Contents

Microsoft Technical Certification (MTC) Exam Voucher

Your Microsoft Technical Certification exam voucher benefit.

Student Ambassadors who advance to Alpha milestone are eligible to receive one voucher code that can be used to take the Azure Fundamentals (AZ-900) certification exam.

Student Ambassadors who advance to Beta milestone are eligible to receive one additional voucher code that can be used to take a second Fundamentals certification exam.

- Beta Student Ambassadors must pass the Azure Fundamentals (AZ-900) certification exam and will be asked to provide the url of their Credly certificate before their Beta benefit voucher code will be disbursed.

Student Ambassadors who advance to Gold milestone are eligible to receive four additional voucher codes that can be used to take four additional Fundamentals certification exams.

- Gold Student Ambassadors must pass the Azure Fundamentals (AZ-900) certification exam and will be asked to provide the url of their Credly certificate before their Gold benefit voucher codes will be disbursed.
- Gold Student Ambassadors must pass their previous certification exam and will be asked to provide the url of their Credly certificate before additional Gold benefit voucher codes will be disbursed.

What is the exam voucher process from beginning to end?

Step 1: Your milestone is advanced, and your exam voucher is reserved.

Wednesday of each week, the MTC exam voucher workflow will be triggered. Student Ambassadors who advanced their milestone will be included in this workflow.

For Student Ambassadors who advanced to Alpha milestone, it takes about 14 business days from the day you completed your learning path to the day the workflow is triggered.

For Student Ambassadors who advanced to Beta or Gold milestone, it takes about 7 business days from the day you advanced your milestone to the day the workflow is triggered.

When the workflow is triggered, MTC exam voucher(s) will be reserved in your name. The MTC exam voucher(s) will not be sent at this time.

SPECIAL NOTE about exam vouchers for Alpha, Beta and Gold Student Ambassadors who were onboarded to the program before June 30, 2021

Alpha, Beta and Gold Student Ambassadors who were onboarded to the program before June 30, 2021, will have their MTC voucher benefit reset – regardless of whether they received or used a MTC voucher previously. These Student Ambassadors should follow the steps listed below to prepare, request and redeem their MTC exam voucher(s).

Step 2: You prepare for the exam by completing the recommended exam learning paths.

Each Fundamentals certification exam has recommended learning paths that will help you gain the skills needed to pass the exam.

You can view the recommended learning paths by browsing the Exam Learn Paths OneNote or by visiting the Fundamentals certification exam page, clicking on the exam tile and then scrolling down to the *Ways to Prepare Online-Free* section of the exam page.

Student Ambassadors who are Alpha milestone, and Student Ambassadors who are Beta or Gold milestone who have not passed a MTC exam with a program voucher after July 1, 2021, are required to complete the exam learning path(s) before their MTC exam vouchers will be disbursed and will need to submit the URL of their Learn account profiles as verification.

Student Ambassadors who are Beta or Gold milestone who have previously passed a MTC exam with a program voucher are encouraged to complete the exams learning path(s) but will not need to submit the URL of their Learn account profiles as verification.

All Student Ambassadors are also urged to register for [no-cost virtual training sessions](#). These 1- and 2-day virtual events will give you the opportunity to expand your exam skillset and connect with Microsoft experts.

Step 3: Double check to make sure you're doing everything right.

The rules about what exam you can take and whether learn paths are required can be confusing. Please make sure you on the right track by checking the chart below.

	I have not taken an exam with a program voucher after July 1, 2021, and I am an Alpha Student Ambassador.	I have not taken an exam with a program voucher after July 1, 2021, and I am a Beta or Gold Student Ambassador.	I have taken an exam (and passed) with a program voucher after July 1, 2021, and I am an Alpha Student Ambassador.	I have taken an exam (and passed) with a program voucher after July 1, 2021, and I am a Beta or Gold Student Ambassador.
What exam do I need to take?	Exam AZ900 Azure Fundamentals. *-If you have Credly verifying that you have passed this exam then you may take another MTC fundamentals exam.*	Exam AZ900 Azure Fundamentals. *-If you have Credly verifying that you have passed this exam then you may take another MTC fundamentals exam.*	Not applicable. *-Alpha Student Ambassadors are only eligible for one exam voucher.*	Exam AZ900 Azure Fundamentals. *-If you have Credly verifying that you have passed this exam then you may take another MTC fundamentals exam.* *-You must pass your previous certification exam before additional benefit voucher codes will be disbursed.*
Do I need to take the exam learn paths?	Yes. *-Please make sure to complete all the required learn paths.*	Yes. *-Please make sure to complete all the required learn paths.*	Not applicable. *-Alpha Student Ambassadors are only eligible for one exam voucher.*	No.

