Certification exam rules (General procedure and related guidelines)

This procedure describes the organization of a certification exam. It also takes into account the need to proceed quickly when organizing an online certification exam and to publish the results and certificates quickly.
If you need more information: send an email to ling.guo.1@ens.etsmtl.cawith your question(s).

Step 1- Send an email to (ling.guo.1@ens.etsmtl.ca) with the planned date of the online certification exam proposal for approval.
The email must include an Excel file with the following information: the exact name of each participant (that name will appear on the certificate for those who succeed), the email address and the Company name. After all the participant's names. the name and Email address of the proctor must appear.

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 proposed scheduled date and time of an exam are particularly important. Allow one week minimum between the demand and the date of the exam.
Note 3: There is no maximum number of participants.

- You must provide onsite computer access for all participants.
- 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.

Note 4: It is essential to have the name and email address of the Proctor before holding the certification exam.
Note 5: Only the Proctor will receive the URL and password associated to the certification exam.
Note 6: The Proctor is preferably certified, not a member of the organization that organize the certification exam, and not the COSMIC instructor of the participants.

Step 2- Send an email 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 150$ CAD.
- Students taking part of a course involving COSMIC (college or university) could take a certification exam for free. Contact ling.guo.1@ens.etsmtl.ca for details.

Note 1: A quote (estimate) will be sent by COSMIC for approval to the person who organize the certification exam. When approved, the final invoice will be sent. The information about the payment is written on the Estimate and the Invoice.

Step 3- After paying or arranging payment for the COSMIC invoice at your bank or via Paypal, send an email of a scanned copy of the 'acknowledgement' of the payment (we prefer that you use a PDF format file attached to the email).
Note: Usually we will send the URL for the certification exam to the Proctor(s) only after receiving this final information. It also helps to track all payments.

Step 4- The certification exam is only online. The day of the certification exam the proctor will give the URL and password to the participants only a few minutes before the certification exam.

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. **The proctor must send an email to Ling Guo at least 48 hours before the certification exam telling the day and exact time (local time) of the certification exam. An email will be sent to the proctor two days before the certification exam with the URL and password for testing.**

Note 2: The issuance of a COSMIC certificate to the participant is based on two requirements: A) to pass the certification exam (score of 75% +) and B) **the participant's name is registered in the Excel file** (step 1**). It is important then to have all last-minute changes.**

Note 3: The participants can only use either the onsite computer screen provided by the proctor- organizer, or his own computer, but at all times 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 4: the participants cannot use electronic devices during the certification exam. This excludes, for example, telephones, calculators and electronic notebooks.
Note 5: Participants may use only paper-based Measurement Manual as a reference during the exam.

Note 6: The proctor sends an email to the COSMIC certification exam administrator (ling.guo.1@ens.etsmtl.ca) when the certification exam is completed.

Step 5- The results of the certification exam are analyzed by the certification exam administrator. Those who passed the certification exam (an exam score of 75% or more), with their name on the list of participants (Excel file on Step 1), will receive a certificate and will have their name on the list of certificate holders on the COSMIC web site.

Note 1: Allow one or two weeks to the administrator to post the exam results on the COSMIC website and send the certificates.