

Examination Procedure - (Offline Method) for students _29th June2025

Before Exam Day: Step 1 and Step 2

Step 1: Create Certiport id

To appear for your certification exam, you must create an account on www.certiport.com in advance.

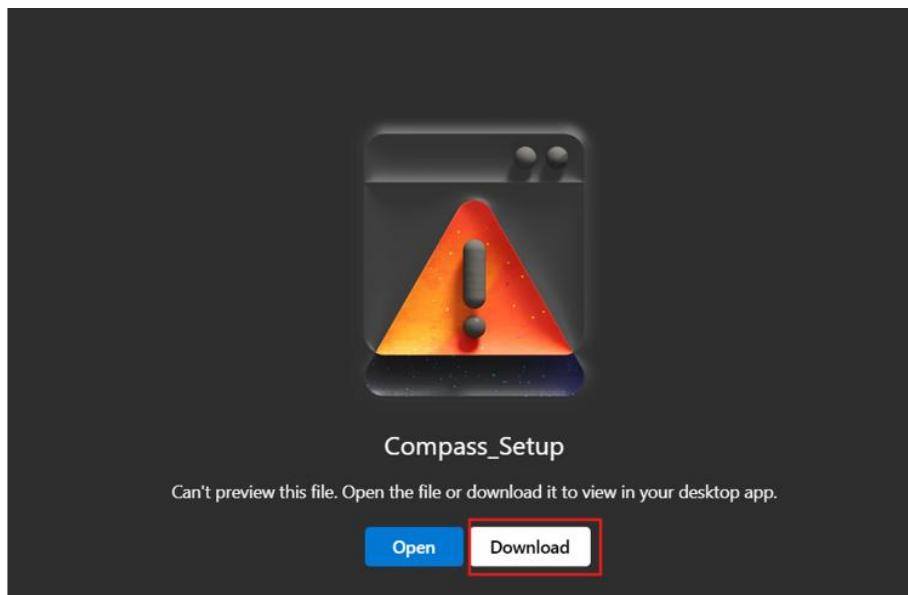
How to Register:

1. Go to www.certiport.com.
2. Click on “**Register/Sign Up**” at the top right corner of the page.
3. Follow the steps to create your **Candidate Profile**.
4. [Refer to the guide here](#)
5. **Important Notes:**
 - **✓ Remember your Certiport username and password.** You will need these credentials to log in on exam day.
 - **✗ Do not delete your account.** If you delete it, Certiport may not allow you to create another using the same email ID.

Step 2: Download and Install Compass Application

To take the Certiport exam, you must install the **Compass** exam delivery software.

How to Install:



Download the setup file:

👉 [Compass_Setup.exe](#)

1. **Run the installer** and follow the prompts to install the application.
2. Make sure your system meets the **technical requirements** for Compass.
 - 👉 Refer to the official Certiport system requirements: [Compass Technical Requirements](#)

At the Time of Exam: Step 3

Step 3: On the Day of the Exam – Launching and Taking Your Certiport Exam

a) Launch Compass

- Open the **Compass** application on your computer.



b) Initial Login by Proctor

- The **first login** must be done by the **Proctor** using their credentials.

Welcome

Log in to take your exam

(* indicates a required field)

Username *

Password *

Login

Or login with



c) Set the Testing Center

1. Click on **Settings**.
2. Under **Select Testing Center**, choose:
 - 👉 **IN-BIOT Private Limited (90086450)**
3. Scroll down and **save** the settings.

- [Home](#)
- [Manage Exams](#)
- [Inventory](#)
- [Updates](#)
- [Import / Export](#)
- [Settings](#)
- [System Check](#)
- [About Compass](#)

Testing Center

Certiport ID:

IN-BIOT Private Limited (90086450)

Language

Language

English

Admin Credentials

Domain

Username

Password

d) Logout and Re-login as Student

- After saving, **log out**.
- Now, log in with **your own Certiport Student ID and Password**.
- You should now see **IN-BIOT Private Limited** listed as your testing center.

