**Practice Prompts – Session 1**

Choose from the following prompts and use them as a “jumping off” point to write your own prompts in Copilot Chat. Experiment with changing the various components of the prompt and observe how the responses differ.

1. **Draft a professional email to a candidate** who recently passed their certification exam, congratulating them and providing a link to download their digital badge.
2. **Generate talking points for a meeting with a new client** about the benefits of our secure test delivery platform, focusing on data security, scalability, and our global reach.
3. **Create a comprehensive checklist** for the new **Quality Assurance review process** for online proctored exams. The checklist should include criteria for verifying video and audio quality, checking candidate identification, and ensuring that no unauthorized materials are present in the testing environment.
4. **Draft an internal memo to the test development team** outlining the new protocol for reviewing and approving exam questions. The memo should be clear, concise, and emphasize the importance of following the new quality assurance checklist.
5. **Analyze the candidate feedback data from the "Project Management Professional (PMP)" exam** and identify the most common issues or areas of confusion. Suggest three potential improvements for the next revision of the exam.
6. **Write a detailed job description** for a "Senior Test Development Specialist." The description should highlight key responsibilities such as collaborating with subject matter experts, designing exam blueprints, and ensuring question validity. It should also specify the required qualifications, including experience in psychometrics and educational assessment.
7. **Write a detailed, step-by-step troubleshooting guide for test center administrators** on how to resolve a common issue with a test-taking computer freezing during an exam. The guide should be easy to follow and include specific technical commands.
8. **Generate a PowerShell script** that can automatically check the hard drive space on all our test center PCs and flag any that are below 20% free. The script should also generate a simple report.
9. **Draft a technical support ticket response** for a candidate who is unable to launch their online proctored exam due to a browser compatibility issue. The response should be empathetic and provide clear instructions for resolving the problem.
10. **Outline a compelling value proposition and sales pitch** for our high-stakes testing services, targeting a potential client in the financial services sector. The pitch should emphasize our reputation for security, reliability, and our ability to handle large-scale test volumes.
11. **Summarize the findings of the recent ISO 27001 compliance audit** in a one-page executive summary. The summary should clearly state whether Pearson VUE passed the audit, highlight any minor non-conformities, and outline the recommended next steps to maintain certification.
12. **Analyze the past year's data on candidate demographics** for the "Azure Administrator" certification exam. Identify any significant changes in candidate age, location, or industry, and write a report that suggests three potential marketing strategies to reach underrepresented demographics.
13. **Draft a quarterly performance report for the executive team** that breaks down exam volume and revenue by region. The report should include year-over-year growth metrics and identify the top three-performing certification programs.
14. **Outline a new employee training module** on the importance of maintaining candidate data privacy. The module should be interactive, use hypothetical scenarios to illustrate best practices, and include a short quiz at the end to confirm understanding.
15. **Write a new article for the internal knowledge base** that provides best practices for conducting a smooth and professional test candidate check-in process. The article should cover everything from greeting the candidate to verifying their identity and providing clear instructions for the exam.
16. **Generate a partnership proposal draft** to a prominent academic institution for a new test center on their campus. The proposal should detail the benefits of the partnership, including increased accessibility for students and faculty, and include a section on our secure testing technology and support services.