Step 4: You submit the form to request your exam voucher be disbursed.

When you are prepared to take the exam and have completed the recommended exam learning paths, please fill-out the MTC Exam Voucher Request form [HERE](#).

Upon CPM approval of your form submission, an email will be sent to your @studentambassadors account with your MTC exam voucher.

Please leave enough time from when you fill out the form to when you want to take the exam so that CPMs may adequately review your request.

<u>**We ask that you submit the form at least 3 weeks from your desired exam date but no more than 6 weeks from your desired exam date.**</u>

Step 5: You schedule the exam and use the voucher code to purchase it when checking out.

After you receive the email with your MTC exam voucher you may schedule your exam with Pearson. Exams may be taken at a Pearson affiliated test center or online at your home or office.

You will need to show personal identification and the first, last name that you have used to register must match exactly the first, last name on IDs that are presented to Pearson.

You will be required to present two forms of original (no photocopies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo, and signature) and one form as a secondary ID (with name and signature).

All IDs required must be issued by the country in which you are testing. If you do not have a primary ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID.

Schedule an in-person exam at a test center:

- Go to the Fundamentals certification exam page
- Click the desired exam and scroll down to the Certification Exams section
- Click the *Schedule with PearsonVue* button
- Create your Certification Profile and click *Continue*
- Scroll down the Exam Discounts page and click *Schedule Exam*
- Select At a test center and read the exam preparation suggestions
    - Your photo id – Admission and ID policies
    - What to expect – Watch short video
    - Personal items – Comfort aid list
- After reading the exam preparation suggestions click *Next*
- Select your preferred language for the exam and click Next
- Enter your address to find a test center and click *Search*
- Select your test center and click *Next*
- Select your exam date, exam start time and click *Proceed to Checkout*
- Agree to Microsoft Policies for In-Person Exams (see Addendum 1) and click *Accept*
- Click *Add Voucher or Promo Code* to expand the field
- Enter your MTC voucher code and click *Apply*
- Follow the remainder of the checkout workflow

Schedule an online exam at your home of office:

- Go to the Fundamentals certification exam page
- Click the desired exam and scroll down to the Certification Exams section
- Click the *Schedule with PearsonVue* button
- Create your Certification Profile and click *Continue*
- Scroll down the Exam Discounts page and click *Schedule Exam*
- Select OnVue online at my home or office and read the exam preparation suggestions
    - Your computer – Run system test

- o Your testing space – [Acceptable spaces](#)
- o Your photo id – [Admission and ID policies](#)
- o What to expect – [Watch short video](#)
- After reading the exam preparation suggestions click *Next*
- Agree to the online exam policies and click *Next*
- Select your preferred language for the exam and click Next
- Select your preferred language for the proctor and click *Next*
    - o Exams are only proctored in English and Japanese.
    - o No other local languages are offered.
- Select your exam date, exam start time and click *Proceed to Checkout*
- Agree to Microsoft Policies for Online Exams ([see Addendum 2](#)) and click *Accept*
- Click *Add Voucher or Promo Code* to expand the field
- Enter your MTC voucher code and click *Apply*
- Follow the remainder of the checkout workflow

Step 6: What happens after I pass the exam?

When you pass the exam, you will receive an email notification and instructions on accessing your digital transcript. An official certificate will also be mailed to the address specified in your personal profile.

Is there anything else I need to know?

Student Ambassadors will be required to sign their name to opt-in for automated voucher delivery to their @studentambassadors account.

Student Ambassadors will also need to accept Student Ambassadors program terms and conditions by acknowledging their understanding that:

- The code is unique and will only be delivered once
- They are responsible for protecting the voucher code
- They are responsible for understanding the dates and deadlines of the voucher code
- They are responsible for redeeming the voucher code following the instructions below

Each voucher code may be used to take one exam. Once the exam is scheduled and purchased, the voucher becomes void and cannot be used again other than in accordance with the Reschedule and Cancellation policies of the Microsoft Policies outlined in [Addendum 1 for In-Person Exams](#) and [Addendum 2 for Online Exams](#).

The voucher code must be used only by the Student Ambassador to whom it is issued and may not be transferred to any other individual.

The voucher code is not valid if altered or revised in any way and cannot be redeemed for cash, credit, or a refund. Unclaimed voucher codes are forfeited when Student Ambassadors program membership ends.

Who should I contact for help?

Please direct any questions related to the exam voucher request or the exam voucher distribution to [SA-Help](#).