IN-BIOT Private Limited (90086450)

Welcome

Log in to take your exam

(* indicates a required field)

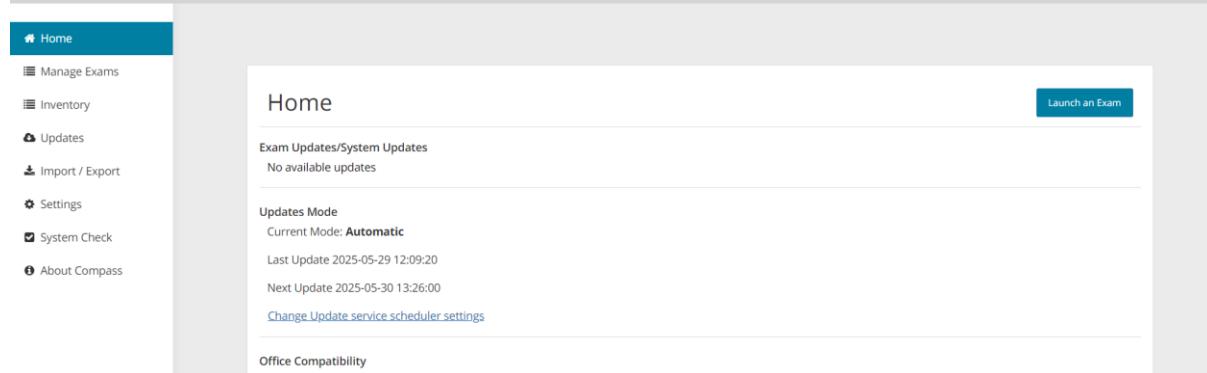
Username *

Password *

Login

e) Launch Your Exam

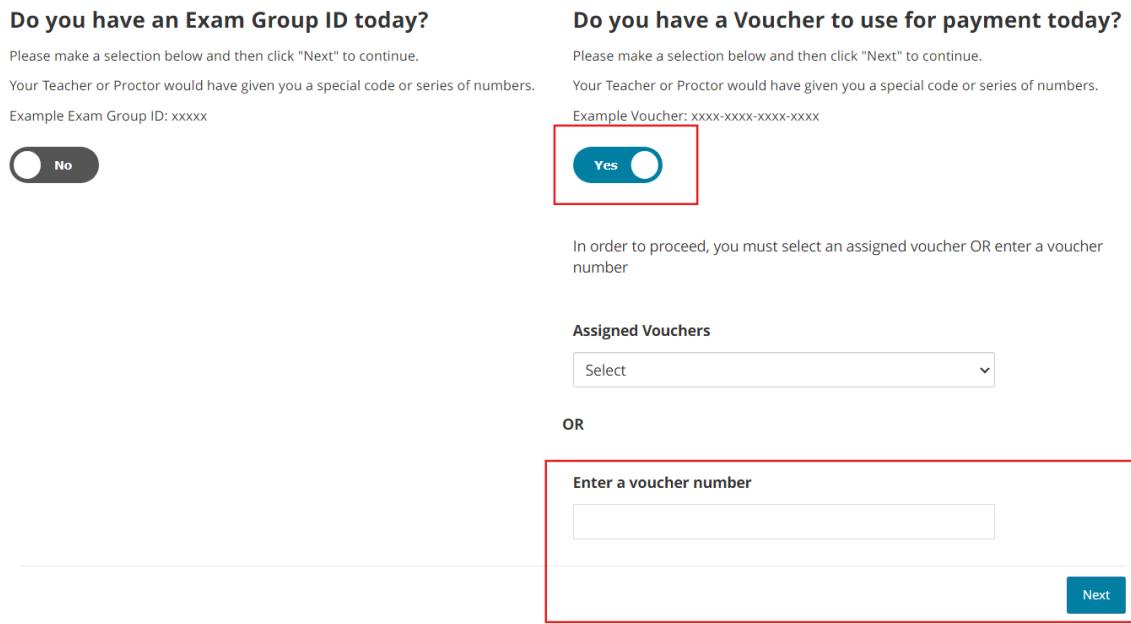
1. Click **Launch Exam**.
2. When asked "**Do you have a voucher to use for payment today?**",
 - Toggle to **YES**
 - Enter your **Voucher Number**
 - Click **Next**



The screenshot shows the Certiport Home page. On the left, a sidebar contains a navigation menu with options: Home, Manage Exams, Inventory, Updates, Import / Export, Settings, System Check, and About Compass. The main content area is titled "Home" and includes sections for "Exam Updates/System Updates" (No available updates), "Updates Mode" (Current Mode: Automatic, Last Update 2025-05-29 12:09:20, Next Update 2025-05-30 13:26:00), and "Office Compatibility". A blue "Launch an Exam" button is located in the top right corner.

