Certification exam online procedure (final)

Important change:
a) the organizer could be also the proctor because he/she will not be in possession of the questionnaire with this procedure (however if he/she is also the proctor he/she must be already certifying. In this case the organizer/proctor cannot be the trainer).
b) the IAC (see COSMICOM WEBsite) should be inform of the certification exam.

Role of the proctor

The role of the proctor is to supervise the certification exam (see detail below). It is preferable to have a proctor that is already certify or do not intent to be certified in the future.

Role of the organizer

The role of the organizer is to prepare the certification exam. For that the organizer needs:
  - To provide the total number of expected participants
  - To provide the name and E-Mail address of each participant (Excel file)
  - To collect the payments (80 Euros per participant) for the certification exam and to transfer the money after receiving the invoice from COSMIC.   The payment must be received before the certification exam. Payment is possible with Paypal or Bank transfer.
  - To find a location-venue with wideband Internet and space for the participants with their own computer. If a participant does not have a portable computer the organizer should find a way to provide one (this could be an extra fee).
  - To ensure that the organizer will be able to monitor each participant's screen during the certification exam.

Planning of the certification exam

  - The organizer and the COSMIC Certification Exam Administrator must agree on a date and time for the certification exam with the certification exam administrator. The weekend could be possible.
  - The organizer and the COSMIC Certification Exam Administrator should consider the time zone. The time zone of the COSMIC Certification Exam Administrator is the North American Eastern Time. One needs to consider this when setting a time, as well as the time zone of the organizer.
  - The organizer must communicate with the IAC of the country before organizing a certification exam. The IAC are receiving demand from

individuals to have a certification exam. The IAC could propose to the organizer to add those individuals. The IAC could also decide that the organizer is not reliable. He must communicate then with the COSMIC Certification Exam Administrator and give the reasons.
- To send the information about each participant. The organizer needs to send the full name and e-mail address of each participant to the COSMIC Certification Exam Administrator.

The day of the certification exam (3 steps)

1) Before the certification exam
- The COSMIC Certification Exam Administrator and the organizer could communicate via Skype before the certification exam. The COSMIC Certification Exam Administrator needs (at least the first time) to communicate, via Skype, with the organizer/proctor 15 minutes before starting the certification exam.
- The COSMIC Certification Exam Administrator will then read the exam instructions to the organizer/proctor and the participants.
- The COSMIC Certification Exam Administrator will send the URL and password of the test.
- The COSMIC Certification Exam Administrator will give a test before the certification exam. There is a test with a few questions (not related to the COSMIC Guide) for each participant to get the feel of the type of the questionnaire before the certification exam.
- The COSMIC Certification Exam Administrator will then send the URL and password of the certification exam.

2) **During the certification exam**
- During the certification exam the proctor must be positioned behind the examinees to be able to see each screen and monitor the following:
  o the participant uses only the paper document (COSMIC Guide)
  o the participant stays all the time on the questionnaire screen
  o the participant does not screen-print the questions
- The duration for the certification exam is 120 minutes or 90 minutes depending of the first language of participant. The proctor does not need to watch the duration (the duration is set automatically by the COSMIC Certification Exam Administrator).

3) After the exam
- Each participant will know the result immediately after the certification exam. The passing grade is 75%.
- The COSMIC Certification Exam Administrator can access the results of each participant individually and even the detailed answers (question by

question for each participant). The Administrator does not provide the detailed results to the participants.
- For each participant who succeeds, the COSMIC Certification Exam Administrator will send a certificate, including the name on the COSMICON website.