Adobe Certified Professional
2023 | 2022 | 2021 Premiere Pro Exam Tutorial
Sections and Timing

This exam has two sections: a section with questions you will answer in this window and a section with tasks you will perform in Premiere Pro. You will have 50 minutes to complete both sections.

After completing the first section, you will see a Section Summary page that allows you to review only the questions in that section. You will not be able to revisit those questions after you select the Submit Section button on the Section Summary page.

Next, you will see a tutorial that will help you complete the Premiere Pro tasks. Tutorials are not timed. After you complete the second tutorial, you will complete the Premiere Pro tasks. You will be able to review only the Premiere Pro tasks from the second Section Summary page. After submitting the Task section, you will have the opportunity to leave feedback on questions, tasks, and the exam as a whole. At the end of the exam, you will see your score report.

Select the Next button to proceed through the tutorial.
Match each term with its definition.

- Milestone
- Scope creep
- Wireframe

A request that causes the cost or timeline of the project to increase.

A significant event in the project schedule.

A blueprint that shows the information hierarchy.

1. Identifies the question you are completing and the total number of questions in this section. Monitoring your progress using these numbers will help you ensure that you have enough time to complete all questions and tasks on the exam.
2. Reports how much time you have remaining to complete the exam. Time is shown in hours:minutes:seconds.
3. Use the Reset Question button to reset all selections on the question. For example, in a Matching item like the one shown above, selecting Reset Question returns all options to the list on the left.
4. Use the horizontal splitter bar to change the percentage of the screen height used to display the question versus the answer area.
5. Use the vertical splitter bar to change the percentage of the screen width used to display the options versus the answer area.
6. Use the Back button to return to the previous question. Your response will be saved when you select Back.
7. Use the Help button to display help for the specific type of question.
8. Check Mark for Review if you want to remember to return to this question from the Section Summary screen.
9. Check Leave Feedback if you want to remember to leave feedback on this question.
10. Use the Summary button to view the list of all items in this section. You can return to any item from the Section Summary screen to continue your work in this section. You can exit this section of the exam from the Section Summary screen.
11. Select Next to save your response and proceed to the next question.
**Question Section Summary**

After completing the final question, you will reach the Section Summary page.

Each question you marked for review will be indicated. You can navigate to any question from this page. To return to a specific question, select the question number. To return to this page from the question, select the **Section Summary** button. After you finish reviewing tasks, select the **Submit Section** button to proceed to the Premiere Pro task section.

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**Section Summary**

The table below shows a list of all the questions. Each question you Marked for Review is indicated. To return to a specific question, select the question number.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Marked for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premiere Pro Questions</td>
<td></td>
</tr>
<tr>
<td>Question 1</td>
<td></td>
</tr>
<tr>
<td>Question 2</td>
<td></td>
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<tr>
<td>Question 3</td>
<td></td>
</tr>
<tr>
<td>Question 4</td>
<td></td>
</tr>
<tr>
<td>Question 5</td>
<td></td>
</tr>
</tbody>
</table>
Premiere Pro Task Section

In the second section, you will complete 15 tasks using Premiere Pro. Tasks are organized into projects. Each task for a project is displayed in the Certification Test panel.

A project is opened with a sequence loaded. This sequence will not always be the one you need to modify to perform a task. If you need to perform a task in a different sequence, use the Project panel to locate and open that sequence if it is not already open in the timeline.

You can save a project you are working on at any time. However, you do not need to save a project, unless you are instructed to do so in the task. Your work will be saved automatically when you select the Next Project or Back button.

Almost all application functionality is available to you to complete each task. You will receive credit for any method of completion that meets the task requirements. For some of the tasks, you will receive credit for each correct part that meets the requirements.

A few features will be blocked during the exam. These include:

- Open
- Help
- Adobe Bridge
- Adobe Stock
- CC Library

Do not try to access these features during the exam. None of these features are necessary to complete the exam.

If Premiere Pro crashes or you need to quit the application while you are taking the test, you can resume the exam on the same computer. Your progress will be saved for all tasks you submitted.
Working with the Certification Test Panel

The Certification Test workspace contains only the Certification Test panel. You will need to open other workspaces or display other panels from the Window menu in order to complete tasks. The Certification Test panel has also been added to the default workspaces.

The Certification Test panel acts like any other panel in Premiere Pro. You can float it, dock it, or resize it. Resize the panel as needed to see the task content.

**Important:** Do not close the Certification Test panel; your task and all navigation buttons will disappear. Do not reset any of the default workspaces. Doing so will cause the Certification Test panel to be removed from that workspace.

The Certification Test panel shows one expanded task at a time. Each project includes an Instructions section with links to each task for the project. Select a task link or heading to expand a task. To collapse that task and expand a different one, select the heading for the task you want to expand, or return to the Instructions section and select the link.

