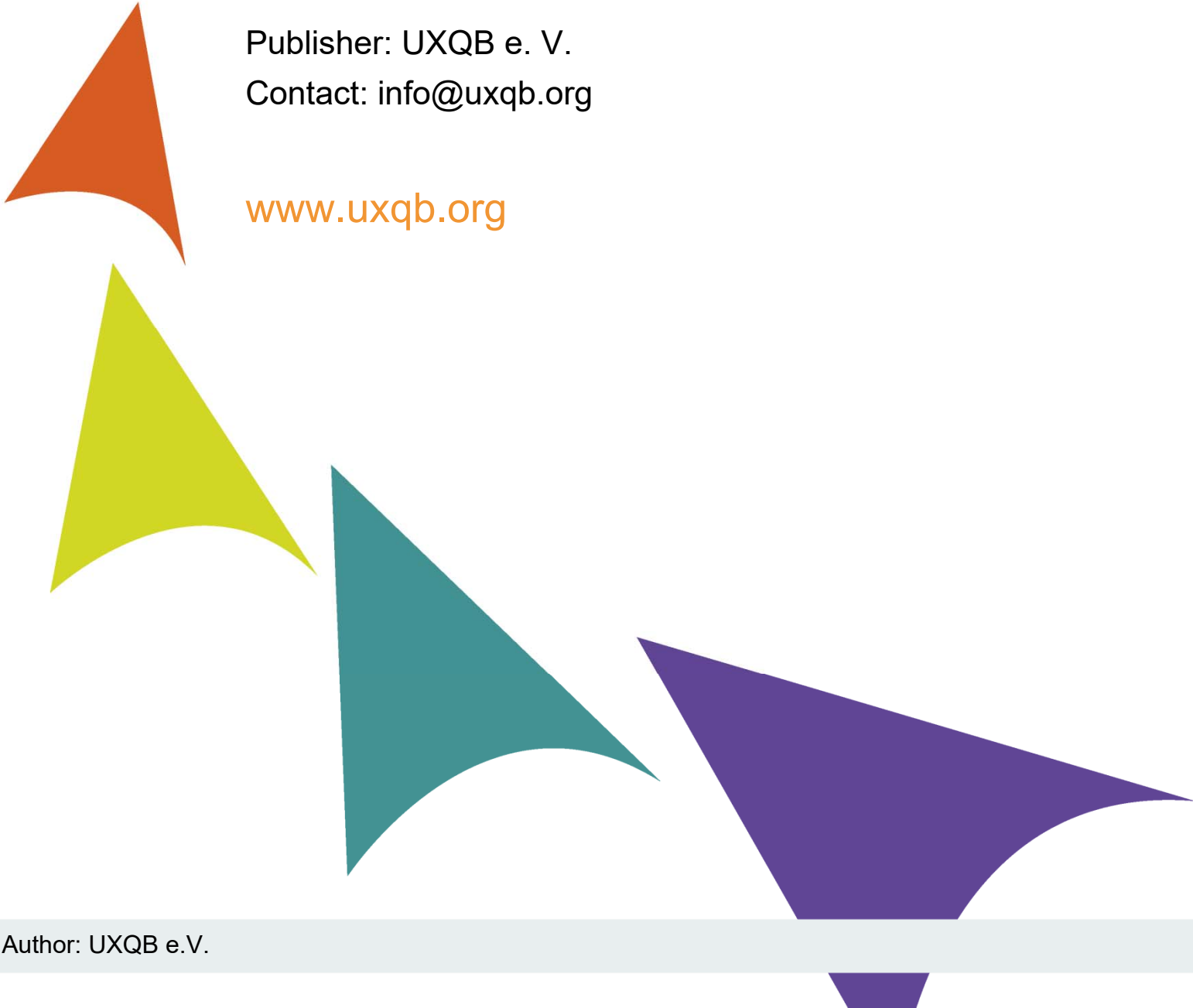




CPUX- UT Examination Regulations

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1 Scope

This document defines the examination regulations for the certification module *Certified Professional for Usability and User Experience – Usability Testing and Evaluation (CPUX-UT)*.

2 Preconditions for Examination

A precondition for participating in a *Certified Professional for Usability and User Experience – Usability Testing and Evaluation (CPUX-UT)* examination is that the candidate has successfully obtained the *Certified Professional for Usability and User Experience - Foundation Level (CPUX-F)* certification from the UXQB e.V.

