

*Certified
Function
Point
Specialist*

CFPS Certification Exam Overview and Guideline

IFPUG's Certification program for individuals

Sponsored by the International Function Point Users Group (IFPUG)

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Dear Colleague,

Thank you for your interest in the IFPUG *Certified Function Point Specialist (CFPS)* Program. By requesting information on this program, you have taken the first step in obtaining the well-recognized designation of CFPS and Certified Function Point Practitioner (CFPP). This document provides a basic overview of the program and is designed to answer the most commonly asked questions.

As you may know, IFPUG is a user-supported group that has gained worldwide recognition as a top class organization providing very valuable service to the software industry. The various committees established by IFPUG consist of well-qualified experienced and dedicated professionals who contribute their time and talents on a purely voluntary basis. The Certification Committee is no exception. Its members are committed to developing and implementing a highly professional and sound certification program.

There is great demand in the industry for qualified function point counters. As such, it will be of great benefit to you to be recognized as an IFPUG *Certified Function Point Specialist (CFPS)*.

I wish you success in the Certification Examination. I am sure that after obtaining the certification you will use it with genuine pride and will provide competent service to the industry.

Please do not hesitate to write to the IFPUG Executive Office at ifpug@ifpug.org if you have any questions.

Sincerely,
Mahesh Ananthakrishnan
Chair, IFPUG Certification Committee

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About IFPUG

IFPUG (the International Function Point Users Group) is a non-profit, member-governed organization that endorses two types of standard methodology for software sizing.

One of the standards is defined in the Function Point Counting Practices Manual (CPM), the recognized industry standard for Function Point Analysis (FPA) provides a forum for networking and information exchange that promotes and encourages the use of software product and process metrics. This standard is ISO Certified.

The other standard is an evolving industry standard defined in the Software Non-functional Assessment Practices Manual (APM) – this standard is also known as SNAP.

IFPUG is the governing body for the Certified Function Point Specialist (CFPS), the Certified Function Point Practitioner (CFPP), and Certified SNAP Practitioner (CSP) certifications.

IFPUG hosts events including the annual International Software Measurement and Analysis (ISMA) Conference, periodic educational workshops and seminars, as well as events together with Partners, which supports the global function point community.

The mission of IFPUG is to be the recognized leader in promoting and encouraging the effective management of application software development and maintenance activities through the use of software sizing standards and other software measurement techniques.

IFPUG serves to facilitate the exchange of knowledge and ideas for improved software measurement techniques and seeks to provide a composite environment that stimulates the personal and professional development of its members.

More information is available on www.IFPUG.org

Why CFPS

As the use of Function Point Analysis continues to grow, it is essential that individuals with a specialized level of knowledge be distinguished. The Certified Function Point Specialist (CFPS) designations are formal recognition of a level of expertise in the area of Function Point Analysis. A CFPS is acknowledged as having the skills necessary to perform consistent and accurate function point counts and comprehension of the most recent counting practices.

At this time, industry recognition of the quality and integrity of the CFPS Certification Exam process and the value of the CFPS designation is widespread enough that companies around the world now commonly include FPA and CFPS requirements in contracts.

As companies use FPA more and more in their contracts, IFPUG, as the body who certifies an individual's capability, must ensure that the certified individual does indeed have the required expertise. Therefore, ongoing renewal that includes active testing is required to maintain the current high status of the CFPS designation and to maintain IFPUG's reputation.

The CFPS Program

When you apply for the CFPS Program, you are on your way to demonstrating that you are among the best. You will join a select group of individuals who have made the commitment to excellence, career advancement, and an ongoing pursuit of knowledge...gaining you valuable recognition in the process.

As one of the distinguished honors of professional achievement for function point analyst, IFPUG's CFPS Program is designed not only to elevate professional standards and evaluate individual performance, but to recognize and distinguish those who have reached one of the highest levels of achievement in the field of Function Point Analysis.

