

IFPUG Regional CSP Examination

Rules and Responsibilities

1. Regional exams must be given under the auspices of IFPUG in order to be valid and recognized. All of the rules and responsibilities contained in this document, not including attachments, must be adhered to in order for the exam to be valid and recognized. This includes adherence to the *IFPUG Certified SNAP Practitioner Code of Ethics* (Attachment I). Failure to comply with the rules will cause the examination results to be invalidated.
2. In addition to being administered at the IFPUG semi-annual workshops, regional exams may be scheduled between conferences for those unable to attend one of the workshops. All regional exams must be scheduled no closer than six (6) weeks before the first day or six (6) weeks after the last day that the exam is administered at the semi-annual IFPUG workshops. The only exception to this scheduling would be to offer the exam in conjunction with the International Affiliate Conferences.
3. The IFPUG CSP exam will be administered by the IFPUG Certification Committee wherever possible. Other proctors **must** be approved by the IFPUG Certification Committee Chairperson and the CSP Exam Sub-Chairperson.
4. All proctors **must** be members of the Certification Committee, an IFPUG Board member, or a CSP with at least 1 year left on their certification. They may not work for a company that sells Function Point Analysis, SNAP or Software Measurement Services to other companies, commonly known as IFPUG Partners, unless they are an IFPUG Board member. Proctors **must** also be IFPUG members and sign the IFPUG Code of Ethics form.
5. Vendors, as defined by IFPUG (companies or individuals who sell and/or advertise products or services directly related to Function Points or software metrics) are **not** allowed to act as proctors.
6. Regional exam locations and dates will be arranged through the IFPUG office with concurrence of the IFPUG Certification Committee Chairperson and the CSP Exam Sub-chairperson. The person requesting the exam must complete an *IFPUG Regional CSP Exam Request Form* (Attachment A), which can be obtained from the IFPUG office. The request for the exam **must** be received by the IFPUG office at least six (6) weeks before the exam is scheduled to be administered. Once the date and location have been agreed upon, the exam should be publicized in advance for maximum participation. If the CSP exam cannot be given on the agreed upon date, the individual who requested the exam will contact the IFPUG office and the IFPUG Certification Committee Chairperson immediately to reschedule.

This document supersedes all previous information published. Effective Date: 1 October 2014

IFPUG Regional CSP Examination **Rules and Responsibilities**

7. The cost of the regional CSP exam is \$175 US for all IFPUG members. Exam participant registration **must** be received three (3) weeks in advance of taking the CSP exam. Payment of exam fees **must** be received by the IFPUG office three (3) weeks before the exam date and confirmed by the office before the exam date. Exam participant registrations and payments not received by the specified three (3) week deadline will not be processed and will be returned. Only those individuals who have registered and paid for the exam will be allowed to take the exam. The proctor **must** not allow an individual to take the exam if they are not listed on the examinee list provided by the IFPUG office. All cancellations must be made in writing five (5) days prior to testing and are subject to a \$50 processing fee. No refunds will be given after that date. All retakes of the exam will be at the same fees listed above. Member status for exam participants is the same as defined by IFPUG membership documents for conference and workshop registration. A reasonable, additional fee may be charged by the individual, company or organization hosting the regional exam to cover exam related expenses (such as room rental fee, and mailing costs – see Rules #7-9 for more details) if applied to all exam participants equally. Additional fees that appear unreasonable will be reviewed before approval. Any exceptions are at the discretion of IFPUG office.

8. Regional exams will be held at public facilities (i.e., hotel conference rooms) or sites that are open to the public to allow other interested individuals the opportunity to take the exam. Expenses, if any, for the room will be the responsibility of the individual, company, or organization hosting the regional exam. The room must be available for four (4) hours to allow time for pre and post exam activities. The exams **will not** be administered at a vendor site.

9. Expenses (airfare, hotel, meals and/or land transportation costs), if any, incurred by the proctor will be the responsibility of the individual, company or organization hosting the regional exam unless other arrangements are made in advance. All reimbursable expenses will be paid within a month of receiving documented expenses, with the exception that payment for expenses associated with international travel (visa, vaccinations, airfare, etc.) must be arranged for and paid in advance.

IFPUG Regional CSP Examination

Rules and Responsibilities

10. Expenses for shipping the exam material to the exam site will be paid by the IFPUG office. Exam materials will be sent based on the number of registrations received three (3) weeks prior to the exam date. IFPUG will not be held accountable for sending the incorrect amount of documentation if the registrations are not received three (3) weeks prior to the exam date. The shipment of the exam material back to the IFPUG office will be the responsibility of the individual, company or organization hosting the regional exam. Please place the exam answer sheets in a sealed IFPUG addressed box or envelope within the original box of exam materials being returned to the IFPUG office. Utilize tracking methods offered by the shipper on all shipments of exam materials back to the IFPUG office. Preferred shipping companies include FedEx and DHL, or equivalent shipping company.

