


# CPUX-DS

# Examination Regulations

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## 1 Scope

This document regulates the test for acquiring the “Certified Professional for Usability and User Experience – Advanced Level” certificate for the “Designing Solutions” (CPUX-DS) module.

## 2 Prerequisite for the test

The prerequisite for taking this test is the possession of the “Certified Professional for Usability and User Experience – Foundation Level (CPUX-F)” certificate from UXQB e.V. Nobody can take the CPUX-DS test without a CPUX-F certificate; no alternative certificates will be accepted.

## 3 Audit scope

The test consists of two parts.

| Test Part | Test Form        | Duration   | See       |
|-----------|------------------|------------|-----------|
| A         | Theoretical test | 90 minutes | Chapter 6 |
| B         | Practical test   | 8 hours    | Chapter 7 |

To successfully pass the CPUX-DS examination, candidates must pass both parts of the test. The order in which the test parts are taken is not important.

Both parts of the test must be passed within three months of each other; tests attempted outside of this period will be considered invalid. This time period also applies to retakes.

To receive the CPUX-DS certificate, a candidate must score at least 70% in both the theoretical and the practical test.

To be accredited as a CPUX-DS trainer, a candidate must score at least 80% in both the theoretical and the practical test.

## 4 Regulations that apply to both the theoretical and the practical test

### 4.1 Language

Both parts of the test must be performed in either English or German, and the responses must be documented in the same language as the questions.

### 4.2 Confidentiality of test content

All people and institutions involved in the test are obligated to keep the content of the test confidential and not to pass it on to any uninvolved third parties.

UXQB e.V. as well as any people or institutions involved in the test will assume no liability for any damage or claims that result from not complying with confidentiality regulations.

### 4.3 Notification of results and possible re-test

Notification of the result of each test part is sent to the email address provided by the candidate. The certificate in paper-form is sent by the certification body to the candidate's address.

Each test part can be attempted a maximum of two times. If one or more parts are not passed on the third attempt, the candidate will have to wait for one year before attempting the whole test again. All parts that have been passed will also need to be repeated, so that both passes occur within the same three month period.

### 4.4 Objection

A candidate can object to their assessment. The candidate must provide written justification for their objection and submit it to the certification body within 14 days of receiving their result. Once the certification body has received notice of an objection, and the fee – set by the certification body – has been paid by the candidate, the objection will be processed.

The certification body conveys or forwards the objection to the expert tester responsible. The expert tester then reviews the objection and crafts a respective statement wherein they either agree with the original assessment or make a new one.

If a new assessment is made, this can result in the candidate's score being lowered or raised. If a new assessment is made, it will replace the original assessment; there will be no option to revert to the original assessment.

If the candidate does not agree with the statement from the expert tester, they can appeal against it. In case of an appeal, the final decision about an objection lies with a neutral UXQB-accredited expert.

The objection fee is refunded if a new assessment is made. Further claims are excluded.

When filing an objection regarding the assessment of the theoretical test, the candidate is not eligible to review the test questions or their answers.

### 4.5 Re-testing

A candidate may retake on or more parts of the test. The procedure is identical to the description in chapter 4.3. The cost of a retake is defined by the responsible certification body.

## 5 Overview of the test procedure

The test for CPUX-DS consists of two parts:

- Part A – Theoretical test
- Part B – Practical test

The test for each part will take place on a different day.

## **6 Part A – theoretical test**

### **6.1 Procedure**

Part A is a theoretical test and takes place online. Aids, including seminar documents, textbooks, or notes, are allowed during the test. Communication with others is not permitted. Candidates may not leave the room during the test.

The test consists of 40 multiple-choice questions.

### **6.2 Duration**

The test is 90 minutes long. The test can be handed in before the 90 minutes has elapsed.

Under the following conditions, it is possible to extend the duration of the test to 105 minutes:

- when the test is performed in the candidate's non-native language,
- when the candidate has filed an appropriate and reasoned application for an extension, on signing up for the test.

### **6.3 Assessment**

The Recognized Certification Body (RCB) will notify the candidate about the results of the theoretical examination by email within seven working days of the examination. The RCB sends the training provider a list with the score for each question for each candidate in the examination as well as the overall score for each candidate. The list is anonymous; the names of the candidates will not be included. The training provider is not allowed to share the information in this list with the candidates, except when, as described in section 4.4, an objection is raised.

## 7 Part B – practical test

In the practical test, the candidate is given five tasks that represent design activities from the design process. These tasks are distributed separately according to the timetable in chapter 5: For each task, the candidate receives instructions, task material (information and work sheets), and answer sheets in the form of templates or tables. The candidate works on the task and, after the allotted time, turns in the answer sheets. The candidate must retain their notes and the task materials. Only the result sheets must be handed in after each task.

Only the front page of the sheet must be written on. Results written on the back side of any sheet are not included in the grading. If a candidate needs extra answer sheets, the adjudicator will provide them.

Aids, including computers, seminar documents, textbooks, or notes, are not allowed during the practical test.

The adjudicator should announce the remaining time for an exercise, periodically, to help the candidates manage their time effectively.

### 7.1 Procedure

The candidates must arrive in the examination room no later than 09:00. All candidates will take the test in the same room.