Participation in the CPUX-UT examination is not possible under any circumstances, if the candidate has not achieved CPUX-F certification. However, candidates are allowed to participate in CPUX-UT training even if they have not achieved CPUX-F certification.

3 Overview

The examination consists of two separate components:

Examination Component	Examination format	Qualifying mark	Duration	For more information see
Theoretical examination	Written, multiple-choice	70 points out of 100	90 minutes*	Section 4 and 5
Practical examination	Plan, conduct and report usability test	70 points out of 100	One week	Section 4 and 6

* 105 minutes instead of 90 minutes if the examination is carried out in a language that is not the first language of the candidate.

In order to achieve CPUX-UT certification, the candidate must pass both a theoretical examination and a practical examination. The two examinations are independent. The candidate may sit for the theoretical examination either before or after the practical examination.

The candidate must pass both examinations within six months of taking the first examination. This time period includes any re-examinations, periods of illness, periods of other heavy workload, etc. Once this period has expired, any part of the CPUX-UT examination that has been passed loses its validity and must be re-taken.

Examples:

1. A candidate takes the theoretical examination on March 1 and passes. In order to achieve CPUX-UT certification, the candidate must hand in acceptable results from the practical examination on or before August 31 in order to pass the CPUX-UT examination.
2. A candidate takes the theoretical examination on March 1 and fails. The candidate hands in results from the practical examination on April 1 and fails. The candidate takes the theoretical re-examination on July 15 and passes. The candidate hands in results from the practical examination on August 30 and passes. The candidate has passed the CPUX-UT examination
3. A candidate takes the theoretical examination on March 1 and passes. The candidate starts the practical examination on August 24. Just before uploading the deliverables on August 31 the candidate by mistake irrecoverably deletes one of their 3 videos and is thus not able to hand in the deliverables in time. A new video is ready on September 2. The candidate has failed the practical examination and must re-take both the theoretical and the practical CPUX-UT examination.

To successfully achieve CPUX-UT certification, the candidate must score at least 70 of 100 possible points in both the theoretical and the practical examinations.

In order to be allowed to work as a trainer for the CPUX-UT program, the candidate must score at least 80 of 100 possible points in both the theoretical and the practical examinations.

4 Common Rules for the Theoretical and the Practical Examinations

4.1 Language

Examination questions and tasks are provided in German or English.

Results from the practical examination must be submitted in German or English, matching the language in which the assignment is provided.

4.2 Confidentiality of the Contents of the Examinations

All persons and institutions involved in the examinations are obliged to treat the contents of the examinations confidentially. The contents must not be communicated to any third parties, in particular prospective candidates.

Neither the UXQB e.V. nor people and institutions who are involved in the examinations assume any responsibility for damages or claims resulting from a violation of confidentiality clauses.

4.3 Information about Results

Notification of the result of an examination is sent to the email address provided by the candidate. If the email address provided by the candidate is unreadable or invalid, the Recognised Certification Body (RCB) must contact the training provider immediately to resolve the problem.

The certificate is sent by ordinary mail by the RCB to the postal address provided by the candidate.

5 Part 1 of the Examination – Theoretical Examination

5.1 Procedure

The theoretical examination consists of 40 multiple-choice questions.

30 of the 40 questions are two-point questions. The remaining ten questions are four-point questions.

No study aids such as the curriculum text, seminar documentation, textbooks, personal notes, computers, phones, smartphones, or other electronic devices may be used during the examination.

Exception to the above rule: One or two dictionaries may be used during the examination:

- a) A recognised paper dictionary for translating words from the examination language to the first language of the candidate;
- b) A recognised English-English (or a German-German) paper dictionary.

Communication with others during the examination is forbidden.

Once the examination has commenced, candidates will only be allowed to leave the examination room, subject to the condition that they do not return. Toilet breaks are not permitted.

Candidates are allowed to make notes on the examination form or on a separate sheet of paper. They are not allowed to take their notes with them when they leave the examination room.

Theoretical examinations may take place using paper and pencil or dedicated devices, for example tablets, supplied by the RCB. Private computers owned by the candidates or the training provider must not be used for the examination, regardless of which software system the RCB is providing.