An individual who passes the CFPS Certification Exam receives a formal certificate from IFPUG stating "IFPUG certifies that *the Participant* has met the requirements as specified by the standards and guidelines of the International Function Point Users Group to qualify as a Certified Function Point Specialist (CFPS) for the [version/series] of the Counting Practices Manual." The certificate is signed by the Certification Committee Chair as well as the President of IFPUG as authorized representatives of IFPUG, and indicates the Month and Year the Certification Exam was taken, as well as the Month and Year the certification expires. The Certificate is also signed by the CEO of the International Software Quality Institute (iSQI), the official global exam service providers of IFPUG. The CFPS Certificate will be valid for a period of three (3) years. An individual may remain certified by either taking the CFPS Certification Exam in the third year of certification or by applying for extension of CFPS only through the CFPS Certification Extension Program. It is a requirement for both taken the Certification as well as keeping the certification that the Participant is a valid member of IFPUG.

If you do not meet the scoring for CFPS you might be able to be recognized as a Certified Function Point Practitioner (CFPP). See the scoring requirements later in this section for qualifying for CFPP. The CFPP will receive a formal certification same as a CFPS. The certification is valid for three years under the same conditions same as a CFPS related to membership.

The IFPUG CPM is the guiding body of knowledge for developing the CFPS Certification Exam. As one of the IFPUG Counting Standards committees, the IFPUG Certification Committee is subject to rulings of the IFPUG Board of Directors, ensuring the integrity and credibility of the CFPS CFPP Certification Exam.

The CFPS Program does not discriminate on any basis including race, sex, religion, age, national origin, or disability.

Certification Exam Structure

The Certification Exam is a rigorous test of both the knowledge of the counting rules laid out in the current release of the CPM and the ability to apply those rules.

The Certification Exam is structured so that both the knowledge and the ability to apply the definitions and rules as published in the current CPM are tested.

The Certification Exam currently is composed of three sections: Definition, Implementation, and Case Study.

- The Definition section consists of 50 multiple-choice questions. The Definition section specifically tests the individual's knowledge of definitions and rules.
- The Implementation section consists of 50 multiple-choice questions. The Implementation section indirectly tests the individual's knowledge of definitions and rules, and directly tests the individual's ability to apply the definitions and rules through small story problems.
- The Case Study section consists of ten cases totaling 50 marks. The Case Study section directly tests the individual's ability to apply the definitions and rules of the CPM using varying case topics.

The duration of the Certification Exam is 3 hours. If you are taking the English Certification Exam in a country that is non-English speaking you will be granted a ½ hour extension to the 3 hours – in total 3 ½ hours to complete the Certification Exam. Currently the English, Brazilian Portuguese and Italian versions of the Certification Exam will be available remotely.

Countries considered to be English-speaking or that use English as their business language include Australia, Canada, India, Ireland, New Zealand, Puerto Rico, United Kingdom, and United States of America. Any country with English as their recognized business language is considered as English speaking country.

The Certification, registration, result and certificate will be delivered by IFPUG's Certification partner iSQI. The certification exam will be delivered using a remote certification approach and technology called FLEX. More information about FLEX will be given in the sections on registration and Exam Day requirement and Conditions. In addition, See appendix D for more about iSQI FLEX.

Scoring to pass the Certification Examination

Your final score will determine your certification designation.

The Certified Function Point Specialist (CFPS) designations recognize the highest level of certification and thereby expertise in the area of Function Point Analysis.

The CFPS designation will be granted if the individual scores at least 90% overall correct with at least 80% correct on each section of the Certification Exam.

The Certified Function Point Practitioner (CFPP) designations are formal recognition of a level of understanding of the area of Function Point Analysis. IFPUG recommends that CFPP aim to enhance their understanding and expertise in order to gain the CFPS designation.

The CFPP designation will be granted if the individual scores at least 80% overall and 70% on each section of the Certification Exam.

The same Certification Exam is used for both CFPS and CFPP testing.

Only the highest certification will be awarded.

If you do not reach the scoring required for the CFPP you will not obtain any of the designations. See the section entitled *Alternatives If You Don't Obtain Certification* for the next steps.

Certification Examination Fee

The price of an IFPUG Certification Exam is \$250 USD and is payable upon registration.

