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# Dokumen Petunjuk Pelaksanaan Sertifikasi

Bagi Peserta Ujian



## Dokumen Petunjuk bagi Peserta Ujian Certiport Exam from Home

Berikut ini adalah petunjuk bagi peserta ujian sertifikasi Microsoft, di antaranya:

- 1. Daftarkan diri Anda di <u>https://certiport.com/</u> dan lengkapi profil sesuai dengan petunjuk yang diberikan selama proses pendaftaran. Berikut ini adalah persyaratan teknis untuk mengikuti ujian sertifikasi menggunakan Certiport Exam from Home, di antaranya:
  - a. Laptop atau desktop dengan sistem operasi Windows 10 atau Mac OSX Sierra 10.12 atau yang lebih tinggi.
  - b. Keyboard dan Mouse.
  - c. Direkomendasikan resolusi layar minimum adlaah 1920 x 1080 (resolusi lebih rendah akan tetap berjalan, hanya saja Anda harus melakukan scroll ke kanan atau zoom out untuk melihat fitur Chat)
  - d. Browser yang direkomendasikan adalah Chrome. Microsoft Edge, Internet Explorer, dan Safari juga dapat digunakan.
  - e. Kecepatan unduh bandwith minimal 10 Mbps.
- 2. Kunjungi tautan yang telah dibagikan kepada Anda melalui email. Disarankan menggunakan browser Chrome atau Microsoft Edge. Halaman yang Anda kunjungi akan bersatus non aktif ketika proctor belum sign in ke dalam Certiport Exam from Home. Proctor akan sign in ke dalam Certiport Exam from home paling cepat 5 (lima) menit sebelum pelaksanaan ujian sertifikasi.

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3. Ketika proctor telah sign in dan siap mengawasi proses ujian, Anda akan memperoleh tampilan seperti pada gambar di bawah ini. Anda dapat menutup notepad yang berisi ucapan selamat datang tersebut untuk memulai ujian sertifikasi.



- 4. Jika Anda mengalami kendala selama mengikuti ujian, Anda dapat memanfaatkan fitur chat untuk menyampaikan kendala Anda kepada proctor.
- 5. Silakan sign in ke dalam Certiport Exam from Home, seperti yang terlihat pada gambar di bawah ini.

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CERTIPORT	English	•	Chat
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6. Setelah peserta sign in, maka peserta akan memperoleh tampilan seperti gambar di bawah ini. Peserta harus memilih "*Do you have an exam Grop ID today?*", seperti yang terlihat pada gambar di bawah ini.

Do you have an Exam Group ID today?         Please make a selection below and then click "Next" to continue.         Vou Teacher or Proctor would have given you a special code or series of numbers.         tample Exam Group ID toxocz    Please make a selection below and then click "Next" to continue. You Teacher or Proctor would have given you a special code or series of numbers. tample Voucher: xoo:xooo:xooo:xooo:xooo Steries Control Code or series of numbers. Tessen Water and the click "Next" to continue. You Teacher or Proctor would have given you a special code or series of numbers. Example Voucher: xooo:xooo:xooo:xooo:xooo Steries Control Code or series of numbers. Tessen Water and the click "Next" to continue. You Teacher or Proctor would have given you a special code or series of numbers. Example Voucher: xooo:xooo:xooo:xooo:xooo:xooo:xooo:xo
Assigned Vouchers
Next

7. Setelah peserta memilih **Next**, silakan jenis sertifikasi apa yang akan diambil, seperti yang terlihat pada gambar di bawah ini.

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Microsoft Certified Fundamentals	Microsoft Azure Al Fundamentals			
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Microsoft Certified Fundamentals	Microsoft Dynamics 365 Fundamentals (ERP)			
Microsoft Certified Fundamentals	Microsoft 365 Fundamentals			
Microsoft Certified Fundamentals	Microsoft Power Platform Fundamentals			
Microsoft Certified Fundamentals	Microsoft Security, Compliance, and Identity Fundament,	als		

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8. Setelah Anda memilih jenis sertifikasi yang akan diambil, proctor akan diminta untuk membuka ujian sertifikasi tersebut dengan cara memasukkan username dan kata sandi pada bidang yang tersedia, seperti yang terlihat pada gambar di bawah ini. Anda harus menunggu proctor membuka ujian, karena pada waktu yang sama proctor harus melakukan proctoring beberapa peserta ujian.

Candidate, please veri	fy that the following information is correct.			
Candidate & Exam I	nformation			
Name	Exam details	Test center	Payment type	
Candidate Name	IC3 GS6 Level 1 Change exam	Account	Inventory / Site Licenses	
	Language: English Change language			
	Accommodations: None			
	Duration: 00:50:00 Exam Group: None			
As Proctor, I have W	erified this Candidate's ID and Exam Information	.* <b>0</b>		
Proctor Authenticat	ion			
All fields are required.				
Proctor Username:				
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Proctor Password.				

9. Setelah itu, Anda dapat mengikuti proses ujian dengan mengikuti petunjuk yang ada di layar Anda. Salah satunya men-submit informasi profil seperti dibawah ini.

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- 10. Setelah Anda menyelesaikan ujian sertifikasi, Anda akan dapat langsung melihat skor hasil ujian sertifikasi Anda. Nilai minimal kelulusan adalah 700, dan maksimal 1.000.
- 11. Simpan skor hasil Anda, kemudian laporkan hasil ujian sertifikasi Anda ke <a href="https://go.maribelajar.org/certification-report">https://go.maribelajar.org/certification-report</a>.