The Organizational and Guidance Manual for the Administration of Professional Certification Examinations

For the Academic Year 2025 / 2026

Table Content

Why this Manual?

In light of the rapid transformations unfolding in the education sector, and the unprecedented challenges and opportunities brought forth by the digital revolution, the Regional Centre for Information and Communication Technology continues its efforts to build an integrated educational ecosystem. This ecosystem is capable of equipping education stakeholders with the core skills of the future, and of enhancing their readiness for digital transformation with competence and efficiency.

Accordingly, the issuance of this organizational and guidance manual comes as a structured and reliable reference for the administration of professional certification examinations offered by Microsoft.

We were keen to ensure that this manual is presented in an academic and educational format, grounded in international standards and best technical practices, while also responding to the varying needs of educational institutions. The manual aligns with national frameworks for competency-based assessment, digital skills frameworks, and UNESCO's ICT Competency Framework for Teachers (ICT-CFT).

By placing this manual in your hands, we aspire to unify efforts, streamline implementation processes, and ensure the quality of the procedures related to professional certification examinations. Ultimately, this will support lifelong learning pathways, enhance the quality of education in the Kingdom of Bahrain, and steer it towards a more flexible, sustainable, and future-oriented system.

General Framework of the Manual

Purpose of the Manual:

This manual aims to provide a comprehensive organizational and guidance framework for the administration of professional certification examinations from Microsoft within the educational field in the Kingdom of Bahrain. This publication serves as a reference for the organizational and technical procedures necessary for administering the following examinations:

- Microsoft Certified Educator (MCE)
- Microsoft Office Specialist (MOS)
- Microsoft Certified Fundamentals (MCF)

The following sections present the approved details for each component of this manual, including target audience, roles and responsibilities, registration requirements, and organizational and technical procedures, as outlined below:

Targeted audience and Types of Professional Certifications:

The Regional Centre for Information and Communication Technology administers three main professional certifications from Microsoft:

Microsoft Certified Educator (MCE):

An educational certification that focuses on the candidate's ability to integrate technology into teaching and learning by utilizing ICT effectively in accordance with UNESCO's ICT-CFT framework. This certificate is internationally recognized as evidence of educators' digital teaching competencies and their ability to support digital transformation in education. It also enhances their readiness to apply innovative digital learning methodologies in the classroom.

Target Audience:

- All teaching and administrative staff in public schools.
- Educational and technical supervisors in the relevant directorates and departments of the Ministry of Education.

Microsoft Office Specialist (MOS)

A specialized technical certification that measures learners' proficiency in using Microsoft Office applications (Word, Excel, PowerPoint). It is one of the most recognized international certifications for assessing productivity skills in office applications.

Target Audience:

- Intermediate and secondary school students who possess the digital readiness to undertake the examinations.

- Teachers, particularly those who utilize Office tools for developing digital educational content.

- Educational technology specialists in schools, for their role in supporting digital transformation in education.

Microsoft Certified Fundamentals (MCF)

An entry-level certification that enables students to build a solid knowledge base in advanced technology fields, including cloud computing, artificial intelligence, cybersecurity, and data analysis. It serves as a gateway for progression to higher-level specialized certifications.

Target Audience:

- Eleventh-grade students in secondary education.

   The specific certifications offered under this category are as follows:

1. **Microsoft 365 Fundamentals**
   Learning the basics of productivity and collaboration within the Microsoft 365 environment.

2. **AZ-900: Microsoft Azure Fundamentals**
   Establishing foundational knowledge of cloud computing concepts and Azure services.

3. **AI-900: Microsoft Azure AI Fundamentals**
   Building introductory knowledge of artificial intelligence concepts and their applications within the Azure environment.

4. **DP-900: Microsoft Azure Data Fundamentals**
   Learning the foundational concepts of databases, and cloud data management, and cloud analytics.

General Guidelines for Administering Professional Examinations

Dear Examiner,

To ensure a smooth and well-organized testing experience, we present to you a set of foundational guidelines to be followed before, during, and after the examination process. This manual has been prepared in line with internationally recognized standards, UNESCO frameworks for information and communication technology, and Microsoft certification requirements, to guarantee quality implementation and reliable results.

Strict adherence to these guidelines is required, in order to ensure a fair, safe, and reliable examination environment for all candidates, thereby reflecting your commitment to enabling optimal performance.

Before the Examination:

- Ensure completion of the relevant self-training associated with the exam through the Microsoft Learn platform.