The timetable is as follows:

|               |                         |
|---------------|-------------------------|
| 09:00–09:15   | Instructions, timetable |
| 09:15 - 09:25 | Introduction            |
| 09:25 - 10:45 | Exercise 1              |
| 10:45-11:00   | Break                   |
| 11:00-11:45   | Exercise 2              |
| 11:45-11:45   | Break                   |
| 11:55-12:40   | Exercise 3              |
| 12:40-13:40   | Break                   |
| 13:40-16:00   | Exercise 4              |
| 16:00-16:15   | Break                   |
| 16:15-17:00   | Exercise 5              |

### 7.1.1 Equipment the candidate is given during the test

For every task, besides writing paper, each candidate will receive information material, which must be kept with them until the end of the test. Each candidate will also receive answer sheets in the form of templates and tables to document the responses to the task. The following table illustrates the materials the candidate will be given during the course of the test.

| Exercise no.          | Work sheets  | Answer sheets   |
|-----------------------|--|---|
| Examination Procedure | <ul style="list-style-type: none"> <li>• Instructions</li> <li>• Timetable</li> </ul>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| Introduction          | <ul style="list-style-type: none"> <li>• Project Briefing</li> </ul>   | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| 1                     | <ul style="list-style-type: none"> <li>• User group profile</li> <li>• Persona</li> <li>• Task model for the design</li> </ul> | <ul style="list-style-type: none"> <li>• Table to fill in the interaction specification</li> </ul>  |
| 2                     | <ul style="list-style-type: none"> <li>• Finalised interaction specification</li> </ul>  | <ul style="list-style-type: none"> <li>• Table for identified and enriched task objects</li> </ul>  |
| 3                     | <ul style="list-style-type: none"> <li>• Overview of task objects</li> </ul>   | <ul style="list-style-type: none"> <li>• Template for documenting the schematic representation of the information architecture</li> <li>• Template for the explanation of the information architecture</li> </ul>   |
| 4                     | <ul style="list-style-type: none"> <li>• Documentation of the revised information architecture</li> </ul>                      | <ul style="list-style-type: none"> <li>• Templates for views (8 copies)</li> <li>• Template for describing the interaction</li> <li>• Template for describing considered heuristics</li> </ul>  |
| 5                     | <ul style="list-style-type: none"> <li>• Summarised results of the card sorting</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Template to compare the card sorting results to the information architecture</li> <li>• Template for evaluating the comparison and</li> <li>• Describing the actions required for the rest of the project</li> </ul> |

The participant will be provided additional answer sheets by the adjudicator, if necessary.

### 7.1.2 Equipment the candidate needs to bring to the test

The candidate must bring their own prototyping equipment. This includes:

- a fine pen or pencil;
- a medium-fine pen or pencil; and
- two crayons or coloured pens to highlight aspects of the prototype.

### 7.1.3 The work products candidates will deliver during the test:

- Table containing the interaction specification
- Table containing three enriched task objects
- Completed information architecture template
- Documentation of the structure of the task objects in the information architecture
- Multiple sketches (low-fidelity prototype)
- Description of the interaction of the user with the prototype
- Comparison between card-sorting results and information architecture, including an evaluation of the comparison and actions for further course of the project.

### 7.1.4 Tasks to be completed and delivered by the candidate – details

- Exercise 1
  - Create interaction specification in tabular form
- Exercise 2
  - Derive and enrich three task objects
- Exercise 3
  - Create an information architecture by relating the task objects with connection paths
- Exercise 4
  - Create a low-fidelity prototype
  - Describe the interaction
  - Apply heuristics
- Exercise 5
  - Compare card sorting and information architecture
  - Evaluate the results
  - Derive actions based on the results

A complete practice test can be found in the document “Public Example Test”; this can be downloaded from [www.uxqb.org](http://www.uxqb.org)

## 7.2 Handwritten form

The practical test must be completed in handwritten form. This is to prevent electronic communication with others during the test, ensuring test documents cannot be easily copied.

## 7.3 Handing over the test documents

At the end of each task, candidates must turn in their answer sheets with their responses. The answer sheets for the last task must be turned in by 17:00; answer sheets will not be accepted after 17:00.

The exam will end at 17:00. At this time, all documents, including worksheets, notes, and all answer sheets – used or unused – must be turned in. The candidates must not take any paper from the test room.



## 7.4 Important Notes for Adjudicators

At the beginning of the examination, the adjudicator reminds the candidates to ensure that the answer sheets are neatly written and clearly expressed. Results can only be evaluated well if they are easy to understand and readable.

When individual tasks are handed in, the adjudicator makes sure that only answer sheets and not worksheets are collected. The worksheets contain important information that is required for the completion of examination tasks and therefore remain with the examinee until the end of the entire examination.

## 7.5 Assessment

The certification body sends the candidate's answers for the practical test to an expert UXQB-accredited tester. The answers will be assessed and scored within four weeks of receipt, by following a checklist that can be found on the UXQB website: [www.uxqb.org](http://www.uxqb.org)

## 8 Important Changes to this Document

| Date, Version             | Changes compared to version 1.0, 2 October 2020 and version 1.1, 31 January 2021  |
|---------------------------|---|
| 5 March 2021, Version 1.2 | <ul style="list-style-type: none"><li>• Section 3: Based on the experience of several examinations, the duration of the examination has been increased from 7:30 hours to 8 hours. In future, 10 minutes more time will be available for task 1 and 20 minutes more time will be available for task 4.</li><li>• Section 7.1: The time schedule has been adjusted accordingly.</li><li>• Section 7.3: The stated time at the end of the exam has been adjusted accordingly.</li><li>• Section 7.1.1: Names of worksheets have been corrected.</li><li>• A new section 7.4 with important notes for adjudicators has been added.</li></ul> |