5.2 Duration of the Examination

The examination lasts 90 minutes. Candidates may hand in their answers before the 90 minutes have expired provided that they leave the examination room and do not return.

A candidate may request 15 minutes additional time for the examination – that is, 105 minutes instead of 90 minutes for the entire examination – if the examination is carried out in a language that is not the first language of the candidate.

The RCB may request that a candidate provides evidence to verify the request. If a candidate submits information which is subsequently proven to be incorrect, their candidature will be cancelled. If the candidate has already been issued with a certificate and is subsequently proven to have submitted incorrect information, the certificate will be revoked.

Other special requests from candidates for time extensions, based on for example permanent or temporary cognitive, learning or physical disability will be considered

on a case-by-case basis. Such special requests should be made in writing at least 10 working days before the examination. The RCB may request that the candidate provides evidence in support of the request.

5.3 Examination Evaluation

Two-point questions:

- a) If a question has one correct answer, award 2 points if the candidate has marked only the correct answer.
- b) If a question has two correct answers, award 1 point for each correctly marked answer. Subtract 1 point for each incorrectly marked answer.
- c) If a question has three correct answers, award 2/3 point for each correctly marked answer. Subtract 2/3 point for each incorrectly marked answer.

Four-point questions:

- d) If a question has one correct answer, award 4 points if the candidate has marked only the correct answer.
- e) If a question has two correct answers, award 2 points for each correctly marked answer. Subtract 2 points for each incorrectly marked answer.
- f) If a question has three correct answers, award 4/3 points for each correctly marked answer. Subtract 4/3 points for each incorrectly marked answer.

The total score for a question can never be negative.

If the number of marked answers exceeds the specified number of correct answers, the score awarded will always be 0. For example, if a question has two correct answers but three answers are marked, the score is 0.

If the number of marked answers is less than the specified number of correct answers, the score is computed according to the rules specified at items a, b, c, d, e and f above. For example, if a two-point question has two correct answers and only one answer is marked and this answer is correct, the score is 1 point.

Scoring examples:

A question has two correct answers:

- a) The candidate marks no answers: the score is 0 points.
- b) The candidate marks one answer and the answer is wrong: the score is 0 points.
- c) The candidate marks one answer and the answer is correct: the score is 1 point.
- d) The candidate marks two answers and both are wrong: the score is 0 points.
- e) The candidate marks two answers, one is correct and one is wrong: the score is $1-1 = 0$ points.
- f) The candidate marks two answers and both are correct: the score is $1+1 = 2$ points.

Candidates may correct answers. Corrections must be made in such a way that the intention of the candidate is clear. If there is reasonable doubt as to which answers are marked, the score is 0.

The answers to the examination questions are evaluated by the RCB.

5.4 Examination Results

The RCB notifies 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 that shows 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 must not be included.

The training provider is not allowed to share the information in this list with candidates, except when an objection is raised as described in section 5.6.

5.5 Re-Examination

The theoretical re-examination has the same format as the regular theoretical examination, which is described in sections 5.1 and 5.2.

5.6 Objection

A candidate may object to

- a) procedural errors in conducting a theoretical examination;
- b) the result of a theoretical examination.

Examples of procedural errors are: The RCB representative shows up late or not at all; serious problems in the examination questions, for example unreadable questions, wrong questions (for example CPUX-F questions for a CPUX-UT examination), more or less than 40 questions, or the same question is repeated.

The objection must be made in writing and must be submitted to the RCB or the training provider within 14 days after the candidate is informed of the result of the examination.

Objections are handled by the RCB in consultation with the training provider.

Since all examination questions are carefully reviewed for clarity and technical correctness, it is unlikely that there will be errors in the examination questions. If the objection pertains to the result of the examination, the RCB and the training provider should compare the results of the candidate raising the objection to the results of other candidates in the examination to determine whether the candidate should improve their knowledge or the training should be improved. In exceptional cases, the candidate may apply to the RCB to get a list of the learning objectives for the questions they failed, so they may study the associated parts of the curriculum particularly carefully before re-taking the examination; this option may incur a fee.

If the objection raised by a candidate is considered partly or fully justified, the RCB has the following options, which must be discussed with the candidate and the training provider:

- c) Conduct a new examination at the same venue as the disputed examination free of charge;
- d) Provide a full refund of the fee paid for the examination if the candidate decides to break off the examination;
- e) Increase or lower the score for the candidate appropriately. If the score is lowered, the candidate is not entitled to retain the original score.