- Obtain the digital badge and confirm its receipt via email.

- Confirm the activation of the personal account on the **Certiport** platform.

- Report to the Regional Centre for ICT at least 30 minutes prior to the scheduled exam time.

- Verify your inclusion in the official lists provided by the school administration and supervisors, which are then compiled by the regional coordinator. The official Excel lists designated for each exam must be completed and uploaded to the dedicated OneDrive folder.

- Access the official Microsoft Teams channel created for certification exams to review all organizational and procedural instructions, including the required templates and nomination forms for candidates.

- All schools are required to finalize the candidate nomination forms for the academic year 2025/2026 and ensure their submission within the deadlines specified in the certification exam guidelines published on the Microsoft Teams platform.

During the Examination:

- The use of mobile phones or smart devices inside the examination hall is strictly prohibited.

- Communication or consultation with other candidates is not permitted.

- Candidates must carefully follow the instructions provided by the examination supervisor.

After the Examination:

- Results will be displayed immediately on the computer screen upon completion of the exam.

- Candidates can subsequently log in to their **Certiport** account to review their results and download their certificates.

- In the event of failure, the exam may be retaken after a specified period in accordance with the Centre's policy.

Organizational Procedures for Administering Examinations

In accordance with the operational policies approved by Microsoft, the Regional Centre for ICT is committed to implementing a set of strict organizational procedures that ensure quality implementation and reliable outcomes of examinations. These procedures are outlined as follows:

Mode of Administration:

Professional certification examinations are conducted exclusively in person at the Centre's headquarters. Candidates are required to adhere strictly to Microsoft's official guidelines, which stipulate that examinations must be administered in a monitored environment to ensure integrity and compliance.

Prerequisite of Self-Learning Training:

All candidates must complete the prerequisite self-paced training via the **Microsoft Learn** platform (www.Learn.microsoft.com) and obtain the official **Microsoft Badge** related to the selected exam track. This requirement is a fundamental condition for approving candidates' registration.

Verification of Data Integrity:

Microsoft requires that candidates' submitted data be verified against the official records of the Ministry of Education (emails ending with *@learn.microsoft.com*). Candidates must ensure the accuracy of their details, as this is essential for confirming their eligibility and inclusion in the official exam schedules.

Mechanism for Completing the 21st Century Learning Design Path on Microsoft Learn and Obtaining the Digital Badge:

Obtaining the digital badge through Microsoft Learn constitutes one of the primary requirements for advancing to the **Microsoft Certified Educator (MCE)** exam. Therefore, candidates must complete the **21st Century Learning Design Path** on Microsoft Learn, in full compliance with the required academic and technical standards.
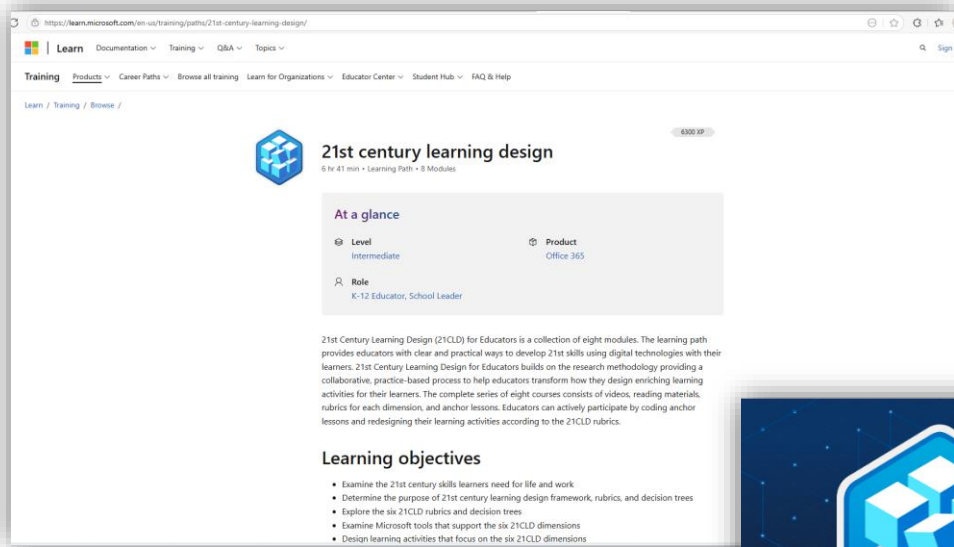
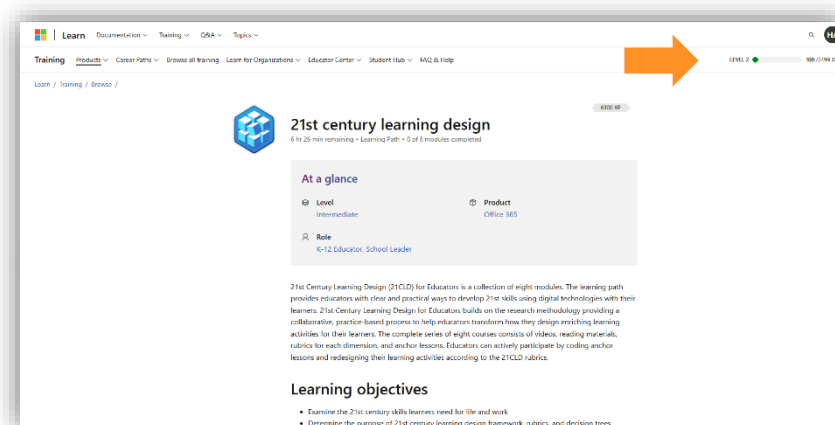## 1. Access Microsoft Learn