**Note:** Be sure to expand each task and complete it. The task heading font color changes to teal after the task has been expanded.
Premiere Pro Task Navigation

The Certification Test panel includes the controls you need to navigate the exam and manage your time. The following image shows these controls.

1. Identifies the task numbers on the current project and the total number of tasks on the exam. Monitoring these numbers will help you ensure you have enough time to complete all tasks.
2. Reports how much time you have remaining to complete the exam.
3. Use the Reset Project button to reset the Premiere Pro project to its starting state. You will need to successfully complete each task again to score a point for that task, so use this button with extreme caution.
4. Use the Instructions section to see how many tasks should be completed for the project. The section also includes links to each task.
5. Use the Next Task link to expand the next task in the project.
6. Select Mark for Review if you want to remember to return to this task from the Section Summary screen.
7. Select Mark as Complete when you have finished this task. Selecting Mark Complete will cause the checkmark for the task to turn green. Marking tasks complete will help you keep track of your progress.
8. Select Mark for Comment if you want to remember to leave feedback on this task.
9. Use the Back button to return to the previous project. Selecting the Back button saves any work you have done on the current project.
10. Use the Help button to display general help for the Premiere Pro task item type. Note: This is not an application Help button.
11. Use the Summary button to view the list of all items in this section. You can return to any item from the Section Summary screen to continue your work on that item. You can also exit this section of the exam from the Section Summary screen.
12. Select Next Project to save your document and proceed to the next project.
Task Instruction

The text in the Certification Test panel describes the task you must perform to receive a correct score.

Here are some guidelines to keep in mind:

- You only need to change the settings specified in the task. If a setting value is not specified, keep the default value.
- Do not make any additional changes to the starter document. For example, only change layer names and groups if the task requires it.
- If you are asked to save or export a file, always save it at the default location or the location specified in the task. Do not navigate to other folders.
- Do not add assets to CC Library.

The screenshot shows a sample item with typographic formatting applied. Each number identifies a feature of the item.

1. The Exhibit tab provides reference images to help you complete tasks. For tasks that have exhibits, click the Exhibit tab in the Certification Test panel to see the reference image. You can also click on the Exhibit link in the item to see the exhibit tab.
2. Italicized text refers to a filename you must import or an existing part of the document. For example, italicized text might reference a layer or text in a document.
3. Bold italicized text is text that you must type.
4. The dotted underline indicates text that you can click to copy and then paste into Premiere Pro. If you want to paste text into a dialog box, copy the text before opening the dialog.
**Task Section Summary**

After completing the final task, you will reach the Section Summary page.

Each task you marked for review is indicated. You can navigate to any task from this page. To return to a specific task, select the task number. To return to this page from the task, select the **Section Summary** button. After you finish reviewing tasks, select the **Finish Section** button.

### Section Summary

The table below shows a list of all the tasks. Each task you Marked Complete is indicated. To return to a specific task, select the task number.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Marked Complete</th>
<th>Marked for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drone Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 1</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td>✓</td>
<td></td>
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<tr>
<td>Task 3</td>
<td>✓</td>
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<tr>
<td>Aspirations Project</td>
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<tr>
<td>Task 4</td>
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<td>Task 5</td>
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<td>Task 6</td>
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<td>Task 7</td>
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<tr>
<td>Task 8</td>
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<tr>
<td>Getaway Project</td>
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<tr>
<td>Task 9</td>
<td></td>
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<tr>
<td>Task 10</td>
<td></td>
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<tr>
<td>Task 11</td>
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</tbody>
</table>
Exam Feedback

After completing the task section, select the Leave Feedback button to leave feedback on individual questions or tasks. You might need to resize the Certification Test panel to see the feedback button.

You will see the first question. Leave feedback on that question by selecting the Leave Feedback button. In the Task section, you need to click the Leave Feedback button within the expanded task.

You can navigate through the questions and tasks using the Next or Next Project and Back buttons. You cannot make changes to your answers while leaving feedback. You will have 10 minutes to enter your feedback.

To view a list of all questions and tasks, select the Section Summary button to visit the Exam Summary page. Each question or task you marked for comment is indicated. You can navigate to any question or task from this page by selecting its hyperlink. After you finish leaving feedback on individual questions and tasks, select the Finish Section button to view the Thank You page.

Select the Next button to leave feedback for the exam. On the exam feedback page, you can provide feedback using the prompts, or enter your own feedback. You might need to resize the Certification Test panel to see the entire feedback screen. Select the Next button to review your Score Report.
Score Report

You must select the Exit Exam button to upload your score report. You cannot save or print your Score Report while in the exam. After your Score Report has been uploaded, you can view and print it by logging into the Certiport website.