

Ho Chi Minh City, April 13<sup>th</sup>, 2022

No.: 35/TB-PĐH

## ANNOUNCEMENT

### Regarding the International MOS Certification Exam (Microsoft Word 2016, Microsoft Excel 2016, Microsoft PowerPoint 2016) in 06/2022

Based on the deployment plan for teaching Basic Informatics courses designed according to the international MOS standards, the Department of Undergraduate Studies would like to announce the International MOS Certification Exam in 06/2022 as follows:

#### **1. Candidates:**

- All students who have taken Basic Informatics 1, 2, 3 courses designed according to the international MOS standards in **Semester 2/2020-2021, Semester 3/2020-2021, Semester 1/2021-2022** are eligible to take the exam (*excluded from the list of students who are ineligible to take the exam of the Center for Applied Information Technology*). For any questions about the list of ineligible cases, please contact the **Center for Applied Information Technology - CAIT** directly in Room **A0506** or call **(028) 37 761 046** or send an **Email** to [trungtamtinhoc@tdtu.edu.vn](mailto:trungtamtinhoc@tdtu.edu.vn).
- Students who have studied and taken the exams of Basic Informatics 1, 2, 3 designed according to the international MOS standards but with the failed results in the previous semesters.
- Students who have taken Basic Informatics 1, 2, 3 courses designed according to the international MOS standards in the previous semesters, but **did not take the exam**; or **are not eligible to take the exam** because they **did not pay the tuition fees**. (*excluded from the list of students who are ineligible to take the exam of the Center for Applied Information Technology in the previous semesters*).

#### **2. Exam schedule:**

- **May 14<sup>th</sup>, 2022:** The expected exam schedule and list of candidates will be announced on (*refer to the Student Portal – Announcement section – Department of Undergraduate Studies*).
- **May 16<sup>th</sup> – 18<sup>th</sup>, 2022:** Students submit the Exam Postponement Request Form (*after paying the exam fee*) and the Exam Time Change Request Form (*due to the overlapping of the exam schedule or study schedule*) directly to the Consultation and Support Office (E0001) on.
- **May 19<sup>th</sup>, 2022:** The official exam schedule and list of candidates will be announced on (*refer to the Student Portal – Announcement section – Department of Undergraduate Studies*).

#### **3. Exam date: 31/5 – 05/6/2022**

#### **4. How to register and select the language mode in the MOS exam:**

##### 4.1. Language modes:

- Default language of **MOS Word** (Basic Informatics 1) exam: **Vietnamese**

- Default language of **MOS Excel** (Basic Informatic 2) exam: **Vietnamese**
- Default language of **MOS PowerPoint** (Basic Informatic 3) exam: **Vietnamese**

4.2. Date for exam registration and selection of the language mode in the exam: **April 19<sup>th</sup> - 21<sup>th</sup>, 2021**

4.3. Students (*except those studying the Undergraduate Program in English, Joint Training Program*) who have taken courses in **Semester 2/2020-2021, Semester 3/2020-2021, Semester 1/2021-2022** and want to take the exam in the default language **do not have to register**.

4.4. Students **studying the Undergraduate Program in English, Joint Training Program** are required to take the exam in **English** as the language of the test **and do not have to register**.

4.5. Steps to register and select the language of the test: **Student Portal → Online Submission** Subsystem → Choose the form labeled **MOS Exam Registration in Vietnamese/English**. (In case students want to retake the exam due to the postponement in the previous exams, tick "*Retake the test due to the postponement*").

**5. The fee collection for organizing the MOS international certification exam:**

Students follow the notice of paying the cost of organizing the international MOS certification exam in June 2022 on the student portal from April 27<sup>th</sup>, 2022.

**Note:**

- All students who study Basic Informatics 1, 2, 3 in **Semester 2/2020-2021, Semester 3/2020-2021, Semester 1/2021-2022** are eligible to select the language of the exam.
- Only the students who are eligible for the exam (*whose names are not on the list of students who are ineligible for taking the exam of the Center for Applied Information Technology*), have the information about the exam fee and the exam.
- For any other information related to the International MOS Certification Exam in 06/2022, please contact **Student Services Office (E0001)** or call **(028) 22477 215**.

**Recipients:**

- *Faculties, CAIT;*
- *Consultation and Support Office;*
- *Department of Finance;*
- *Department of Testing and Quality Assessment ;*
- *Department for Computing and Computer Services;*
- *The Undergraduate Education Website, Student's Portal;*
- *Filed by Department of Undergraduate Studies.*

**ON BEHALF OF THE HEAD  
DEPUTY HEAD**

***(Signed)***

**La Vu Thuy Linh**