Middle name\*

Last name\*

Phone\*

Email\*

Company\*

Job title\*

Language\*

Country\*

Line 1\*

Line 2\*

City\*

State/Province\*

Zip/Postal Code\*

Workforce Status\*

How much experience do you have with this software?\*

Company\*

Job title\*

☐ Allow my information to be displayed within the Certified Product directory

Previous Next

11. Candidate verifies that the Candidate & Exam Information are correct. The name must be the same as the name in Student ID card. If all the information is correct, candidate could raise your hand to notify the on-duty proctor that you are ready.

Compass

CERTIPORT<sup>®</sup>  
A PEARSON VUE BUSINESS

Kwok Wai Joe Leung

## Verify & Unlock Exam

Candidate, please verify that the following information is correct.

Candidate & Exam Information			
Name	Exam details	Test center	Payment type
Kwok Wai Joe Leung	AI-900: Microsoft Azure AI Fundamentals <a href="#">Change exam</a>	The Hong Kong Polytechnic University	Inventory / Site Licenses
Language: English			
Accommodations: None			
Duration: 01:00:00			
Exam Group: None			

⚠ Candidate, please notify the proctor that you are ready to proceed.

### Proctor Authentication

All fields are required.

**Proctor Username:**

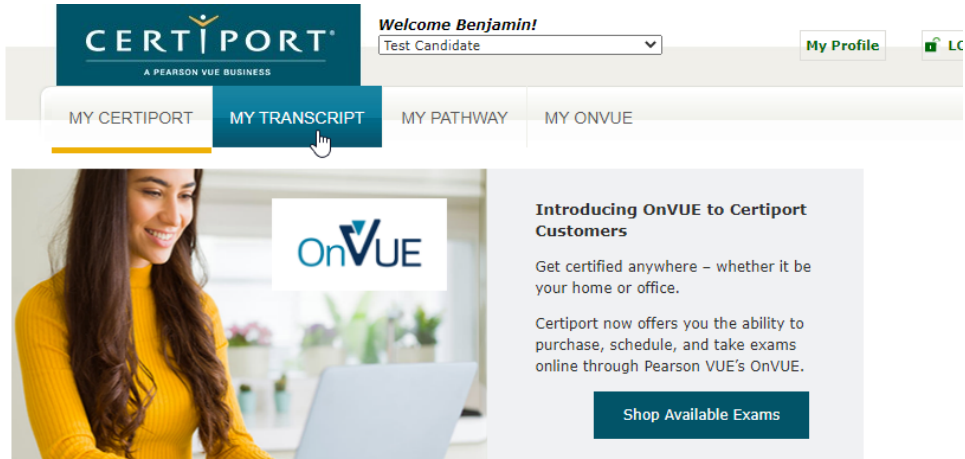
**Proctor Password:**

[Previous](#) [Unlock Exam](#)

12. Proctors will validate all candidate selected information and then unlock the exam.
13. Compass determines if all the required hardware and software is up-to-date. If the exam can be launched successfully, the Candidate selects the Next button.
14. After moving through the introductory information, the Begin Exam button is available to the candidate. Candidate clicks Begin Exam.
15. Candidate has one hour to complete the exam.
16. Candidate views the score report once the exam is complete.
17. Candidate clicks Done.
18. At the end of the exam, the candidate returns to the exam delivery desktop.
19. If the candidate wishes to print their score report and certification, they can open it on <https://www.certiport.com> and print it.

## View your certification after passing your exam

1. Login to <https://www.certiport.com>
2. Click MY TRANSCRIPT





### My Exams

#### CERTIFICATION EXAMS

You have no assigned exam vouchers.

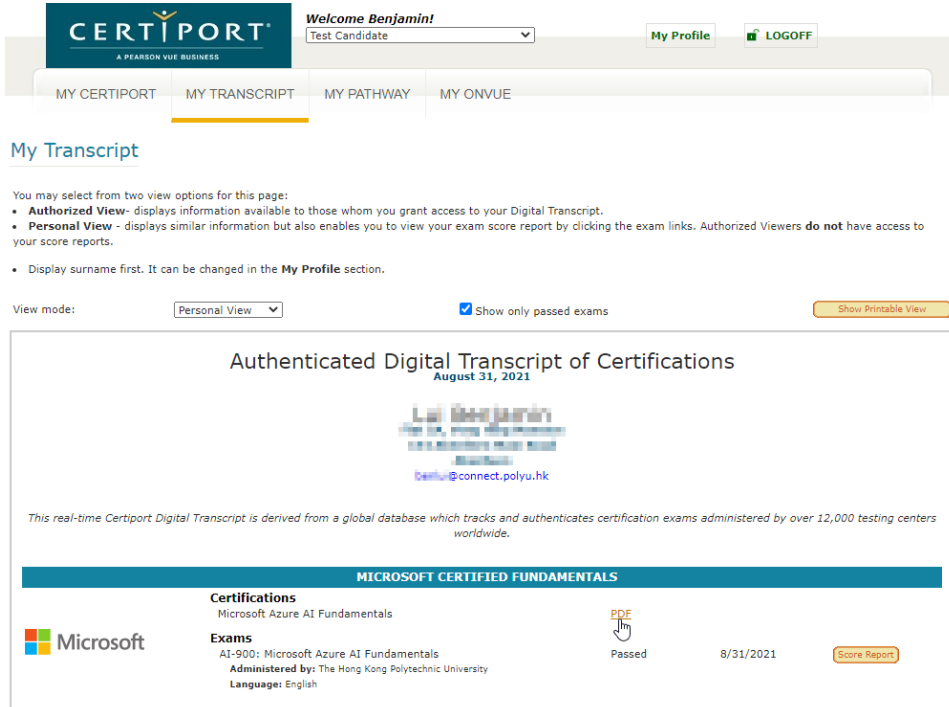
#### EXAM RESULTS

##### Microsoft Certified Fundamentals

Exam	Date	Score	Status	Certiport ID	Exam Group ID
AI-900: Microsoft Azure AI Fundamentals	8/31/2021		Pass		<a href="#">Add</a>

Taking an exam requires that you have an exam voucher. You may purchase an exam voucher here, or use an exam voucher you already have.

3. Click PDF for Microsoft Azure AI Fundamentals




You may select from two view options for this page:



- **Authorized View** - displays information available to those whom you grant access to your Digital Transcript.
- **Personal View** - displays similar information but also enables you to view your exam score report by clicking the exam links. Authorized Viewers **do not** have access to your score reports.
- Display surname first. It can be changed in the **My Profile** section.

View mode: Personal View ☒ Show only passed exams Show Printable View

**Authenticated Digital Transcript of Certifications**  
August 31, 2021

  
Benjamin Lai  
benjamin.lai@connect.polyu.hk

This real-time Certiport Digital Transcript is derived from a global database which tracks and authenticates certification exams administered by over 12,000 testing centers worldwide.

MICROSOFT CERTIFIED FUNDAMENTALS			
	<b>Certifications</b> Microsoft Azure AI Fundamentals		
	<b>Exams</b> AI-900: Microsoft Azure AI Fundamentals Administered by: The Hong Kong Polytechnic University Language: English	Passed	8/31/2021 <span>Score Report</span>

- Download and save your Certification in PFD format