3. When asked "**Do you have a voucher to use for payment today?**",

- Toggle to **YES**
- Enter your **Voucher Number**
- Click **Next**



Left Screenshot: The question "Do you have an Exam Group ID today?" is displayed. Below it, instructions say: "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: xxxx". There are two buttons: "No" (disabled) and "Yes" (highlighted with a red border).

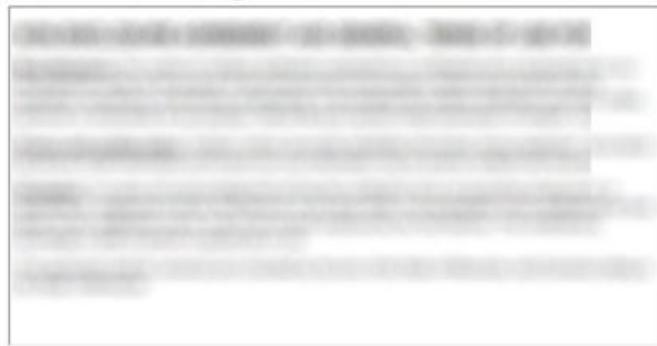
Right Screenshot: The question "Do you have a Voucher to use for payment today?" is displayed. Below it, instructions say: "Please make a selection below and then click "Next" to continue. Your Teacher or Proctor would have given you a special code or series of numbers. Example Voucher: xxxx-xxxx-xxxx-xxxx". There is a single "Yes" button highlighted with a red border. Below the button, a message says: "In order to proceed, you must select an assigned voucher OR enter a voucher number".

f) Accept NDA/Terms of Use

- Read the **Non-Disclosure Agreement (NDA)**, **End-User License Agreement (EULA)**, and **Terms of Use (ToU)**.
- Select "**Yes, I accept**", then click **Next**.

Note: This screen appears every time for Microsoft exams (MOS, MCE, Fundamentals).

Non-Disclosure Agreement and Terms of Use



To take any exam you must accept this Non-Disclosure Agreement and Terms of Use.

- Yes, I accept
 No, I don't accept

Previous

Next

g) Select the Exam

- Choose:

👉 AZ-900: Microsoft Azure Fundamentals

Select Your Exam

Search full list

Help me find my exam

All programs

Search by program or exam name



Adobe Certified Professional

EXAM

Content Creation and Marketing Using Adobe Express

Select exam

Digital Video using Adobe Premiere Pro 2019 (v 13.x)

Select exam



Autodesk Certified User

EXAM

Autodesk Certified User: AutoCAD (Next Generation)

Select exam



IC3 Digital Literacy Certification

EXAM

IC3 G55 Computing Fundamentals (Office 2013)

Select exam

IC3 G55 Computing Fundamentals (Office 2016)

Select exam

h) Verify and Unlock Exam

- Review the exam details.
- If you selected the **wrong exam**, click **Change Exam** and enter the correct details again.

Verify & Unlock Exam

Candidate, please verify that the following information is correct.

Candidate & Exam Information

| Name | Exam details | Test center | Payment type |
|----------------------|--|-------------|---------------------------|
| Alice Lane | IC3 GS6 Level 1 Change exam | | Inventory / Site Licenses |
| Language: English | | | |
| Accommodations: None | | | |
| Duration: 00:50:00 | | | |
| Exam Group: None | | | |

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

i) Proctor Unlock

- Call the **Proctor** to enter their ID and password.
- The exam will now be **unlocked** and begin.

Verify & Unlock Exam

Candidate, please verify that the following information is correct.

Candidate & Exam Information

| Name | Exam details | Test center | Payment type |
|----------------------|-----------------|-------------|---------------------------|
| Alice Lane | IC3 GS6 Level 1 | | Inventory / Site Licenses |
| Language: English | | | |
| Accommodations: None | | | |
| Duration: 00:50:00 | | | |
| Exam Group: None | | | |

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

Proctor Authentication

All fields are required.

Proctor Username:

Proctor Password:

[Unlock Exam](#)