Steps to Register for Your CFPS Certification Exam

1. It is recommended before the Certification Exam to prepare for the exam by studying the most recent Version and Release of the *IFPUG Counting Practices Manual (CPM)* for example: Version 4, Release 3.1= CPM 4.3.1. See more about preparation for the Certification Exam in the Appendix C
2. Read and understand the CFPS/CFPP Code of Ethics (CoE) and Non-Disclosure Agreement (NDA).

All Participants must agree to abide by the CoE and NDA. By sitting for the Certification Exam and accepting their certificates, the CFPS/CFPP in general terms agree to: (1) hold IFPUG harmless from any and all liability arising out of their professional activities, and (2) abide by and uphold the IFPUG Code of Ethics.

A copy of the CFPS/CFPP CoE & NDA can be found in Appendix A of this document

3. You must have an IFPUG membership in order to register for this Certification Examination. Please [check here](#) for the benefits associated with becoming a member. Ensure that you have a current membership either as an individual or through your company. Have the membership number ready when you register for the exam, as this must be confirmed as part of the registration. If you are using a membership number that is not for you privately, you must use your personal company email address throughout the registration process. For individual members you need to use the email address that was used for ordering the individual membership.
4. Ensure that you can accommodate the requirements for using the remote invigilated exam approach delivered through iSQI via FLEX. These requirements are detailed in the section *Requirements and Conditions on the Certification Exam day* or can be [tested immediately using this link at anytime](#).
5. On the exam day you need to bring a photo ID. The name used to schedule your exam must exactly match the name shown on your photo ID. Your ID must be a valid, government-issued ID that shows your name in the English alphabet and your photograph. Acceptable forms of photo ID include: Passport, driver's license, military ID, Government-issued ID card.
6. If for some reason you have special requirements or if it is not possible to take the CFPS exam as a direct result of the registration requirements, utilization of iSQI FLEX or exam day requirements please contact the Certification Committee for a special request at ifpug@ifpug.org
7. Registration: if you are taking this exam as a group after the completion of an accredited course (as part of a group) the accredited training provider will support you with this step. If you are taking this exam on your own, you can sign up and purchase [your exam online directly through iSQI shop](#) – simply by selecting the IFPUG™ CFPS FLEX exam. You will receive your login

information within 2 business days of your payment being completed and your membership status being confirmed. If you have any questions please never hesitate to contact the iSQI organizational department via orga-int@isqi.org,

You are ready to take the Certification Exam as soon as you receive your login information. The Certification Exam can be taken anytime just about any place, 24 hours a day, provided all the requirements are met.

Requirements and Conditions on the Certification Exam day

1. Ensure you have received your login information from iSQI. Together with your login information, you will also receive an optional ability to test the look and feel of the examination with a small sample of the Certification Exam questions. See also Appendix B for screen shots and navigation support.
2. The iSQI FLEX exam is available on all PC's and laptops. Do not use tablets as they have an integrated camera, which would be hard to focus on the yourself during the exam process. System requirements can be tested before the exam is purchased at any time (<http://syscheck.remoteproctor.com/>). Any issues with the connectivity or other testing mechanics issues should be brought immediately to the attention of iSQI (orga-int@isqi.org).
3. Ensure that your laptop or PC is equipped with a microphone and camera. The laptop or PC needs to be able to record the sound using the microphone, scan the room 360 degrees using the camera as well as record you during the Certification Examination.
4. Ensure a "Clean" room. A clean room means no clutter on your table – except the following: one pencil and one blank piece of paper. If you require a snack and a drink this is fine too, but must be seen in the initial pre-exam 360 degree view of the room. You do not need to "clean" out the entire room. It is allowed to have books in the background and material in the background – but not on the table.
5. Your testing area should be quiet and interruption free. Other people speaking to you or present in the room is prohibited. That includes answering the phone or using other forms of communication.
6. Ensure that no electronic devices are available near you. The use of any electronic devices (cellular phones, personal data assistants (PDA), calculators, smart watches, etc.) is prohibited during the exam.
7. Use of hardcopy reference materials are prohibited during the exam.
8. The CFPS Certification Exam is considered "open book"
All exam materials, including the Counting Practices Manual via Adobe, Quick Reference Cards, and a calculator are provided electronically for the duration of the exam.
9. You are allowed one blank piece of paper and a pencil. The blank piece of paper should be shown to the camera at the beginning of the exam and at the end.
10. If you are taking the exam in a language that is not your native language you may have a translation dictionary from your native language to English. The dictionary needs to be an officially published book. The dictionary needs to be shown to the camera at the beginning of the exam and at the end.
11. You are permitted to leave the testing area to get a drink, take medication or visit the bathroom. Announce in the room when you are leaving to take a break then announce when you have returned.

