



CERTIPOINT®

Worldwide
Competition on
Microsoft® Office

Microsoft
CERTIFIED
Application
Specialist



OFFICIAL RULES

Please read the Official Rules governing this Competition before entering. By taking an eligible Exam, participants agree to be governed by the Official Rules.

Eligibility:

Participation in Certiport's 2010 Worldwide Competition on Microsoft Office (hereafter referred to as "Competition") will offer the Competition on both Microsoft Office 2003 and 2007 systems. To participate, a student must submit a valid score on any Microsoft Office Specialist - Word 2003, Microsoft Office Specialist - Excel® 2003, Microsoft Certified Application Specialist (2007 Microsoft Office version) in Word, or Microsoft Certified Application Specialist (2007 Microsoft Office version), in Excel® certification exams (hereafter collectively referred to as "Exam(s)"). The Worldwide Competition will be tested on Microsoft Office Word 2003 and 2007, and Excel® 2003 and 2007 exams.

Although the Competition is available worldwide, the rules of participation and dates vary slightly by country, and the final competition exams are available in a limited number of languages. Please visit www.officecompetition.com for a complete list of participating countries, rules and dates. All dates begin at 7:00 a.m. Greenwich Mean Time and end at 6:59 a.m. Greenwich Mean Time.

Employees of Certiport, Inc., its affiliates, subsidiaries, parent and related companies and agencies and those individuals living in the same household as employees are not eligible. All federal, state, local laws and regulations apply. Void where prohibited or restricted by law. By taking an eligible Exam and entering this Competition, student, solution provider and distributor participants agree to abide by all terms of these Official Rules.

When participating in the Competition, participants must be students currently enrolled in an approved academic institution recognized by the state or country in which it operates. To compete in the final round, students must be between the ages of 13 and 22 (as of June 30, 2010). Verification of student status and student identification may be required. Exam(s) must be uploaded into the Certiport exam administration system by an approved Certiport testing center.

Previous competition regional champions, worldwide finalists and/or worldwide champions are not eligible to participate in the 2010 Competition.



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Entry:

Participating students may enter the Competition (Round 1) in either of two ways

- A. Register Eligible Exam Immediately Prior to Testing: If the eligible Exam is taken at an ACADEMIC Certiport Center, the iQSystem exam delivery tool will prompt the student to register his/her score into the Competition immediately prior to taking the exam. If the candidate chooses to submit his/her score to the Competition, the results of that exam will be automatically entered into the Competition.
- B. Register Eligible Exam(s) Following Testing: Students may also register any eligible Exam(s) after taking the exam(s) by logging onto their Candidate Home Page at www.certiport.com, clicking on the Worldwide Competition link, and following the registration instructions. Eligible Exams registered using this tool must be registered during the official Competition dates of the country in which the eligible Exam(s) was taken. Please visit www.certiport.com/competition for a list of dates for various countries. Eligible Exams taken by students at any COMMERCIAL Certiport Center may also be registered using this tool.

There is no limit to the number of times a student may sit for any particular eligible exam as long as he/she is not in violation of the Certiport exam retake policy. Students who fail to abide by the Certiport exam retake policy will be disqualified from the Competition. Certiport retains the right to disqualify students for appropriate cause.

Eligible exams include any Microsoft Office Specialist -Word 2003, Microsoft Office Specialist – Excel® 2003, Microsoft Certified Application Specialist (2007 Microsoft Office version) in Word, or Microsoft Certified Application Specialist (2007 Microsoft Office version), in Excel® certification exams. Students must register using one of the two methods above; they will be registered into Round 1 of the Competition. Each Exam score registered for the Competition during the official date range period (December 21, 2009-June 30, 2010) receives one entry into the Competition. Standard test-taking terms and conditions apply.

Round One – Country Champion Selection:

Country Champions will be selected from among all eligible entries received in each country during Round One of the Competition. Round One determines the winners of the Competition in each country of the world.

At least two Country Champions (in Word and Excel®) will be selected in each country in which the Competition operates unless otherwise stipulated by the



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Competition Operator. Country Champions will be selected in one of two ways by the Competition Operator in each country:

1. Top Score Method

Competition Operator reviews the competition results for the country and selects the student with the top score for Word and the student with the top score for Excel® (in either 2003 version or 2007 version). These two students represent the country at the Worldwide Event. Certiport retains the right to review local Competition Operator selections.

2. Country Final Method

Competition Operator reviews the competition results for the country and invites several top students, to compete at a country finals event. The winners (two) of the country finals event (2003 version or 2007 version) represent the country at the Worldwide Event. Certiport retains the right to review Competition Operator selections.

In the event that two participants in the same country have the same high Exam score, the participant who completed the Exam in the least amount of time will be the winner. Decisions of Competition Operators and judges are final. Odds of winning will depend on the number of eligible Exam entries received in each country.