Open the browser and go directly to the following link:

21st Century Learning Design Path

A page will appear containing a description of the learning path and its contents.

2. Sign In

- Click the **Sign in** button at the top right of the page.

- Log in using your official **Microsoft Office 365** account.

Studying the Learning Path Content

The path is divided into **modules,** and each module includes:

- Theoretical explanation and examples.

- Interactive exercises or short questions.

Click **Start** or **Continue** to begin studying a module. Once you finish reading the content, answer the questions to progress further.

4. Progressing Through the Path

- A progress bar will appear showing how many modules you have completed.

- You can complete the modules sequentially or return to any module later from the same account.

5. Completing the Path and Earning the Badge

- Once you complete all the modules, a notification will appear confirming that you have successfully finished the learning path.

- You will then be awarded a **digital badge,** which will be added to your profile on **Microsoft Learn.**

- You can also display the badge on your personal profile or share it via **LinkedIn** and other social platforms as evidence of achievement.

6. Where to Find the Badge?

- After completing the learning path, the badge will appear on your personal profile in **Microsoft Learn**, under the **Achievements** or **Trophies** section.

- You may click the badge to copy its link and share it.
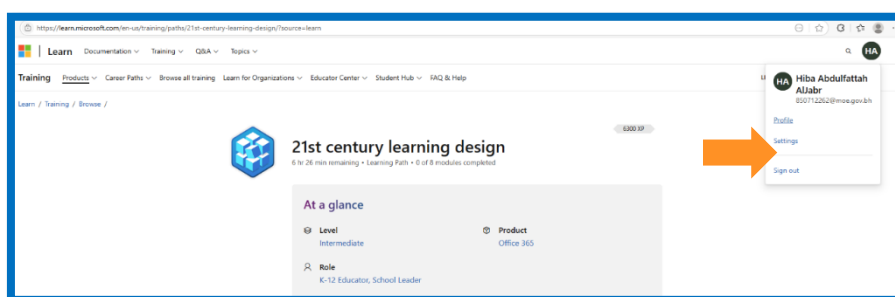
Creating Accounts on the Certiport Platform

Creating Accounts on the Certiport Platform

To begin administering Microsoft-accredited digital examinations, you must first create a personal account on the Certiport platform, which is the globally recognized official platform for administering professional certification exams. This step is the first and fundamental requirement in your journey to obtaining an internationally recognized certificate. With this account, you will be able to log in to the exam, receive your results digitally, and access your certificate upon successful completion.