No further claims for reimbursement or compensation for training fees, travel expenses, etc., will be entertained.

An objection to the result of a theoretical examination does not entitle the candidate to see the examination questions again or to be informed about the correct answers.

5.7 Appeal

If the candidate is dissatisfied with the decision of the RCB, the candidate may appeal the RCB's decision to the UXQB's steering committee. The decision of the UXQB's steering committee will be final.

5.8 Re-Examination

A theoretical re-examination is similar to an ordinary examination, except that the candidate will most likely get different multiple-choice questions.

The theoretical examination can be re-taken twice.

After failing a third attempt to pass the theoretical examination, a waiting period of one year after the second re-sit is required. Any part of the CPUX-UT examination that has already been passed loses its validity and must be re-taken.

The cost of the theoretical re-examination is determined by the RCB.

A candidate who has passed the theoretical examination with less than 80 points may register for a re-examination in order to obtain 80 points or more. If the candidate fails the re-examination, the candidate is entitled to retain the original result.

6 Part 2 of the Examination – Practical Examination

The practical examination consists of planning, conducting and documenting the results of a usability test.

6.1 Overview

The timeline of the practical examination is as follows:

Event	Information
The candidate registers for the practical examination	<p>The candidate receives a confirmation of the registration for the practical examination from the Recognised Certification Body (RCB). The examiner receives a copy of the confirmation.</p> <p>See the example in Section 7.</p> <p>The RCB also sends the candidate information about how to access the file server where the results must be uploaded.</p>
The 7-day period of the practical examination starts	<p>The candidate receives the task description for the practical examination from the RCB.</p> <p>See the template in section 9.</p>
Submitting the results of the practical examination	<p>The candidate uploads the results described in section 6.7 to the designated fileserver.</p>

6.2 Registration

The candidate registers for the practical examination by sending an email to the RCB.

The practical examination period lasts one week. Each candidate selects a starting date for the practical test that fits their own workload. The selected starting date must be a normal working day (Monday to Friday) between 09:00 - 16:00. The starting date selected by the candidate must be specified in the registration email. The starting date chosen should be such that the candidate has 8-20 hours at their disposal to complete the examination in the 7-day period.

6.3 Approach

The practical examination consists of planning, conducting and documenting the results of a usability test of an interactive system determined by the UXQB. Each candidate must plan and conduct a usability test, and document the results on video and in a report without assistance from others.

A detailed description of the approach is:

- a) On the starting date selected by the candidate the RCB will send the participant an exact description of the task. The task description names the website to be tested and briefly outlines the purpose of the usability test.

The RCB ensures that all participants in a training course receive different task descriptions. While the task descriptions may be worded similarly, there will be a unique element for each candidate to prevent collaboration. For example, the general task description may specify that each candidate conduct a usability test of a website providing weather information, but each candidate will be given a different URL to test.

- b) In order to simplify the recruitment process for candidates, the interactive system to be tested is always publicly available and is relevant to a large part of the population. An example of a website that the UXQB could use in a practical examination is www.accuweather.com. See the template in section 9.
- c) The usability test must be conducted with four test tasks and three test participants. Additional pilot test sessions are permitted.

All test participants must belong to the user group defined in the task description. Usability professionals, people who design and implement IT-systems, and IT-system administrators are not allowed to be test participants.

- d) Each usability test session must be recorded on video. See section 6.7.b regarding the minimum and maximum length of the video.
- e) The video must be unedited and must show the complete usability test session, from the moment the test participant authorizes the video recording until the end of the post-session interview. The video must show:
 - (1) Briefing;
 - (2) Pre-session interview;
 - (3) Moderation;
 - (4) Post-session interview.

Each video recording must show

- (5) The test participant's interaction with the asset being tested (screen recording);
- (6) Frontal view of the test participant and the moderator. Both individuals must be visible, and their actions and statements must be comprehensible in context. It must be possible to see when the moderator takes notes.

The required hardware for the video recording is a webcam, a tripod and a computer with which to access the asset to be tested. We strongly advise against using the built-in webcam in a laptop, because the angle of vision of such webcams is insufficient and thus requires awkward positioning of the moderator relative to the test participant.

