

Exam FAQs

What are the prerequisites for this exam?	There are “NO” technical prerequisites for the certification exam.
What is the exam registration fee?	Price: \$100.00
Where do I take the exam?	Certiport (Odessa College will provide direction)
What is the format of the exam?	The exam consists of performance-based questions conducted in a live or simulated environment.
How many questions are asked in the exam?	The exam contains 40-60 questions
What is the duration of the exam?	90 minutes
What is the passing score?	The passing score varies from exam to exam and is provided on the score report.
What is the exam’s retake policy?	If a candidate fails to achieve a passing score the first time, the candidate must wait 24 hours before retaking the exam. If a candidate fails to achieve a passing score the second time, the candidate must wait two days or 48 hours before retaking the exam a third time. A two-day waiting period will be imposed between each subsequent exam retake. There is a “NO” annual limit on the number of attempts on the same exam. If a candidate achieves a passing score on an Office exam, the candidate may retake it.
What is the validity of the certification?	For Life
Where can I find more information about this exam?	Know more about Microsoft Office 2019 or call Odessa College Continuing Education (432) 335-6580 or call BAM (432) 247-8840 and ask for Angel Garcia
What are the career opportunities after passing this exam?	Office Manager Research Analyst Executive Assistant Database Specialist Project Coordinator Workbook Developer IT Support Technician Administrative Assistant