We emphasize that this process must be completed smoothly and accurately, as the information you provide will remain permanently associated with your account. Therefore, it is crucial to ensure the accuracy of your personal details, particularly your full name, email address, and date of birth, so that they align with your official records. We also recommend coordinating with your school or educational institution to guarantee the validity of procedures and full readiness for examination requirements.
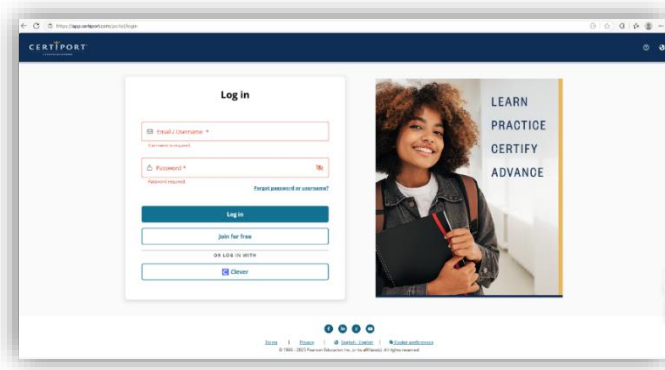
To create your account on the Certiport platform, please follow the steps below:

1. **Create a New Account (for new candidates):**
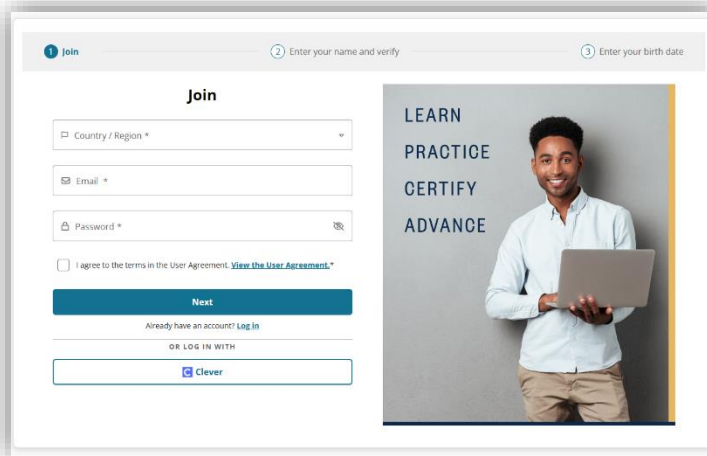   On the login page, click on **Join for Free** (Create a New Account) located under the login button.

2. **Fill in the Required Details:**

   o **Country/Region:** Select your country from the drop-down menu.

   o **Email Address:** Enter your correct and active email address, as this will be used for confirmation and future communication.

   o **Password:** Choose a strong password that includes uppercase and lowercase letters, numbers, and symbols.

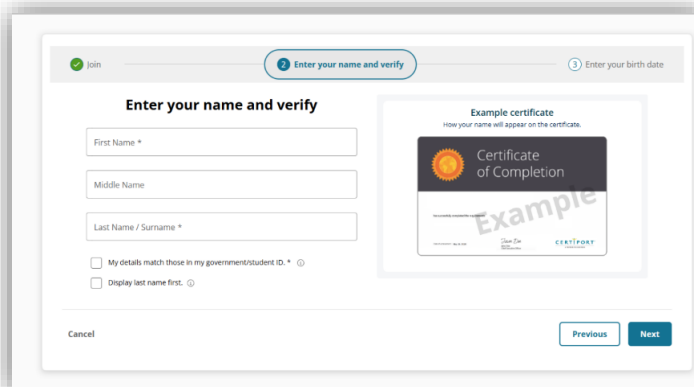## Interaction and Registration in Training Programs:

- Agree to the terms and conditions.

- Place a checkmark ✓ in the box to confirm agreement with the **User Agreement**.

- After entering the required information, click the **Next** button to proceed to the following step.

Entering Personal Information

- **First Name:** Enter your first name exactly as it appears on your CPR (National ID).

- **Middle Name (Optional):** Enter your middle name, if applicable.

- **Last Name / Surname:** Enter your family name or surname.

- **Enter your date of birth.**

- **When finished, click Submit.**

- This is the screen that will appear to the candidate after completing all required information and activating the account on the **Certiport** website. At the top, you will see your name.

- **MY CERTIPORT:** The main homepage of your account.

- **MY TRANSCRIPT:** To view your certifications and results after completing the exams.

Strategies and Methods for Obtaining Professional Certifications

First: Administering the Exam at the Regional Centre for Information and Communication Technology (RCICT), the official accredited center for examination delivery.

After completing the required self-paced training and preparation, the candidate proceeds to take the exam at RCICT.

Each exam consists of 37 multiple-choice questions available in both Arabic and English ,The passing score is 700 out of 1000.

✓ **Upon Passing, the Candidate Receives:**

- An official certificate issued through Certiport.

- A verified digital badge via the Credly platform.