Please note: Complete Student Confirmation information must be submitted to Certiport no later than July 15, 2010. Students that do not submit their complete information to Certiport by that date will not be invited to participate in the World Championships.

Round 2 – Worldwide Champion Selection:

All Country Champions will be invited to compete in the 2010 Worldwide Competition on Microsoft Office to compete to become:

- 2010 Worldwide Champion for Microsoft Office on Word (2003 or 2007)
- 2010 Worldwide Champion for Microsoft Office on Excel® (2003 or 2007)

All Country Champions will be responsible for preparing themselves to compete on Microsoft Office software suite version 2003 OR 2007 at the 2010 Worldwide Competition Event. Certiport and/or Certiport's partners may provide Country Champions with preparation materials to help facilitate each student's training on Microsoft Office 2003/2007 software.

The 2010 Worldwide Championship Exam (Microsoft Office Specialist) in Word 2003 and Excel 2003 will be proctored at the Event and offered in **United States English, Japanese, German, Italian, Spanish, Greek, Korean, Chinese Traditional, and**



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Chinese Simplified, French, Arabic. The Exams for Word 2007 and Excel 2007 will be offered in **United States English, Japanese, German, Italian, Spanish, Greek, Korean, Chinese Traditional, and Chinese Simplified, French, Arabic.** All Country Champions will be required to test in one of these languages at the Worldwide Event regards of native or first language.

In the event two Country Champions at the Worldwide Event have the same high exam score on the special Microsoft Office Specialist certification exam – version 2003 or 2007 comprehensive exam, the Country Champion who completed the exam in the least amount of time will be the winner. Decisions of judges are final. Winners will be notified during the student awards ceremony. Odds of winning will depend on the number of Country Champions present at the 2010 Worldwide Competition Event.

General rules:

No substitution/transfer/assignment of prize by any winner is permitted. Reporting and payment of all federal/state/local or other taxes are responsibility of each winner. All federal/state/local laws apply. All materials submitted become the sole property of Certiport, Inc. and will not be returned. False and/or deceptive entries or similar acts shall render entrants ineligible to continue participation with or win with Competition.

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Except where prohibited, student participation in the Competition constitutes entrant's consent to publication of his/her name, Exam score(s), and city/state/country location on the Competition website and other Competition publicity without limitation or compensation. Potential winners may be required to sign and return an Affidavit of Eligibility/Release of Liability/Prize Acceptance Form within 10 days of attempted notification. Noncompliance may result in disqualification and selection of an alternate winner.

Prizes consist of only those items specifically listed on the Competition website located at **www.officecompetition.com** and local country competition websites. Winner may decline to accept a prize, in which case Certiport, Inc. may select an alternate winner. If necessary due to unavailability, a prize of equal or greater value will be awarded at the discretion of Certiport, Inc. Return of any prize or prize notification as undeliverable may result in disqualification and alternate winner.

Country Champions must be available to travel to 2010 Pathways Conference, in summer of 2010 (dates to be determined). All travelers must execute a Release of



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Liability prior to ticketing and must possess required travel documents (e.g. valid photo I.D., passport, visa, etc.) prior to trip. Acceptance of any prize constitutes permission for Certiport, Inc. and/or their agencies to use winner's name/likeness/visage, Exam score(s), and city/state/country location for purposes of advertising and promotion without further compensation, unless, but only to the extent, prohibited by law.

Prizes sent to winners will only be available in the fashion selected by Certiport, Inc. Certiport, Inc. is not responsible for incomplete/lost/late/damaged/illegible/misdirected entries or incomplete telephone calls, faulty transmissions, recordings, malfunctions, for technical/hardware/software failures, lost/unavailable network connections, delivery failure or delay, or failed/incomplete/garbled/delayed/faulty computer transmission. Certiport, Inc. reserves the right to cancel/modify the Competition or disqualify entrant if fraud/misconduct/technical failures destroy the integrity of Competition as determined solely by Certiport, Inc. Any attempt by an individual to deliberately damage the website or undermine the legitimate operation of the Competition is a violation of criminal/civil laws and should such attempt be made, Certiport, Inc. reserves the right to seek damages from any such individual to the fullest extent of the law.

Winners agree to hold Certiport, Inc., and its respective directors/officers/employees/assigns/agents/independent contractors/affiliates/subsidiaries, harmless against any and all claims/liability/demands/actions or causes of action/costs/expenses/attorneys' fees arising out of participation in the Competition and/or acceptance and use of prize. Winners assume all liability for any injury/damage/loss caused/claimed to be caused, by participation in or acceptance and use of prize. Certiport, Inc. is not responsible for any typographical or other error in printing of offer/administration of Competition/announcement of prizes or for liability for damage to any computer system resulting from participation in accessing or downloading information in connection with this Competition.

To obtain a list of winners, please visit the Competition website, or e-mail Certiport, Inc. at **officecompetition@certiport.com** after September 1, 2010.