Digital Design Professional
– Foundation Level –

Examination Regulations

Version 1.0.1

July 30, 2021

DIGITAL DESIGN PROFESSIONAL

Rules for the exam

The exams consist of multiple-choice questions.

The following table shows the duration and the approximate number of questions for the examination.

	Number of questions	**Duration**
Foundation Level	approx. 45	75 minutes You may hand in your solutions earlier.

Depending on the difficulty, each question yields 1 to 3 points. The achievable points are given in the header of the question.

To pass the exam you have to score at least 70.00 percent of the total points.

During the examination no aids (training documents, books, telephone, etc.) except for language dictionaries are permitted. Sheets of paper used for scribbling may not be taken out of the room.

You are not allowed to leave the room during the exam.

Extension of the examinations for non-native speakers on written demand

If you take a written exam in a language which is not your native tongue, the duration of the exam may be extended as follows:

- Foundation Level: from 75 minutes to 90 minutes

You need to apply for the extension with a written application, including a justification for the extension, before the beginning of the exam. The certification authority is entitled to validate your request. Any misinformation may result in exclusion from the exam, or in disqualification of the certification.

Information about results and exam repetition

The certification authority will inform you about the result of the exam and issue the certificate if you have been successful.

The exam can be retaken at most twice without a waiting period. If you fail the exam for the third time, you may retake it at the earliest one year after the 3rd exam date.

Review and appeal

Review: If the examination candidate has not passed the written examination, he/she can request from the certification body in writing for insight into the markings of the written examination within one month after notification about the examination result. The purpose of the insight is a comparison of the target/actual marks.

Appeal: The examination candidate is entitled to appeal in writing against the assessment of the written examination within two months after notification about the examination result. The appeal must be substantiated in writing.

Types of questions

Hint
- Checking more answers than required will result in 0 points for the question.
- Only correctly checked answers will be awarded with points.
- The complete number of required answers does not have to be checked; fewer answers may be checked.
- The number of points per correctly checked answer depends on the difficulty of the question and the number of correct answers for the question.

1. Single Choice

These yield 1 – 2 points, depending on the difficulty.

After the presentation of the question, 4 – 5 possible answers will be supplied, of which only one will be correct. Some single choice questions may be presented in a negative form (e.g., "Which of the following sections does **not** belong to a Digital Design Brief?").

Example:

1.	Which is a pragmatic document template of … (1 answer)	D007 1 Point

☐	A) The…
☐	B) A…
☐	C) An…
☐	D) A...
☐	E) The…

Score for correct answer:
- Points yielded for the question
- In this example: 1 point

Scoring:
- Correctly checked answer: score for correct answer
- Incorrectly checked answer: 0 points for the question
- More than one answer checked: 0 points for the question

2. Multiple Choice

These yield 1 – 2 points, depending on the difficulty.

After the presentation of the question, a number of possible answers will be supplied, of which 2 or more can be correct. The expected number of answers is given in the presentation; e.g., "Name the **two** types of diagram suitable for modeling …".

These questions often call for the identification of the best, most likely, or best fitting answers from a grey area.

Some questions may be presented in a negative form (e.g., "Which two elicitation techniques are least suitable for …").

Example:

		D009
2.	**Which two of the following arguments best justify the use of … (2 answers)**	**1 Point**

☐	A) The…
☐	B) An…
☐	C) A..
☐	D) The…
☐	E) The…

Score per correct answer:
- Points awarded for the question divided by the requested number of correct answers
- In this example: 1 / 2 = 0.5 points

Scoring:
- Correctly checked answer: score per correct answer
- Incorrectly checked answer: 0 points for this answer
- More answers checked than required: 0 points for the question

3. True / False Questions

These yield 1 – 3 points, depending on the difficulty.

After the presentation of the question, several statements will be supplied, each with two checkboxes labelled "true"/"false" or "applicable"/"not applicable" or "suitable"/"unsuitable" etc.

You need to mark each statement as "true" ("applicable", "suitable", etc.) or as "false" ("not applicable", "unsuitable", etc.).

Example:

3.	**Which of the following statements with respect to … are true and which are false?**	**D005** **2 Points**

True	False	
☐	☐	A) Software architects should ...
☐	☐	B) Team coaches can …
☐	☐	C) Scrum masters must ...
☐	☐	D) Utility experts can …

Score per correct answer:
- Points awarded for the question divided by the number of statements
- In this example: 2 / 4 = 0.5 points

Scoring:
- Correctly checked statement: score per correct answer
- Incorrectly checked statement: 0 points for this statement
- Both options checked for the same statement: 0 points for this statement
- No option checked for a statement: 0 points for this statement