

Certification exam rules (general procedure and related comments)

This procedure describes the organization of a certification exam. It also takes into account the need to act quickly when organizing a certification exam (meaning via E-Mail or online) and to publish the results quickly.

If you need more information: send an E-Mail to jean-marc.desharnais@etsmtl.net with your question(s).

Step 1- Send an e-mail to (jean-marc.desharnais@etsmtl.net) with the planned date of the certification exam proposal for approval.

Note 1: This is the first, essential step to hold an exam. Please allow 1 to 4 days of delay before you get an answer from us.

Note 2: The date and time of an exam are particularly important.

Note 3: There is no maximum number of participants. However, you should arrange for an additional Proctor if there are more than 30 participants. If you are providing onsite computer access, the maximum number of participants also depends on your server capacity. We do not know the upper limit of the Easy Test Maker server, but it can support at least 30 participants at a time.

Step 2- After approval of holding a certification exam at the date requested:

2A) Send an e-mail with the name(s) of the Proctor(s), indicating clearly who is the 'Lead Proctor.

For each proctor (if more than one) it is necessary to fill the information in appendix B and e-mail it before the certification exam to: jean-marc.desharnais@etsmtl.net .

Note: it is essential to have the name and e-mail address of the Proctor before holding the certification exam. Only the Proctor will receive the URL and password associated to the certification exam.

2B)- In the same E-Mail add in the Excel file the name, e-mail address and organization of each participant.

Note: The information about the participants is important to allow us to send the results to each participant individually. This information will also appear on the COSMIC site.

Step 3- Send an e-mail containing the name and full address of the person or the organization that will transfer the money to COSMIC for the payment of the certification exam:

- The fee is 80 Euros or 100\$ USD.
- A special fee for students could be determined, if required, by special arrangement. Contact us for details.

Note 1: The certification exam fees must be received before the certification exam can be held.

Note 2: It is necessary for COSMIC to produce an invoice. See Appendix B for an example of a COSMIC Invoice.

Step 4- After paying or arranging payment for the COSMIC invoice at your bank or via Paypal, send an e-mail of a scanned copy of the 'acknowledgement' of the payment (we prefer you use a PDF format file attached to the e-mail).

Note: Usually we will send the certification URL exam to the Proctor(s) only after receiving this final information. It also helps to track all payments.

Step 5- The certification exam is online. The day of the certification exam the proctor will give the URL and password to the participants.

Note 1: For the online exam, the name of the participant must be the same as the one in the Excel file in Step 2).

Note 2: A COSMIC certificate is based on two requirements: A) to pass the certification exam (75% +) and B) his/her name his registered in the Excel file (step 2).

Note 3: The participants should normally stay in the certification exam room during the whole certification exam.

Note 4: The participants can only use either the onsite computer screen provided by the proctor-organizer, or his own computer, but at all time only the certification questionnaire can be accessed, but not other software

or data: e.g., the participants can only use the COSMIC certification questionnaire, and only those pages for this questionnaire can appear on the computer screen of each participant at any time during the exam.

Note 1: the participants cannot use electronic devices during the certification exam. This exclude, for example, telephones, calculators and electronic notebooks.

Note 2: Participants can use any paper-based document.

Step 6- The results of the certification exam are analyzed by the certification exam administrator. Those who passed the certification exam (an exam grade of 75% and more) and have their name on the list of participants (Excel file on Step 2), will receive a certificate and will have their name of the list of certificate holders on the COSMIC web site.

Note 1: Allow one week to the administrator to do post the exam results on the COSMIC website.

Appendix A

Proctor(s) Responsibilities

1. The proctor must ensure that the exam participants do not have access to any electronic copy of the rules or any other electronic documents during the certification exam.
2. Paper-based documents only are allowed.
3. The proctor is giving the URL and password of the certification exam (received by e-mail a few days before the certification exam) just before the beginning of the exam.

Proctor's Name (please print): _____

Organization Name: _____

Proctor's Signature: _____ Date: _____

Appendix B (example of an invoice)

To: name unit street office city/region/country
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Invoice date
2017-MMM-DD

Description	Amount
Certification Exam fees for x participants @ 80 Euros per participant	xxx €

Proctor's name:

Exam date:

Total amount due:	xxx €
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Method of payment: PayPal identifier "payment@cosmic-sizing.org" or
Electronic funds transfer with the following information:

Account Name:	COSMIC-CONSORTIUM INTERNATIONAL POUR LA MESURE COMMUNE DE LOGICIEL
Account Number:	MIN00594280815EUR2
Account Address:	1100 RUE NOTRE-DAME OUEST, MONTREAL, QC H3C 1K3
Bank Name:	CAISSE CENTRALE DESJARDINS
Bank Code:	CC0815
Branch Number:	98000
Bank Address:	1 COMPLEXE DESJARDINS, MONTREAL, QC CANADA H5B 1B3
BIC/SWIFT Code:	CCDQCAMM

Invoice issued by Jean-Marc Desharnais, COSMIC exam certification administrator
On behalf of The Common Software Measurement International Consortium
École de Technologie Supérieure – Université du Québec
Attn to : Jean-Marc Desharnais
1100 Notre-Dame Ouest,
Montréal, QC, Canada H3C 1K3