Candidates may use their own software for the recording or download free trial versions of suitable software, for example Camtasia or Morae from TechSmith.

We recommend that the faces of the test participant and the moderator are integrated as picture-in-picture in the video recording.

- (7) A clearly audible sound recording is important. We recommend testing the recording set-up with a trial run and using a separate microphone.
- f) The candidate must hand in the results of the practical examination to the RCB no later than 7 days after receiving the task description. For more information, see sections 6.5 and 6.7.
- g) The candidate must plan, conduct and document the usability test without assistance from others. Support in using the equipment, troubleshooting and resolving technical problems is permissible.

6.4 Regulations for Training Providers who Offer Infrastructural Support in Connection with the Practical Examination

CPUX-UT training providers may offer candidates limited infrastructural and technical support to complete the practical examination.

Training providers may offer candidates the following support for preparing and conducting usability test sessions:

- a) Suitable rooms and catering.
- b) Representative usability test participants.

When registering the examination, the training provider must inform the RCB that infrastructural and technical assistance will be offered. The RCB will ensure that the candidates receive tasks that are as different as possible so that test participants can participate in multiple usability test sessions with different candidates. For example, a test participant may participate in a usability test session with one candidate and then in another usability test session with another candidate using a different website.

- c) IT and associated equipment, such as a computer, external webcam, tripod and video recording software.
- d) Support in using the equipment as well as troubleshooting and resolving technical problems.

Training providers must observe the following safeguards:

- e) Whenever several candidates are in the same room, a representative from the RCB must be present to supervise the candidates.
- f) Assistance in preparing, conducting, reviewing or analysing the results of usability test sessions must not be provided. Qualified CPUX-UT trainers and individuals who have obtained CPUX-UT certification must not be present.

- g) Candidates are not permitted to communicate with each other during the practical examination.

Training providers may charge a fee for this support.

6.5 Duration of the Examination

The candidate must hand in the results of the practical examination to the RCB no later than 7 days after receiving the description of the task.

Example: If the candidate starts the practical examination on Tuesday, February 21 at 14:00, they must submit the results no later than Tuesday, February 28 at 23:59.

In our experience, candidates spend 8-20 hours completing the practical examination. Candidates are not required to report the actual time spent on the practical examination. The actual time spent does not impact the scoring of the practical examination.

If the candidate does not hand in the results of the practical examination in due time, they will be deemed to have failed the practical examination component. Please note the time limits for completing each component of the CPUX-UT examination, which are specified in section 3.

6.6 Premature Termination of an Examination

Under certain conditions a candidate may terminate a practical examination prematurely without handing in any results. An appropriate request must be sent immediately by email to the RCB. The request must be justified. The RCB is entitled to verify the stated reasons. If a candidate submits information which is subsequently proven to be incorrect, the candidate will be debarred from the examination and from future CPUX-examinations. If the candidate has already been issued with a CPUX-UT certificate and is subsequently proven to have submitted incorrect information, the certificate will be revoked.

The “certain conditions” mentioned in the previous paragraph are limited to unforeseen, important conditions directly affecting the candidate’s personal life, such as serious illness, need for care, or death or serious illness of a close relative. Work conditions such as high workload due to a deadline for an important project do not justify premature termination, because they are part of normal work conditions and must be considered by the candidate when scheduling the practical examination.

After the RCB has accepted a premature termination of an examination, the candidate may request another practical examination free of charge.

6.7 Submitting the Results of the Practical Examination

The results of the practical examination that must be submitted by the candidate for evaluation are:

- a) Usability test report:

The usability test report must conform to the rules in the CPUX-UT Curriculum.

It does not have to conform to the “Sample usability test report” on UXQB’s website. Candidates may re-use scales, symbols and conventions from the “Sample usability test report” and from training course materials.

The usability test report must describe and justify the identified primary user group in accordance with section 6.3.c.

At least three of the usability problems described in the usability test report must be accompanied by appropriate recommendations for improvement.

b) Videos of usability test sessions:

Submit exactly three videos from test sessions – no more, no less.

Video recordings must be in mp4 or wmv format; they must be viewable in the Windows operating system. Video recordings must be raw – that is, uncut and unedited.

The length of each video must be at least 15 minutes and at most 30 minutes.