11. Regional exams ***will not*** be advertised as part of a training program for vendors or non-vendors. Advertising for a regional exam will state that “The IFPUG sponsored CSP exam will be given on (date) at (name of site).” If a training program is given before a regional exam, the training program and the CSP exam must be separate. This implies that the cost for the training and the exam are separate. In addition, taking the CSP exam does not obligate the exam participant to take the training program offered before the exam. Advertising for, or taking of the training program can not imply or in any way guarantee successful completion of the CSP exam.

12. Regional exam participants must complete a CSP application, available from the IFPUG office, and pay the exam fee in advance. A minimum of six (6) paid participants are required before the regional exam material will be sent to the proctor administering the exam. Only those individuals who have registered and paid for the exam will be allowed to take the exam. The proctor ***must*** not allow an individual to take the exam if they are not listed on the examinee list provided by the IFPUG office. The number of exams issued will be dependent upon the number of participants that are paid in advance. Exams will be cancelled by the IFPUG office if the office has not received six (6) paid registrations three (3) weeks prior to the exam date, unless the exam sponsor notifies the IFPUG office three (3) weeks prior to the exam date agreeing to pay for the extra seats required in order for the exam to be held. No last minute walk-in participants will be accommodated or allowed. The proctor ***must*** not allow an individual to take the exam if he/she does not appear on the examinee list provided by the IFPUG office. If this occurs, the IFPUG Board of Directors will be notified of any discrepancies.

13. Each exam participant must present a valid photo ID to the proctor immediately prior to taking the exam.

This document supersedes all previous information published. Effective Date: 1 October 2014

IFPUG Regional CSP Examination **Rules and Responsibilities**

14. A maximum of fifteen (15) exam participants will be allowed per proctor. Therefore if more than fifteen (15) participants want to take the regional exam, additional proctors must be available for the exam to be administered during one session. Otherwise additional sessions must be arranged, which could be at different times during the same day.
15. No solicitation (metrics products, services or other) may be done in conjunction with administering (proctoring) the exam. That is, proctors cannot use the attendee list as a mailing list or distribute business cards or promotional materials to the attendees. The only materials other than the exam materials allowed at the test site will be IFPUG related items (i.e., conference announcements, membership forms, newsletters, etc.)
16. Prior to administering the exam, the proctor will read to the exam candidates the IFPUG CSP Examination Administration Instructions (Attachment C) and answer any general questions before the start of the examination. The reading of the instructions and answering of the general questions will not be included in the two hours allocated for the exam.
17. Prior to administering the exam, the CSP certified proctor, if not an IFPUG Certification Committee member, shall sign the Proctor and Witnesses Rules and Responsibilities (Attachment B) indicating that they understand the rules and responsibilities of proctoring and will abide by them. Failure to comply with the rules and responsibilities may result in loss of IFPUG membership, loss of CSP certification and/or possible legal action for the proctor, their company and/or their organization.
18. Examinations, if not to be administered by a member of the IFPUG Certification Committee, will not be given to the CSP certified proctor in advance. A sealed package containing the exams will be sent to the proctor just prior to the exam date. Opening the package and breaking the seal must be done in the presence of two witnesses immediately prior to administering the CSP exam. Proctor and witnesses will sign the Proctor and Witnesses Rules and Responsibilities (Attachment B) which will attest to this rule being followed.

