

# Automated CFPS Exam

## Rules and Hints for Success

This document outlines the various steps required and guidance for the IFPUG CFPS exam, for those languages currently offered through Prometric Testing.

Ensure that you have reviewed the membership requirements and registration steps well in advance of your membership expiry date. Exams are scheduled by Prometric and may not be available on a specific day / time. Please check the offered exam dates / times by following the EXAM COVERAGE

The Certified Function Point Specialist (CFPS) Exam is a rigorous test of both the knowledge of the counting rules laid out in the current release of the IFPUG Counting Practices Manual (CPM).

*Do not rely solely on information provided on the quick reference card or vendor materials. Exam questions, especially those testing your knowledge of definitions and implementation are based upon the entire content of the CPM.*

*For an outline of the CFPS exam and the reference materials provided please see the ORIENTATION TO THE CFPS EXAM section below.*

**MEMBERSHIP REQUIREMENTS** outlined below.

Consider conducting your exam planning and registration several months in advance of your selected exam date to ensure you are prepared to succeed. Consider contacting the test centre ahead of time as outlined in the REGISTRATION STEPS below.

If needed you may reschedule your exam date as outlined in the REGISTRATION STEPS below.

### **EXAM COVERAGE**

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### **MEMBERSHIP REQUIREMENTS**

1. You must be an IFPUG member in good standing at the time of registering for the exam, as well as on your exam day.

*If you are not sure of your membership status, or would like to become a member of IFPUG, contact the IFPUG Office at [ifpug@ifpug.org](mailto:ifpug@ifpug.org) or access the IFPUG website at [www.ifpug.org](http://www.ifpug.org).*

*Should you sit for the CFPS Exam and not be a member of IFPUG in good standing, your Exam will be invalidated and your exam fee will be forfeit.*

2. Contact the IFPUG office to request English as a second language extension.

*The CFPS Exam offered through Prometric is currently available in the following languages:*

- *English*
- *Brasilian Portuguese*
- *Italian*
- *Korean*

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*You may request an exam duration extension of 30 minutes if English is not your first language, and the exam is not available in your native or business language.*

*Exam participants in Canada, USA, United Kingdom, India, Ireland, Puerto Rico, Australia, or New Zealand must email the IFPUG office at [ifpug@ifpug.org](mailto:ifpug@ifpug.org) prior to registration, request and complete an ESL form. Confirmation of your ESL request will be returned within 3 to 5 business days. On approval of the ESL request the Prometric business office will contact you to complete the registration process. Should the request be denied the IFPUG office will contact you and you can proceed with the normal registration steps.*

*In all other countries where the exam is not available in the native or business language, the exam duration will be automatically extended by 30 minutes.*

3. Advise the IFPUG office of any special equipment needs, which must be approved in advance.

*Please email the IFPUG Office at [ifpug@ifpug.org](mailto:ifpug@ifpug.org) to discuss your special testing needs. Allow for extra time to obtain approval and allow Prometric to ensure the requested equipment or aid is available. When your request has been approved, the Prometric business office will contact you to complete the registration process.*

4. Read and understand the IFPUG CFPS Code of Ethics.

*The IFPUG CFPS Code of Ethics is available on the IFPUG website. You must be willing to abide by the Code of Ethics in order to take the CFPS Exam.*

## **PROMETRIC TEST SITES – “TEST DRIVE”**

For a small fee Prometric offers test takers the ability to experience the testing environment prior to the scheduled exam. Visit the Prometric site - <http://www.prometric.com/TestDrive/default.htm> - for full details.

## **REGISTRATION STEPS**

1. Register for the exam by creating a user account with Prometric, using one of the following methods:

- I. *Online (Secure and available 24 hours a day, 7 days a week)*  
<http://prometric.com/IFPUG/default.htm>

- II. *Onsite at your local test center.*  
*Locate test centers on the Prometric website*  
<http://prometric.com/IFPUG/default.htm>

- III. *Calling a Prometric Regional Registration Center.*  
<http://www.register.prometric.com/Menu.asp?cookie%5Ftest=1>

*Please refer to the Prometric Testing I.D. (SP#) number below, if needed*

- IV. Visiting the Prometric website [www.prometric.com](http://www.prometric.com)

2. Be prepared when you register / schedule your exam to provide the following information:

*You must be a member in good standing on exam day. If unsure of your current membership status, please review the guidance outlined in the EXAM COVERAGE*