Please note: the amount of time designated for the 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.

12. When starting the exam all communication, ability to print and copy screen, Additional screens, Software not used during the exam will be automatically disabled, stopped or blocked. It is recommended to close down all programs before starting the examination – except a Browser with the exam login. You will be permitted to use Adobe to access the official CPM you were sent with your login information (please do not rename the file). Nothing else is permitted via Adobe, keep in mind that your screen will be monitored as well.
13. Have your photo id ready. The photo id needs to be shown to the camera in the beginning of the Certification Exam. The name used to schedule your appointment must exactly match the name shown on your identification.
14. When initiating the Certification Exam there will be given guidance to follow the above mentioned requirements.

Participants taking a FLEX exam will see their unofficial results immediately after their test is completed. See Appendix B for an example of how the unofficial exam results look like.

Recognition

iSQI, IFPUG's examination body, will officially confirm these results within 2-3 weeks of taking your exam via email (to the email you used to register for the exam).

Successful participants will immediately receive a link to their PDF certificate in this email, which can be downloaded at any time as often as required. If you have not received your official results via email within 3 weeks, please contact iSQI at certification@isqi.org, and they will be happy to support you.

iSQI will send IFPUG recognition of each individual who achieves the CFPS/CFPP designation so that they can be published in the IFPUG newsletter, Metricviews. The name of the member having the designation as a CFPS/CFPP, their name, certification date, company name and contract information are posted on the IFPUG website and remain available for a general search.

All other information about CFPS/CFPP Participants is strictly confidential and will NOT be released without prior permission of the individual.

Alternatives If You Don't Obtain Certification

You may retake the Certification Exam as many times as you wish by registering for the Certification Exam and paying the standard Certification Exam fee; however, a retake cannot occur within a 14-day period from the last attempt.

How to Re-Certify or Extend Certification

The CFPS Certificate will be valid for a period of three (3) years.

You may remain certified by taking one of the following actions:

- (1) Taking the CFPS Certification Examination in the third year of certification. To avoid a lapse in your certification you must pass the Certification Exam before your certification expires.

(2) Applying for extension through the CFPS Certification Extension Program. Details regarding the CFPS Certification Extension Program can be found on the IFPUG website.

Request a Review of Certification Exam Results

Should you wish to challenge the results of the Certification Exam, please contact the IFPUG office via email at ifpug@ifpug.org within 30 days of your Certification Exam date with the reason or explanation of the dispute. The fee for this service is 50\$ USD and will be paid directly to IFPUG.

Appendix A – CoE and NDA

Code of Ethics for IFPUG™ Certified Function Point Specialist and IFPUG™ Certified Function Point Practitioner

As an IFPUG Certified Function Point Specialist or IFPUG Certified Function Point Practitioner

1. I will promote the understanding of Function Point counting practices, methods and procedures.
2. I have an obligation to the FP community to uphold the high ideals of personal knowledge as evidence by the certification held.
3. I have an obligation to serve the interest of my employers and/or clients loyally, diligently and honestly.
4. I will not engage in any conduct or commit any act, which is a discredit to the reputation and/or integrity of the CFPS/CFPP program, IFPUG, or the information system community.
5. I will not imply or otherwise convey that the CFPS/CFPP designation is my sole claim to professional competence. I will continuously strive for professional knowledge and growth.
6. I will not engage in any activity during the administration of the exam, which could provide any of the participants, including myself, with an unfair advantage for successful completion of the exam.

By accepting the IFPUG certificate, as a Certified Function Point Specialists or Certified Function Point Practitioner, I agree to:

- (1) hold IFPUG harmless from any and all liability arising out of their professional activities, and
- (2) abide by and uphold this IFPUG Code of Ethics.