IFPUG Regional CSP Examination

Rules and Responsibilities

19. The proctor will ensure that all copies of the exam materials are accounted for and returned to the IFPUG office. All exams, answer sheets and other exam material, if not administered by a member of the IFPUG Certification Committee, must be gathered by the proctor **immediately after** the conclusion of the CSP exam and placed in a sealed envelope in the presence of two witnesses. Proctor and witnesses will sign the **Proctor and Witnesses Rules and Responsibilities** (Attachment B) which will attest to this rule being followed. The envelope(s) will be returned to the IFPUG office the same day. The following are the items to be returned:
- ❖ All copies of the CSP exam in their entirety
 - ❖ All copies of the answer sheets in their entirety
 - ❖ The signed **Proctor and Witnesses Rules and Responsibilities** (Attachment B), if the proctor is not a member of the IFPUG Certification Committee.
 - ❖ The **Sign-out Sheet** (attachment D)
 - ❖ The signed **Exam Return Checklist** (attachment F)
 - ❖ The CSP application(s) and exam fee(s), if applicable.
20. Answer keys will not be provided. The CSP exams **must** be graded by the IFPUG Certification Committee Chairperson, the CSP Exam Sub-chairperson, or a Certification Committee member delegated by the CSP Exam Sub-chairperson with concurrence from the Certification Committee Chairperson. Any candidate receiving a failing score on the exam must wait a minimum of thirty (30) days to retake the exam. There is no limit on the number of times an exam can be taken.
21. The proctor will not reproduce and/or copy the CSP exam or any of the CSP exam questions, either mechanically or manually. The proctor will also ensure that no other individual(s) reproduces and/or copies the CSP exam and/or any of the CSP exam questions.
22. The CSP exam is based on IFPUG standards in order to be recognized and endorsed by IFPUG.
23. The CSP exam is open book. Individuals who wish to utilize the Assessment Practices Manual (APM) during a regional or IFPUG workshop exam **must** provide their own copy of the version of the APM being tested. The APM **must** be bound (e.g. three ring binder, spiral binding, tape binding, etc.). The proctor is required to inspect each individual's copy of the APM to ensure it is bound. Unbound copies of the APM will not be allowed and will be confiscated and returned to the individual after the exam has ended. The proctor will not have in their possession additional copies of the APM for use during the exam. Participants may use their own calculators and/or vendor-supplied quick reference cards. In all cases, however, the IFPUG APM shall be used as the basis for scoring the exam. The proctor will ensure that only the APM, a calculator and/or vendor supplied quick reference cards are used during the CSP exam. The only exception to this is the use of language-translation dictionaries.

This document supersedes all previous information published. Effective Date: 1 October 2014

IFPUG Regional CSP Examination **Rules and Responsibilities**

24. The proctor is required to actively monitor the exam participants during the exam for unacceptable behavior. Some examples of unacceptable behavior can include copying of exam questions and/or answers into the individual's APM or other media, removing pages from the exam booklet, the presence of extra/additional loose pages in the individual's APM, talking to other exam participants, etc. If unacceptable behavior occurs, the proctor is required to document the offense that was witnessed by utilizing the *Unacceptable Behavior Report* (Attachment H) and reporting such information to the IFPUG Certification Committee. The documented offense should be included in the sealed IFPUG addressed box or envelope which contains the exam answer sheets. The IFPUG Certification Committee will review the documented offense. Those individuals who are found to have engaged in unacceptable behavior during the exam will be consider/classified as having failed the exam.
25. All individuals must be members of IFPUG in order to sit for the CSP exam or to apply for the Certification Extension Program, and must remain a member in good standing for the duration of his/her CSP certification period. CSP certificates for individuals who pass the CSP exam or who successfully extend his/her certification via the Certification Extension Program will expire at the end of each IFPUG fiscal year, i.e. each June 30. New certificates will then be issued, throughout the duration of the overall certification period, to individuals whose IFPUG member dues are paid in full. If an individual allows his/her IFPUG membership to lapse, then his/her CSP certification will expire.
26. The proctor will allow a maximum of two (2) consecutive hours to complete the CSP exam. There will be no scheduled breaks during the two (2) hours. If a participant has difficulty with the language of the exam because that language is not their native language, or is not one of the primary business languages of the country, they may request an additional thirty (30) minutes of exam time. The request must be made prior to the start of the exam. For convenience, the proctor may utilize the *Time Check Sheet* (Attachment G) for time tracking purposes. Note: Time extensions are made on a person by person basis and are not to be given to all participants. Additionally, if an exam participant has pre-existing special assistance needs (e.g. medical condition, disability, etc.) that would impact their ability to take the exam, the exam participant ***must*** send a confidential email to certification@ifpug.org four (4) weeks prior to the exam with their request. Each request will be reviewed by the IFPUG Certification Committee Chair and Sub Chair for the Exam. In addition, the Director of Counting Standards will be notified of the request as well. The exam participant will be notified of the decided outcome within two (2) weeks prior to the scheduled exam date.

This document supersedes all previous information published. Effective Date: 1 October 2014

IFPUG Regional CSP Examination **Rules and Responsibilities**

27. Neither the proctor nor any other individual is permitted to assist with the interpretation of a CSP exam question. Clarification of an exam question is allowed as long as the answer to the question is not disclosed.

28. If the regional exam request is for a non-English exam, signed non-disclosure agreements from both the translator and the reviewer are required before release of exam materials. The translated exam materials ***must*** be received by the IFPUG office at least thirty (30) days before the exam is scheduled to be administered. Contact the IFPUG Certification Committee (certification@ifpug.org) to obtain a copy of the non-disclosure agreement.