

OFFICIAL COMPETITION RULES

MICROSOFT OFFICE WORLD CHAMPION 2012

1. Introduction

“Microsoft Office World Champion” is a competition on Microsoft Office skills organized by Certiport^(*) globally to select the most excellent candidates in different countries for the final competition in Las Vegas, Nevada, USA from 29/07 - 01/08/2012.

The competition aims to create a competitive and healthy playground for students all around the world to show their skills of using Microsoft Office application skills; and to be recognized by Microsoft, Certiport and other prestigious organizations for their talent.

In Vietnam, the competition is organized by IIG Vietnam – The Country Representative of Certiport in Vietnam.

() Certiport is a leading enterprise specializing in providing tests on computing, Internet and office application skills. Certiport is appointed by Microsoft to be its exclusive representative to develop tests on Microsoft Office internationally.*

2. Organizing Committee

- IIG Vietnam –The Country Representative of Certiport in Vietnam

3. Participants

Students from universities, colleges, vocational colleges, vocational schools, high schools and secondary schools in Vietnam, ages from 13 - 22 years old (by 15 June 2012).

The national Champions of previous Microsoft Office World Champion are eligible to participate in the Microsoft Office World Champion 2012, except exam and version they previously competed on.

4. Certification exams

Candidates can contest for one of the two following exams:

- Microsoft World 2010
- Microsoft Excel 2010

This is online exams provided by Certiport and would be supervised by Certiport certified proctors.

Exam language: Candidates can choose either Vietnamese or English for their exams (***)

The tests are delivered in 45 to 50 minutes with score range of 1000 points.

Candidates will be informed the test result immediately at the end of the exam. Successful candidates will receive an internationally valuable certificate granted by Microsoft and it is valid in the world.

5. Competition Organization Process

The competition is divided into 3 rounds (the first 2 rounds in Vietnam and the final round in the U.S).

Round 1: The National Round – in Vietnam

- The National Round will be organized in group in six (06) cities: Hanoi, Hai Phong, Thai Nguyen, Da Nang, Ho Chi Minh City and Can Tho on **07-08th April, 2012**.

+ School's team: each school selects a team of six (06) students (03 Word 2010, 03 Excel 2010). IIG Vietnam will fund all exam fees for the members of school team.

+ Freelance candidates can directly register with IIG offices nationwide or with school representative with the discount up to 60% of the test fee.

Round 2: The National Final Round – in Vietnam

- 60 most excellent candidates from the National Round will be selected to compete in this round.

- The National Final Round will be organized in group in three (03) cities: Hanoi, Da Nang and Ho Chi Minh City on **14th April, 2012**

Round 3: The World Final Round – in Las Vegas, Nevada, USA

- 02 National Champions in Vietnam will be trained to prepare for The World Final Round in Las Vegas, Nevada, USA from 29th July to 1st August 2012.

6. Form of Registration

School Teams:

- Official competition documents will be sent to universities, colleges, vocational colleges, vocational schools, high schools and secondary schools across the country by 14th February 2012.

- Universities take the responsibility to notice students and select 06 students (03 for Word 2010, 03 for Excel 2010) taking part in this competition. **Participation confirmation** will be sent to IIG Vietnam (as the address below) before 14th March 2012 (As the seal of post office). **List of participants** will be sent to IIG Vietnam before 25th April 2012 (As the seal of post office).

Freelance candidates:

- Register directly at IIG Vietnam's office. Fee for freelance participants and universities additional participants will be paid by themselves (289.000VND/ test). The fee is partially supported by IIG Vietnam (60%)

- Freelance can register many times and select test date before the National round. Test dates can be seen on the website www.mos.edu.vn.

7. Benefit and Prize Packages for Participants

- The Microsoft Office World Champion 2012' prize structure: 01 first prize, 01 second prize, 01 third prize and 03 consolidation prizes for each exam.

- 1st, 2nd and 3rd winners at each test – Word, Excel 2010 in the National Final Round will receive a merit and prize package from Organizing Committee.

- The 1st ranked candidate in the World Final Round will be granted a big prize with the value of up to **5,000 USD**, the 2nd **1,000 USD** and the 3rd **500 USD** and together with other valuable prizes

- All candidates have opportunity to get access to the most prestigious certification program on Microsoft Office skills worldwide.

- Candidates surpassing minimum required score will be granted an international certificate by Microsoft on the test they completed. The certificate is valid for its whole life, recognized internationally and will be very useful for students in applying for a job in the future.

- Fee for all participants of school teams in The National Round and Final National Round (\$35/ tests) will be fully sponsored by IIG Vietnam.

02 National Champions in Vietnam will be trained to prepare for The World Final Round in Las Vegas, Nevada, USA from 29th July to 1st August 2012. IIG Vietnam will cover all expense for candidates to compete in USA (Travelling and accommodation expenses). Parents and teachers of candidates who want to accompany their students and children have to cover themselves. By 30th June 2012, the two National champions who represent for Vietnam to take part in the World Final Round have to bear all expenses for visa and passport application.

(**) The language of the National Final Round may be determined by the Organizing committee.

8. Organizing Committee Contact

IIG Vietnam

Ha Noi

No. 75 Giang Van Minh,

Ba Đình, Ha Noi

Tel: (04)3773 2411

Fax: (04)3835 9418

Đa Nang

No. 268 Tran Phu

Hai Chau, Da Nang

Tel: (0511)3565 888

Fax: (0511)3565 15

HCM

8th floor, No. 538, CMT 8 street,
Ward 11, District 3, HCM

Tel: (08)3990 5888

Fax: (08)3990 5999

Email: mos@iigvietnam.com