

- Ready to get certified? Read the following Certiport Test Taking Tips to make sure you are prepared to take your exam.

### THE IC<sup>3</sup> SPECIALIST EXAM

Each exam has a pre-exam tutorial with instructions. Make sure to read the tutorial information carefully.

Task instructions for each exam question are displayed in a separate window on your screen. When you finish the tutorial and begin working, the instruction box will indicate the question you are currently working and the total number of questions (e.g., question 3 of 50).

Each exam has a time limit of 45 minutes.

Your score will be based only on the tasks you are asked to complete. Please be aware that doing anything more or less than the assigned task may affect your score.

### GENERAL TIPS

- Each exam question includes detailed instructions; make sure to read and follow this information carefully.
- For questions that require completion of a task, there will only be one task per question. You will not be required to complete multiple tasks in any one question.
- In most cases, scoring is based on the result of your work rather than the route or time it takes to complete the task. However, in cases where the task instructs you to use a specific feature, the use of that feature is scored.
- Most questions are comprised of one or more tasks, which are scored individually.

### TIPS FOR COMPLETING QUESTIONS

- Your answers must be precise, and must answer the question (task) exactly as specified.

Remember that the overall test is timed. While spending a lot of time on an individual answer will not adversely affect the scoring of that particular question, taking too long may not leave you with enough time to complete the entire test.

- Multiple keystrokes or erroneous mouse clicks will not count against your score as long as you achieve the correct end-result within three attempts.
- You may skip questions if desired, but make sure to return and complete all questions before the time limit is up.
- On questions that involve a "task" do not click "Next" until you see the response "Answer Complete".