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*For an outline of the CFPS exam and the reference materials provided please see the ORIENTATION TO THE CFPS EXAM section below.*

## MEMBERSHIP REQUIREMENTS *outlined above*

- Exam Title – IFPUG CFPS Exam
- Prometric Testing I.D. (SP#) Number 140-420 Certified Function Point Specialist
- Testing center preference
- Preferred / available exam dates

*The first available date and time will be offered to you when registering. If your preferred exam date is not available, check for other offered dates or contact a Prometric Contact Center representative to determine if a convenient appointment date is available.*

- First name, middle initial and last name

*The name used to register and schedule your exam appointment must exactly match the name shown on the valid, government-issued ID to be presented on exam day.*

- Company name
- Mailing address

*Please provide the address to which you would like your certificate mailed.*

- E-mail address
- Contact phone numbers
- Method of payment

*Accepted credit card payments include: American Express, MasterCard, and Visa.*

*Credit charges may be incurred from the time you schedule your appointment up to your exam date due to variation in processing times.*

*The exam fee is \$250.00 USD.*

*Receipts are available through the Prometric web site, by accessing your account and choosing the View/Print Receipt option*

*<http://www.register.prometric.com/Menu.asp?cookie%5Ftest=1>*

*Or, you may contact Prometric via e-mail and request a confirmation letter which includes the amount you paid for your exam.*

3. Orient yourself with what to expect on exam day. Be prepared.

*Review the requirements for your*

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EXAM DAY – SIGN IN outlined below– registration and presented identification must match!

Review the EXAM DAY - CONDITIONS, especially those for personal effects, electronics, and hardcopy materials outlined below – many of these are new!

Prepare yourself prior to exam day by ensuring you are familiar with the location, building, floor etc of your Prometric test centre,

If necessary contact the test centre ahead of time to determine the number of seats in the room, distance from seat to the restroom, whether other exams are being offered in the same room, so that you can have the option of choosing another site.

Contact the test centre ahead of time to ensure that they are aware of a policy change, announced April 2010, which allows for the CFPS Exam to be taken with paper and pencils, instead of a whiteboard and dry erase marker. The testing site will provide you with 3 sheets of paper and 2 pencils upon request. Unless you specifically requests paper and pencil you will be issued one white board and one dry erase marker.

Consult with other exam candidates for their experiences via the Bulletin Board or listen to the following (<http://www.ifpug.org/certification/AutomatedExamTips.mp3>)

No one wants these worries on exam day!

#### 4. When needed you can reschedule your exam date.

You can reschedule your exam date online up to 24 hours prior to your scheduled exam date. If you cannot attend your scheduled appointment and do not reschedule, the exam fee will be forfeit.

You can also reschedule your exam date by calling the Prometric Regional Registration Center at least three (3) days prior to your scheduled exam date. The phone numbers for the Regional Registration Centers can be found on the Prometric web site.

Should Prometric have to cancel your scheduled exam date you will be contacted by the Prometric rescheduling department within 48-72 hours to reschedule.

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## **EXAM DAY – SIGN IN**

1. Arrive early.

*It is recommended you arrive at the testing center at least 15 - 30 minutes before your exam is scheduled to begin. You'll need time to sign in and relax.*

2. Present a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph, which matches your registration information.

*The name used to schedule your appointment must exactly match the name shown on your identification.*

*Acceptable forms of photo identification include:*

- *Driver's license*
- *Passport*
- *Military identification*
- *Government-issued identification license or card*

3. Unless you specifically request paper and pencil you will be issued one white board and one dry erase marker. A policy change, announced April 2010, allows for the CFPS Exam to be taken with 3 sheets of plain white paper and 2 pencils, instead of a whiteboard and dry erase marker. Ensure provided materials are in suitable working order prior to starting the exam

## **EXAM DAY - CONDITIONS**

Please ensure you are familiar with the following conditions. Failure to comply with the following instructions or instructions of the Prometric test centre staff may result in invalidation of your exam.

1. Avoid bringing any personal items or valuables to the test centre, as they may not be permitted within the testing area. Efforts may be made by Prometric to provide secure storage for these items, but is not guaranteed.
2. Use of any electronic devices (cellular phones, personal data assistants (PDA), calculators etc.) is prohibited during the exam.