Non-Disclosure Agreement and General Terms of Use

The IFPUG Certification Examination material is confidential. IFPUG owns the rights in the intellectual property, copyright and trademarks used throughout the content of the certification exam and all its material. The test is made available to you as a Participant, solely for the purpose of your assessment, which in this case is only allowed through iSQI. You are prohibited from disclosing, publishing, reproducing, or transmitting this test, in whole, in part or in any form, which includes but is not limited to visual, aural, verbal, written, electronic or mechanical transfer. You hereby confirm that you will answer the questions by yourself without the use of prohibited material.

Your personal information and exam data will be stored in the Questionmark data bank and transferred to iSQI where it is stored and processed for general reviewing purposes and for the purpose of issuing, administrating and certification. By accepting the terms and conditions you hereby grant permission to the data being forwarded to the respectively responsible testing board. iSQI informs you that you have the right to perceive, delete or edit your personal data. If you want to make use of this right please contact iSQI at certification@isqi.org.

Appendix B – Screen Layout and Navigation

Screen layout and navigation for Certification Exam questions

ISQI FLEX E-EXAMS

Navigation

Important information about each question.

Here the remaining time is displayed. 5 minutes before the end of your exam, you will receive notification.

This button increases the size of the font in three different size-increments.

Logged in as : isq... Block 1 of 1 Time remaining: 00:28:40

2 of 5
iSQI® FLEX Demonstration (English) provided by iSQI GmbH

Question 2 | Level: K1 | Correct answers: 1 | Credits: 1

This is a demonstration question text. Which is most likely to be a failure?

- A) answer A
- B) answer B
- C) answer C
- D) answer D

Assessment Navigator

1	2	3	4	5

< Previous Question Next Question > Assessment Navigator ✓

With these buttons scrolls you back and forth through the questions.

This button switches the question overview on & off (white = unanswered, gray = answered, yellow = current question).

With this flag you can mark questions, which you might like to come back to (displayed in the navigator as a black corner).

Click this button to submit your exam, only available after the questions have been answered.

End of the instruction. Please start your exam now by pressing [✓]. Good luck!

Possible Connectivity Messages (if your internet connection becomes weak)

ISQI **E-EXAMS**

IFPUG Certified Function Point Specialist (Portuguese) - provided by iSQI, the International Software Quality Institute

Important Notice !

If the server connection is weak the following or a similar messages may occur:

There was an error while saving answers
Timed out after 30 seconds.

OK

or

There was an error while saving answers
Call to <https://ondemand.questionmark.eu/delivery/perception.php?customerid=601441&device=html4>
returned HTTP status 0 - Server is unavailable

OK

Please press ok and go on with our exam. As of now the server connection was still good enough to save your answers.

Press [✓] to go on.

Assessment Feedback

In the result section there is only shown the percentage past on the three sections. The total exam result can either be calculated based on the three percentage divided by 3.

The confirmed result will be send to the candidate within 2 days.

Assessment Feedback

IFPUG Certified Function Point Specialist (Portuguese) - provided by iSQI the International Software Quality Institute

Your result

Dear

Thank you for choosing to sit this iSQI exam.

Please see your result below. If you require any further information about the certification please visit our website at <http://www.isqi.org>

Exam Code: FLEX_38-CFPS-2016A-PT-01_180min
Candidate ID: Till Schwalbe
Candidate:

Please note that the result below is preliminary. You will receive a confirmation by email within one week.
To pass CFPP 70% in each section (Definition, Implementation and Case Studies), and 80% in total is necessary.
To pass CFPS 80% in each section (Definition, Implementation and Case Studies), and 90% in total is necessary.

Topic	Score
CFPS\38-CFPS-2016-PT-01 (pool)\exam\1. DEFINIÇÃO	0%
CFPS\38-CFPS-2016-PT-01 (pool)\exam\2. IMPLEMENTAÇÃO	0%
CFPS\38-CFPS-2016-PT-01 (pool)\exam\3. ESTUDO DE CASO	0%

Appendix C - How to Prepare For the Certification Exam

Study Hints:

- Study the IFPUG Counting Practices Manual, Version 4.3. Don't forget to review the counting examples!
- Count! The more you count, the better your chances of achieving a passing grade.