If a candidate carries out more than three usability test sessions, only videos from three usability test sessions must be submitted for evaluation, and the usability test report must contain only results that can be attributed to one or more of these three usability test sessions.

c) Recruitment screener:

The candidate must create and hand in a recruitment screener, even if the actual recruitment is carried out by the training provider as described in section 6.4.b.

d) A unsigned copy of the informed consent agreement that the test participants have signed. For data protection reasons, please do not submit signed copies of the informed consent agreement. Please use the informed consent agreement in section 8.

e) A signed “Declaration of original work and consent agreement” where the candidate confirms that they have received no assistance from others in completing the assignment. A template for this declaration can be found in section 10.

In their results, candidates should avoid information that allows the reader to identify the company that employs the candidate, such as company logos.

Results are submitted by uploading files containing the documents to a password-protected file server, which is accessible only to the candidate, the RCB and the examiner. Information about the file server is contained in the task description from the RCB.

Text documents must be submitted in pdf. The candidate is responsible for the legibility of the pdf documents.

The total size of the deliverables submitted must be 500 MB or less. If necessary, the videos must be compressed.

6.8 Evaluation

The RCB forwards the results submitted by the candidate to an examiner for evaluation. The examiner is an expert accredited by the UXQB.

The evaluation process is as follows:

- a) The examiner carries out a quick check that the formal requirements for the results are fulfilled. The formal requirements are:
 1. A usability test report must be available;
 2. A usability test script must be available.

It is recommended to put the usability test script in an appendix to the usability test report;
 3. The usability test script must describe the four usability test tasks that were used for the test;
 4. The usability test report must contain at least 5 findings;
 5. Exactly 3 videos must be available;
 6. A “Declaration of original work and consent agreement” signed by the candidate must be available. The declaration must confirm that
 - i. the candidate has received no assistance from others in completing the assignment;
 - ii. all test participants have signed the informed consent agreement in section 8; in the interest of protecting the anonymity of the test participants, copies of the signed informed consent agreements should not be submitted.

It is recommended to use the form in section 10, Declaration of original work and consent agreement, for this purpose;
 7. An unsigned copy of the consent agreement that the test participants have signed must be available;
 8. The videos must be easily viewable on a Windows computer;
 9. Each video must last at least 15 minutes and at most 30 minutes;
 10. What the test participant says on the videos must be easy to understand;
 11. What the moderator says on the videos must be easy to understand;
 12. Both the test participant and the moderator must be clearly visible on the videos. It must be clear from the video whether or not the moderator takes notes during the test session.

If one or more of the formal requirements 1 – 4 are not fulfilled, the candidate has failed the examination. The reason is that following precise instructions from the client is an essential qualification for a usability professional.

If one or more of the formal requirements 5 – 12 are not fulfilled, the examiner must stop their evaluation and ask the candidate to submit the missing results or resubmit the unsatisfactory results in an improved form as soon as possible. This resubmission is free of charge. Only one resubmission is allowed.

If the results in the subsequent delivery still do not fulfil the formal requirements, or if they are not submitted within a reasonable time, the candidate will be deemed to have failed the examination. A new practical examination can be carried out, and the fee for the practical examination must be paid again.

- b) The examiner performs a detailed evaluation of the results. The evaluation is guided by the current CPUX-UT usability test checklist, which is available free of charge from UXQB.org.

The CPUX-UT Usability test checklist serves as guidance for the examiner, but the examiner is not limited by the items in the usability test checklist. The examiner may deduct points for serious or critical problems that are not covered by the checklist.

Additional notes regarding the evaluation:

- c) Examiners strive to evaluate examination results within 4 weeks after receipt of the results.
- d) During the timeframe for evaluating the results from the practical examination, the examiner may contact the candidate by email if they have any questions, or require clarification on issues relating to any part of the submitted results.

The candidate must answer any questions from the examiner, or clarify any issues raised within 3 weeks. If the candidate refuses to answer the questions, or if the candidate does not respond, the candidate will be deemed to have failed the examination.

6.9 Contact Information

The candidate must submit up-to-date contact information together with the results of the practical examination. The contact information must include postal address, email address and a telephone number where the candidate can be reached at reasonable times specified by the candidate. This information is used by the RCB and the examiner.