*A calculator similar to the Microsoft Calculator is provided while taking the exam and accessed through the "Calculator" button.*



3. Use of hardcopy reference materials are prohibited during the exam.

*The CFPS exam is considered "open book". However, all exam materials, including the Exam Question & Answer sections, Counting Practices Manual, Quick Reference Cards, and a calculator are now provided electronically for the duration of the exam. Additional details of the reference materials provided are outlined in ELECTRONIC REFERENCE DOCUMENTS section below.*

4. The use of personal note pads or paper is prohibited during the exam.

*Writing materials will be provided to you for the duration of the exam and must be returned upon completion of the exam. Ensure these materials are in suitable working order prior to starting the exam.*

*A policy change, announced April 2010, allows for the CFPS Exam to be provided with 3 sheets of plain white paper and 2 pencils, instead of whiteboards and dry erase markers. You will need to return the 3 sheets of paper and 2 pencils at the end of the exam.*

5. *Unless you specifically requests paper and pencil you will be issued one white board and one dry erase marker.* Food and drinks are prohibited within the testing area.

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6. Talking to anyone other than the Prometric test centre staff is not permitted during the exam.

*Prometric test centre staff will be responsible for proctoring the exam, but will not be able to answer or clarify exam question content / wording. Proctoring may be conducted by camera monitoring.*

*Do not assume noise reducing headsets are available in all testing locations. If noise is a personal concern contact your testing center or bring your own ear plugs.*

*Be sure to identify issues, problems or concerns - hardware, noise, dry erase markers - to your Prometric test centre staff / proctor right away to avoid disruptions or lost exam time.*

7. The exam is three (3) hours in duration and has no scheduled breaks.

*You are permitted to leave the testing area to get a drink, take medication or visit the bathroom. Be aware of the location and availability of facilities in order to avoid lost exam time.*

*The amount of time designated for that exam is not stopped when you are away from your computer. Time remaining is always displayed in the upper right hand corner of the exam screen.*

*Refer to the registration activities above to request an exam duration extension of 30 minutes if English is not your first language*

## **ORIENTATION TO THE CFPS EXAM**

The following section attempts to overview the new CFPS exam experience. The subject areas of testing and the criteria for success have not changed.

The exam consist of three sections: Definition, Implementation and Case Studies.

A successful exam will have at least 90% overall correct with at least 80% correct on each section of the exam.

## **THE WELCOME PAGE: CFPS CODE OF ETHICS**

Read the exam's Welcome Page, which includes the IFPUG CFPS Code of Ethics, and follow the instructions to continue.

*Please be familiar with the [CFPS Code of Ethics](#) prior to taking the exam.*

*You MUST be willing to abide by the [CFPS Code of Ethics](#) in order to take the CFPS Exam. You will have about 90 seconds to read the information on the Welcome screen and click on the "Agree" button.*

*Understand that by selecting "I agree", you agree to the CFPS Code of Ethics and other statements and can continue on to the exam.*

*By selecting "I disagree", or NOT SELECTING "I Agree" within the time allowed, the exam session will be terminated with no option to return to the exam. There is NO refund and your exam fee will be forfeit. You may register again to sit for the exam at a later date.*

## **THE TUTORIAL**

Follow the overview in the 15 minute on-line tutorial.

*A tutorial is provided to overview the features and functions of the exam. You have 15 minutes to view the contents of the tutorial pages and familiarize yourself with the format; including the following features:*

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- o *Navigation: previous / next*
- o *Calculator*
- o *References,*
- o *Marking and un-marking questions for review, and the review all questions.*

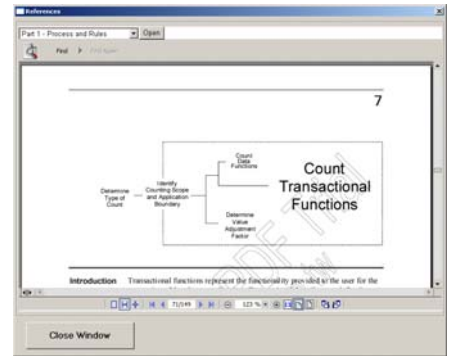


*If you have time left after viewing the tutorial content, you have the option to go immediately to the exam or to use that time to relax and get used to the environment. Start right away or relax for a few minutes – it's up to you.*

## ELECTRONIC REFERENCE DOCUMENTS

There are a total of six (6) reference sections / documents available to you within the exam:

- o *CPM Part 1*
- o *CPM Part 2*
- o *CPM Part 3*
- o *CPM Part 4*
- o *Quick Reference Card*
- o *Complexity and Weights*



*Note: the English language references are separate PDF documents – each accessed independently. Other languages are a single document.*

*These sections are accessed through the “Reference” button.*

*Similar to how a new web page might open, the reference tool opens as a new window. From this window you may select the reference, perform searches, zoom, re-size and close the window.*

*It is recommended that you be familiar with: opening and searching for content using Adobe PDF electronic documents; the information contained in each part of the CPM, as well as any key words or topics you expect to reference. The exam reference tool has a simple word search facility but will not allow you to bookmark pages. The tree directory that you may be used to in Adobe's PDF is not available in the exam.*

## MARKING / REVIEWING QUESTIONS

The exam now incorporates a feature which allows you to “mark” and “un-mark” questions for later review.