The following general and/or anecdotal observations may be helpful to Participants preparing for the Certification Exam:

- Successful CFPS participants typically have been formally trained in Function Point Analysis, and have a counting experience level greater than 14,000 function points.
- If you have not been counting FP regularly within the last six months, make an effort to do as many real or practice counts as possible – without the aid of a counting tool. Most people (including those that have attained CFPS) find that FP counting skills and mechanics tend to slow and weaken without regular use.
- Check your answers carefully before completing the exam. There have been many instances where people have left questions with no answer marked or selected, which therefore must be counted as an incorrect answer.
- Some people have made “flash cards” by reviewing the CPM and writing definitions, rules, etc. on index cards. They reviewed the “flash cards” whenever they had a few free moments – a break during a meeting, sitting in a traffic jam, waiting for the washing machine to finish the spin cycle. They indicated that this technique helped their confidence and recall, as well as their time management during the Exam.
- There are several vendors who provide CFPS Exam Preparation training. This training does not guarantee that an individual will pass the exam; however, past training participants have stated that it does better prepare them for the actual CFPS Certification Exam.
- Some vendors provide practice CFPS Certification Exams in hardcopy form or accessible via the internet.
- IFPUG Case Studies are available and can be used as study aid for both applying rules and for practicing case work.
- Special care should be taken to completely read and follow all CFPS Certification Examination instructions.

Appendix D – Detailed about iSQI FLEX exam

"FLEX" (the "FLEXible" Exam) means the online exam delivered by IFPUGs Certification partner iSQI.

- FLEX is invigilated (proctored) remotely.
- iSQI's remote proctor exam uses the platforms of Software Secure® and QuestionMark®. Software Secure is responsible for all security requirements associated with the remote-proctoring and well as the recording and assessment of the recorded materials and QuestionMark is responsible for the examination portion (which is also the same product used for SMEX).
- Software Secure utilizes the Amazon Cloud and Hostway secured facilities. They rely on the Amazon Cloud (AWS) for data storage. AWS has US-based servers in several locations, including Northern Virginia, Oregon and Northern California.
- FLEX is easy to use with features such as:
 - “flagging” – Participant can mark questions and return to “flagged questions” during the exam
 - ”incomplete” – Participant can return to incomplete answers
 - “incongruence” – Participant will be notified if too many responses selected
- With FLEX the browser is secured and locked down disabling functions that Participants could use to print or copy exam material, “accidentally“ exit a test, or gain access to materials on their computers or the Internet that could give an unfair advantage.
- The requirements of the Participants' computer can be tested before a voucher has been purchased. The requirements will be tested again as part of the registration process before the actual exam commences. A photo ID, webcam and stable internet connection is imperative.
- Institutions are faced with the challenge of balancing the value of integrity, convenience, cost, and effectiveness of their online programs. On-demand (record & review) proctoring leaves the burden of proof squarely where it belongs – with the institution (iSQI & IFPUG). Live proctoring forces the iSQI and IFPUG to fully trust that the proctor saw everything as it occurred, stopped the student in the act, and they did not miss any incidents of cheating in real time. This is why iSQI prefers the record and review option over live proctoring.
- The sound is also recorded during the exam and is listened to while monitoring the exam. The system is equipped with an audio meter which can detect even small changes.
- For any languages where the specific language is not available for the user interface, the English interface will be used.
- FLEX offers an immediate result to the Participant which will be followed by email confirmation of the result together with appropriate feedback by syllabus learning objective. The confirmation email is sent out from iSQI after the exam and can be aligned to the requirements of IFPUG.
- FLEX offers accessibility features to meet the needs of Participants with special requirements e.g. exam delivery templates with “text sizing” and “contrast controls”, exam delivery optimized to support Participants using screen-readers

- iSQI support is available during normal business hours (CET 9am - 5pm). QuestionMark® offers 24 hours, 7 days a week support in the English language.

More information about FLEX “the Flexible Exam” is available via the iSQI **website**