6.10 Objection

A candidate may object to the result of the practical examination. The objection must be made in writing and must be submitted to the RCB within 14 days after the candidate is informed of the result of the evaluation.

The RCB forwards the objection to the examiner. The examiner considers the objection and submits a response to the RCB, which forwards the response to the

candidate. The response either confirms the result of the practical examination or provides a revised evaluation.

6.11 Appeal

If the candidate is dissatisfied with the decision of the examiner, the candidate may appeal the examiner's decision. The appeal must be made in writing and must be submitted to the RCB within 14 days after the candidate is informed of the examiner's response to the objection.

The objection and the appeal are evaluated by a neutral expert accredited by the UXQB e.V. The decision of the neutral expert will be final.

A fee determined by the RCB must be paid before an appeal can be processed.

The appeal may confirm, increase or lower the examination result. If the result is lowered, the candidate is not entitled to retain the original result.

If the objection raised by a candidate is considered partly or fully correct, the fee for the appeal is refunded in full. No further claims for reimbursement or compensation for training fees, travel expenses, etc., will be entertained.

6.12 Usage and deletion of results

All results submitted by the candidate will be used by the RCB and the examiner solely for evaluating the candidate's grade and documenting the compliance of the evaluation with the CPUX-UT Examination Regulations.

The examiner will delete all results submitted by the candidate from their computers after the evaluation has been completed and the period for appeal has expired.

In the case of an appeal, the neutral expert will delete all results submitted by the candidate from their computers at most 7 days after the appeal process has been completed.

The examiner and the neutral expert may keep their personal notes from the evaluation including scoresheets and personal feedback, provided that they are anonymized except for the candidate's ID, which is used in the examination.

The RCB will delete all results – except the Declaration of original work and consent agreement – submitted by the candidate from all its storage locations six months after the evaluation has been completed.

6.13 Re-Examination

The practical re-examination is an entirely new practical examination.

The candidate will receive a new task description. They must run new usability test sessions and write a new usability test report. Test participants may be re-used. The results must be submitted within the six-month period as described in section 3.

The practical examination can be re-taken twice.

After failing a third attempt to pass the practical examination, a waiting period of one year after the submission of the last result is required. Any part of the CPUX-UT examination that has already been passed loses its validity and must be re-taken.

The cost of the practical re-examination is determined by the RCB.

A candidate who has passed the practical examination with less than 80 points may register for a re-examination in order to obtain 80 points or more. If the candidate fails the re-examination, the candidate is entitled to retain the original result.

7 Example of Confirmation of Registration for the Practical Examination

Dear **[insert candidate title and surname]**

Thank you for registering for the practical examination for UXQB® Certified Professional for Usability and User Experience – Usability Testing and Evaluation (CPUX-UT).

As requested by you, we will send your task description on **[insert month, day, year]** at **[insert time]** to this email address.

Best regards,

Your Certification Team

8 Informed Consent Agreement

Use of the following informed consent agreement is mandatory:

I hereby give my permission to be audio and video recorded as part of my voluntary participation in a usability study of **[insert name of website]** website on **[insert date]** at **[insert location]**.

I understand that

- The session will last about 30 minutes.
- My name will not be reported in association with the usability study.
- I am not being evaluated, but the **[insert name of website]** website is being evaluated.
- The video recording will be used to evaluate the usability of the website. It will also be used for a review of the moderator’s abilities by one or two examiners. The video recording will be made available to the moderator and the examiners. The Certification Provider (**[insert URL of certification provider]**) is responsible for organising safe file transfer. The video recording will be archived for up to six months in case questions about the procedure and results should be raised. After that, it will be deleted.
- No part of the recording will be made available to others on the internet or elsewhere.

I give up any rights to the recording and understand that the recording may be used for the purposes described in this agreement without any further permission.

I understand that if for any reason I do not want to continue I can leave at any time during this recording session. I can also deny consent at any time during or after the session by informing the moderator (**[insert name and contact information for moderator]**). If I need a break, I will tell the moderator.

Place and Date

Name (print)

Signature

9 Example of a Task Description for the Practical Examination

Please conduct a usability test of the website:

www.accuweather.com

The test should be conducted with **three representative users** without previous knowledge of the website or significant knowledge on the subject of meteorology. A pilot usability test session is not required. A usability lab is not required.