*The “Review All” feature can be used at any time during the exam to return to a marked answer and/or to make sure you have no unanswered questions.*

*Clicking on the question number will “jump” you to the question under review*



## WRITING THE CFPS EXAM

The exam is comprised of three sections:

- o *Definition: 50 multiple choice questions, 1 mark each*

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- o *Implementation: 50 multiple choice questions, 1 mark each*
- o *Case Study: 10 cases, totaling 50 marks*

Provide answers for **ALL** multiple choice questions, as blanks will be counted as wrong / incorrect answers.

*Read and answer the questions carefully. In some instances the difference of a single word can change the answer from right to wrong.*

*Use the MARKING / REVIEWING QUESTIONS feature outlined above for those questions you may be unsure of for later review.*

Provide comments using the "Comment" button, should you believe any questions or answer options are unclear.

*Comments will be collected and reviewed by the Certification Committee.*

## THE CASE STUDIES

The case study has undergone the most dramatic transformation during the automation process. For those familiar with the paper based exam please take note of the new format.

Provide answers for **ALL** parts/possible answers to each case study. This includes the identification of parts/possible answers as "Not applicable" (N/A).

*The Case Section consists of 10 multiple choice, multiple part/possible question and answer sets, worth 5 points each. Every question MUST include an answer. When one part/possible answer does not apply then choose the N/A (Not applicable) radio button.*

*The Case Section contains two types of question sets, based on the provided scenario. The first type of question set asks that you to identify function types. The second question set type asks that you to determine the complexity for a group of function types.*

*Each question set will have text and/or graphic displayed on the left side of the screen, which describes the scenario. The answer boxes for the question set will be displayed on the right side of the screen.*

*A statement at the end of each question set specifies the action you should take, e.g. identify the data function types for Application X, or determine the complexity of the transactional function type for Project Y.*

*The answer boxes for identification question sets will list the names of several possible function types that may fit the scenario and the specified action. Each possible function type will have a radio button set for you to select the type or not applicable (N/A). For example, you may be asked to identify the transactional function types for Project A. Project A updated the Add Data and Query Data transactions, and added a hard coded List Data drop-down. For Add Data you would select the EI radio button, for Query Data the EQ radio button, and for List Data the N/A radio button.*

*The answer boxes for complexity question sets will list the function types to be evaluated. Each function type will have a radio button set for you to select low, average or high complexity. For example, you may be asked to determine the complexity for Report One in Application B. The scenario text tells you that Report One summarizes product sales using data from the Sales Detail and*

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What is the complexity of the data functions....?																									

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*Region data functions. The Report One graphic shows sixteen pieces of user data. For Report One you would select the Average radio button.*

*Each Case Section question set is graded independently of other Case Section question sets.*

## EXAM RESULTS

1. Selecting "END" will complete the exam.

*CFPS Exam candidates will receive their score report immediately after their exam is completed.*

*You will be provided with a printed score report before leaving the test center. This report contains your overall final score, as well as scores for each of the three sections of the exam.*

*If you do not pass an exam, these detailed scores may help you determine the areas where further study or experience is required.*

*You are permitted to re-register and re-write the exam fourteen (14) days following your last attempt. There is no offered discount for exam re-writes - the full exam fee and registration conditions apply, as outlined above.*

*If you do pass the exam, an official IFPUG certificate will be mailed to you within four to six (4-6) weeks after your exam information has been received by the IFPUG office.*

*To obtain information about the status of your certification certificate, please email the IFPUG Office at [ifpug@ifpug.org](mailto:ifpug@ifpug.org).*

*Should you wish to challenge the results of the exam, please contact the IFPUG office via email within 30 days of your exam date with the reason or explanation of the dispute.*

Should you have additional questions NOT addressed within this document or the Frequently Asked Questions, please forward them via email to the IFPUG office.