✓ **Useful Links for the MCE Certificate:**

- **General Information on the MCE Exam from Microsoft**

- **Frequently Asked Questions (FAQs)**

- **Exam Details and Registration on Certiport**

- **MCE on Certiport**

Microsoft Certified Educator (MCE)

Teaching with Technology – Framework for 21st Century Learning Design

To obtain the Microsoft Certified Educator (MCE) certification, candidates must follow a systematic approach that combines self-paced learning, practical preparation, and a deep understanding of modern educational standards.

1. Self-Learning and 21st Century Learning Design Concepts
Candidates are required to study the 21st Century Learning Design (21CLD) framework, which includes:

- Collaboration.

- Knowledge Construction.

- Use of ICT for Learning.

- Real-World Problem Solving.

- Self-Regulation.

- Communication.

Additionally, candidates should review the 21CLD rubrics and link them to practical classroom scenarios to enhance applied understanding.

2. Utilizing Official Platforms
The Microsoft Learn platform provides comprehensive content for the MCE learning path, including interactive modules.

Microsoft Learn – MCE

3. Practicing Exam Format and Question Analysis

- Candidates must practice interpreting and analyzing classroom scenarios associated with the 21CLD framework.

- Sample questions are designed to help candidates apply best choices that reflect effective practices in integrating technology in education.

- Mock exams are recommended (60 minutes, 60 questions) to simulate the actual test environment.

- The exam assesses the candidate's ability to apply ICT integration effectively, rather than mere theoretical knowledge.

4. Administering the Exam at the Regional Centre for ICT

- After completing the required self-paced training and preparation, the candidate proceeds to take the exam at the **Regional Centre for ICT (RCICT)**.

- Each exam consists of **37 multiple-choice questions**, available in both Arabic and English.

- The passing score is **700 out of 1000**.

Upon Passing, the Candidate Receives:

- An official certificate issued by **Certiport**.

- A verified **digital badge** from the **Credly** platform.

Useful Links for the MCE Certificate:

- **Introduction to MCE – Microsoft**

- **Exam Details and Registration – Certiport**

Microsoft Office Specialist (MOS): Word, Excel, and PowerPoint:

To obtain the **Microsoft Office Specialist (MOS)** certification, candidates must follow a set of systematic strategies that strengthen essential skills and enable them to apply practical knowledge with confidence and efficiency.

1. Self-Learning:

- Review the official accredited resources.

- Practice direct application within Microsoft Office programs: **Word, Excel, PowerPoint**.

2. Using Digital Training Tools:

- The **Microsoft Learn** platform is the official free reference for learning MOS skills.

- Additional resources, such as specialized websites, blogs, and video tutorials (e.g., YouTube), can also be used to enhance comprehension and applied understanding.

3. Time Management and Practice in a Simulated Exam Environment

- Allocate **50 minutes** (matching the actual exam duration) to complete a practice project.

- Explore more than one method to accomplish the task, as the system may accept multiple correct solutions.

Training to Avoid Common Mistakes:

- Carefully select the correct tool before submitting the response in the exam, and confirm before moving to the next question.

- Avoid using incorrect or unnecessary tools.

4. Administering the Exam at the Regional Centre for ICT (RCICT)

After completing the training, the candidate proceeds to take the exam at RCICT. The passing score is **700 out of 1000**.

Upon Passing, the Candidate Receives:

- An official certificate from **Certiport**.

- A verified **digital badge** via the **Credly** platform.

MOS Certifications – Microsoft 365 Apps Edition

- **Word Associate (Microsoft 365 Apps)**
  👉 **Click Here**

- **Excel Associate (Microsoft 365 Apps)**
  👉 **Click Here**

- **PowerPoint Associate (Microsoft 365 Apps)**
  👉 **Click Here**

Microsoft Certified Fundamentals (MCF)

Microsoft Certified Fundamentals – Digital Foundation Certificates

The **MCF certifications** are foundational qualifications offered to **Grade 12 secondary school students**, focusing on advanced technology domains such as **cloud computing, artificial intelligence, and data management**.

These certifications aim to provide students with a knowledge base that prepares them for the digital labor market and higher education, enhancing their future academic and career prospects.

1. **Types of Foundational Certifications under the Microsoft Certified Fundamentals (MCF) Path:**

2. Microsoft offers four globally recognized foundational certificates under the MCF track, which include the following:

- **Microsoft 365 Fundamentals**
  Learn the fundamentals of productivity and digital collaboration within the Microsoft 365 environment, including cloud based application, security, and teamwork in organizational settings.