The purpose of the usability test is to identify usability problems related to the following general tasks:

- a) Determining current weather in a given city
- b) Forecasting weather for a given city

Please write **four suitable usability test tasks** that cover these general tasks.

For this usability test, please observe the rules in the following documents

- a) *CPUX-UT Examination Regulations*, in particular the section *Part 2 of the Examination – Practical Examination*;
- b) *CPUX-UT Curriculum*;
- c) *CPUX-F Curriculum*.

If you decide not to strictly adhere to one or more rules in the above documents in this usability test, please explain your concerns and rationale in an appendix at the end of your usability test report.

A description of the results that you must hand in at the end of the examination period is provided in the section *Handing in the Results of the Practical Examination* in the *CPUX-UT Examination Regulations*.

Note: Write four usability test tasks – no more, no less. The examiner will reject submissions that do not contain exactly four tasks. The reason is that following precise instructions from the client is an essential qualification for a usability professional.

[Note for the Certification Provider: Add instructions for how the candidate should upload the results of the usability test, including information about the file server and the required passwords.]

10 Declaration of Original Work and Consent Agreement

I hereby declare that all work completed and submitted to satisfy the requirements of the practical examination for *Certified Professional for Usability and User Experience – Usability Testing and Evaluation (CPUX-UT)* is my own and I have received no assistance from any other individual, except for technical assistance as outlined in the *CPUX-UT Examination Regulations* in section 6.3.g.

I have not shared either my task description or information about the examination task with others before, during or after the practical examination.

I confirm that all test participants have signed a form in the template of the informed consent agreement in section 8.

I give my permission to **[insert name of Recognised Certification Provider]** to make all the results that I have submitted available to a qualified examiner appointed by the UXQB for the purpose of evaluating my results. I am aware that the examiner will be informed of my identity, the examiner will treat the materials confidentially, and that they will delete the results after the evaluation has been completed and the period for appeal has expired. In case of an appeal, this permission is extended to the neutral expert appointed by the UXQB.

I am aware that the General Data Protection Regulation requires me to delete all information that can be related to test participants as soon as it is no longer required – that is, after the period for appeal has expired. This information includes video recordings of usability test sessions and copies of signed, informed consent agreements.

I am aware that any infringements of this declaration will lead to denial of the CPUX-UT certificate.

Place and Date

Name (print)

Signature

11 Important Changes Compared to Previous Versions

Date, version	Change
04-01-2016, Version 1.03	First version
12-10-2016, Version 1.06	<p>Theoretical examination changed to 40 multiple-choice questions instead of free-text questions</p> <p>Number of required test tasks in practical examination reduced from five to four</p>
01-03-2017, Version 1.07	<p>A theoretical re-examination consists of approximately 15 questions that must be answered in free text.</p> <p>A section about the evaluation of the theoretical examination has been added in section 5.3.</p> <p>Usability professionals, people who design and implement IT-systems and IT-system administrators are not allowed as test participants.</p> <p>Description of how to handle usability tests with more than 3 participants added in section 6.7.b.</p>
30-08-2018, Version 1.13	<p>Section 3: The total length of the period from the start of the first examination to the completion of the final examination has been extended to six months. Examples that illustrate the rules have been added.</p> <p>Section 5.1: Semi-automated examinations are allowed only on tablets and computers that are owned by the RCB.</p> <p>Section 5.3: Added information about the evaluation of the theoretical examination</p> <p>Section 5.4: A theoretical re-examination is multiple-choice, just like the ordinary examination. Options for re-examination added.</p> <p>Section 5.4: The RCB now has up to seven days (instead of five) to inform the candidate about the result of the theoretical examination.</p> <p>Sections 5.6, 5.7, 6.10, 6.11: Clarified rules for objection and appeal</p> <p>Section 6.7.a: OK to re-use standard text and icons from other sources in test report</p> <p>Section 6.7.b: Simplified rules for the length of the usability test videos; also added description of how to handle usability tests with more than 3 participants</p> <p>Section 6.8.a: Added formal requirements that must be fulfilled before the examiner will consider the results from the practical examination in detail</p> <p>Sections 6.12, 8, 10: Adjusted text to comply with GDPR, General Data Protection Regulations</p> <p>Section 8: A template for the informed consent agreement has been added.</p> <p>Section 10: Declaration of original work and consent agreement amended</p>