Questions related to redeeming the voucher after it has been disbursed by Student Ambassadors program administration, should be directed to the [Pearson customer service](#).

Addendum 1 Microsoft Policies for In-Person Exams

Important test delivery information pertaining to COVID-19 (coronavirus): Please review the specific health conditions and testing requirements for your country on our [Coronavirus Update page](#) before your exam appointment.

By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test center.

You are required to bring and wear a face mask while at the test center and while taking your exam. Candidates without a face mask will be denied testing services. You must briefly remove your mask during the check-in process.

If you refuse to wear a facemask or if you are sick or you have been in contact with an ill person, do not go to the test center — please reschedule your exam online for a later date.

Admission Policy: We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures.

If you arrive more than 15 minutes late for an exam and are refused admission, payments are due for the exam and delivery fees.

Prior to entering the testing room, candidates are identified and processed for admission by the Test Administrator.

Please be prepared to show two (2) valid forms of personal identification. Expired personal identification is not valid.

The first and last name that you have used to register must match exactly the first and last name on both IDs that are presented on test day.

All IDs required must be issued by the country in which you are testing. If you do not have a primary ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID.

You will be required to present two forms of original (no photocopies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo, and signature) and one form as a secondary ID (with name and signature).

This exam admission process also includes the following Enhanced Security Protocol admission steps:

- Digital Signature

- Digital Photograph

You will not be allowed to take any personal items with you into the testing room. This includes all bags or purses, books, notes, personal computers or devices, cell phones, pagers, watches and wallets.

Reschedule Policy: If you need to reschedule your appointment, be sure to do it no later than 24 hours prior to your scheduled exam.

If you do not reschedule your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.

Cancellation Policy: If you need to cancel your appointment, be sure to do it no later than 24 hours prior to your scheduled exam.

If you do not cancel your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.

Addendum 2 Microsoft Policies for Online Exams

System Requirements: Before you register for an online proctored exam, read the Online Proctoring Required Information to review the system requirements, check the list of participating countries, learn about testing protocols, and complete the required system test.

Admission Policy: This exam is only proctored in English and Japanese. There is not an option for local language proctoring at this time.

Before exam day: Test your system using the same testing space, computer, and internet connection you plan to use on exam day.

We recommend testing on a personal computer with a webcam. Work computers generally have more restrictions that may prevent successful delivery.

Do not take your exam in a setting with a corporate firewall (including VPN). If you are taking your online exam in your office, please alert your Network Administrator to the OnVUE system requirements.

Make sure you have a reliable, fast internet connection to download your exam and support a webcam stream.

Acquire an acceptable form of ID: One (1) valid, unexpired, government-issued ID with a signature and photo. The name must match the name on the registration exactly.

If your identification is not considered valid, you will not be permitted to complete your exam and you are unlikely to receive a refund.

Acceptable forms of ID include: Passport, Driver's license, Military ID (including spouse and dependents), Identification card (national or local), Registration card (green card, permanent residence, visa)

Unacceptable forms of ID: Unacceptable forms of identification include renewal forms with expired IDs, government-issued name change documents with government ID

Prepare your testing space: Find a quiet, disruption-free, well-lit space. Please be aware that background light or the sun rising/setting could create visibility issues for the proctor.

You will be required to take four photos of your testing space during check-in. We recommend using a mobile device. You can only use one monitor and your desk should be clear.

For more information, review online proctored exam policies, procedures, and minimum requirements.

On exam day: We recommend logging into your account 30 minutes early to start the check-in process and to allow for any troubleshooting.

This allows optimal preparedness but does not guarantee an early admittance or start time. If you are more than 15 minutes late after your scheduled exam time, you will be unable to begin your exam and you are unlikely to receive a refund.

To check into your exam: Select Check-in to start exam on your confirmation, reschedule or reminder emails).

Log in: https://www.microsoft.com/en-us/learning/dashboard.aspx and view your upcoming appointment.

Follow the on-screen prompts to complete the check-in process. You will need to complete check-in before you can start your exam.

Exam rules during testing: You may not access unauthorized materials, I.e. mobile devices, watches, and anything not allowed by test sponsor.

No one else should appear through the webcam during the exam and no one else's voice should be heard. No speaking aloud during exam

Reschedule Policy: If you need to reschedule your appointment, be sure to do it no later than 24 hours prior to your scheduled exam.

If you do not reschedule your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.

Cancellation Policy: If you need to cancel your appointment, be sure to do it no later than 24 hours prior to your scheduled exam.

If you do not cancel your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.