- **AZ-900: Microsoft Azure Fundamentals**
  Build essential knowledge of **cloud computing**, including Azure components, deployment models, services, and digital infrastructure.

- **AI-900: Microsoft Azure AI Fundamentals**
  Understand the fundamentals of **artificial intelligence** and its applications on the Azure platform, including machine learning concepts, use cases, and the role of AI in modern computing.

- **DP-900: Microsoft Azure Data Fundamentals**
  Gain foundational knowledge in **databases and cloud-based data management**, including relational and non-relational concepts, data analytics, analytical intelligence and core Azure data services.

2. Self-Learning from Official Sources:

Microsoft Learn Platform:
The official learning path accredited for each **MCF certification** is available through **Microsoft Learn**, which provides free interactive training modules.

External Supporting Sources:
Candidates may also use platforms such as **LinkedIn Learning, Coursera, and YouTube**, provided that the content is aligned with the certification domains.

3. Downloading the Official Exam Tool

From **Certiport** or **Microsoft**, candidates may download the official exam preparation tool to identify required skills and practice sample questions.

4. Administering the Exam at the Regional Centre for ICT (RCICT):

After completing self-paced learning and preparation, candidates register to take the exam at **RCICT**.

- ✓ The exam usually consists of **40–50 multiple-choice questions**.
- ✓ The passing score may vary by certification but typically requires a minimum of **700 out of 1000**.

Upon Passing, the Candidate Receives:

- An official certificate from **Certiport**.
- A verified **digital badge** from the **Credly** platform.

Frequently Asked Questions (FAQs)

1. What professional certifications are offered by the Centre?
The Centre offers a set of globally accredited certifications from international entities such as Microsoft, including:

- MCE – Microsoft Certified Educator

- MOS – Microsoft Office Specialist

- MCF – Microsoft Certified Fundamentals

2. How can I register to obtain one of the certifications?

The Centre schedules examination dates in coordination with schools through ICT coordinators in each school. Additionally, registration may be announced through official campaigns on social media and other communication channels. Details of the available exams and schedules are published regularly.

3. Can the exams be taken online?

No. All certifications offered by the Centre, including MOS, MCE, and MCF, require in-person attendance at the Centre's headquarters. This is to ensure compliance with global testing standards and to guarantee a fair and reliable examination environment.

4. Do training hours count when obtaining the professional certifications?

Yes. Obtaining the MCE certification from Microsoft grants 40 accredited training hours, contributing to strengthening teachers' professional development and enhancing the quality of the educational process.

5. Who are the target and beneficiary groups of these certifications?

The certifications target a wide range of categories, including:

- Teachers and administrative staff in public schools.

- Students in intermediate and secondary stages, as well as university students.

- Educational and technical supervisors.

- Staff of relevant directorates and departments within the Ministry of Education.

6. Does the Regional Centre offer training courses before the exam?

Yes. The Centre provides a special **Exam Preparation Guide** for each certification, which includes information and instructions to help candidates prepare effectively. Additionally, some certifications are supported with educational tutorials and learning modules designed to strengthen understanding of the content and examination requirements.

7. Are the certifications internationally recognized?

Yes. All certifications administered by the Centre are globally accredited and officially recognized. They can be used as verified evidence of technical and professional competencies across different countries worldwide.

8. Can the exam be retaken?

Yes. The Centre ensures fair opportunities for all candidates by allowing exam retakes in the event of failure, provided the candidate meets the required conditions. An additional registration fee may apply, depending on the exam policy. Candidates are generally allowed **one retake attempt only** per failed exam, unless otherwise specified.

The center is committed to providing the fair opportunity for all target groups to take the exams, covering as many applicants and test-takers as possible, ensuring benefits for everyone. If additional licenses are available, **one retake attempt only** may be offered per failed exam to those wishing to retake the exam.

9. Can candidates take more than one type of exam?

Yes. Candidates are allowed to attempt multiple certifications, provided they meet the specific requirements and conditions for each exam. Registration for more than one certification is possible according to the available schedules at the Centre.

Conclusion

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The commitment of educational institutions and candidates to the instructions and procedures outlined in this manual forms a cornerstone in ensuring a professional and effective digital learning environment, focused on technical empowerment and digital transformation in education. For inquiries or further technical and organizational support, please contact the Microsoft team at the Regional Centre for Information and Communication Technology (RCICT).