

Sample Checklist for MTA-Test Fest

1. Date for Test Fest (example: February 8th and 9th)
 - a. Notify and reserve venue (classroom, lab, check-in and eating/meeting area)
 - b. Exam review instructors (make sure they get MTA certified)
 - c. Secure proctors (contact Certiport Onboarding with questions)
 - d. Arrange for catering
 - e. Create registration plan and tracker
 - f. Create payment options (if applicable)
 - g. Create invitations, flyers and information out to candidates
 - h. Contact Certiport Territory Manager to review inventory, purchase courseware (if applicable) and MeasureUp Practice Exams
2. MTA Course Resource (eBooks) for Studying and Preparing for the Test Fest
 - a. Get access to MTA Fundamental eBooks from either the Wiley & Sons CourseSmart site or GMetrix site
 - b. Sample of MTA Course titles:
 - i. 98-365: Windows Server Administration Fundamentals
 - ii. 98-366: MTA Networking Fundamentals
 - iii. 98-367: MTA Security Fundamentals
3. MTA Learning Plans and Study guides
 - a. Distribute links and suggested preparation tools to registered candidates
 - i. Networking Fundamentals (Exam 98-366)
 1. Preparation Guide (preparation guides contain a variety of resources to help you prepare for and take your exam)
 2. Learning Plan (A Learning Plan is a set of learning resource that are designed to provide training on a specific skill. Learning Plans provide a recommended step-by-step learning process, but you are free to complete the steps in any order that you want)-This learning plan has not yet been activated.
4. Confirmation Email to Candidates
 - a. Include prep materials and MeasureUp Practice Exams information with a reminder to set up a Certiport ID
5. Send 24-48 Hour Reminder Email to Candidates
 - a. Remind them to bring their Certiport ID, student ID and any applicable fees