

Examination Regulations for the Certified Professional for Requirements Engineering - Advanced Level -

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0 Scope

This document governs the certification examinations for *Certified Professional for Requirements Engineering - Advanced Level* - for the following modules:

- RE@Agile
- Requirements Elicitation
- Requirements Management
- Requirements Modeling

1 Examination prerequisites

Prerequisite for participation in the examination for *Certified Professional for Requirements Engineering - Advanced Level* – is

either

- the certificate *Certified Professional for Requirements Engineering - Foundation Level* of the IREB

or

- the certificate *Requirements Engineering* of the British Computer Society (BCS)

Without one of these certificates, participation in the examination is not possible, and other certificates do not entitle you to participate in the examination.

2 Examination regulations

The examination consists of two parts

- Part 1: Written examination (see Section 7)
- Part 2: Written assignment (see Section 8)

3 Conditions for passing the examination

The examination is considered passed when the two parts of the examination are passed, i.e. each part of the examination must be passed, independently of the other. Passing part 1 is a prerequisite for participation in part 2.

Both parts of the examination must be completed within 12 months from the first participation in the part 1 examination, otherwise the examination is failed. This time limit of 12 months applies in all possible cases, including repetition of individual parts.

Part 1 of the examination is considered passed if at least 70.00 percent of the total score of this examination part has been achieved.

Part 2 of the examination is considered passed if at least 60.00 percent of the total score of this examination part has been achieved.

4 Examination duration

The examination durations are

- ▶ Part 1: 75 minutes (earlier handing in is possible)
- ▶ Part 2: about two day's homework within a period of 12 months after the very first attempt for part 1 of the examination. The submission of part 2 must occur in any event before the end of the 12-months' time limit (see Section 3)!

5 Request for extension of the examination duration

5.1 Extension of the written examination at the request of non-native speaking examination candidates¹

On the participant's written request, when registering for an examination that will be conducted in a language that is not the participant's native language, the examination duration can be extended from 75 minutes to 90 minutes. The examination candidate must justify the written request accordingly, which can occur up to the start of the examination. The certification organization has the right to check the information. If the information is verifiably false, the examination candidates will be excluded from the examination or an awarded certificate will be revoked, respectively.

5.2 Extension of the completion time of the written assignment due to special circumstances

Due to special circumstances, in justified individual cases, the 12-months' (see section 3) time limit can be extended one time only for up to 6 weeks. The request must be made, within the 12-months' time limit, in writing to the certification body and justified accordingly. The certification body has the right to check the information. If the information is verifiably false, the examination candidates will be excluded from the examination or an awarded certificate will be revoked, respectively.

Special circumstances in the sense of paragraph 1 are strictly restricted to important reasons in the personal environment of the participant, such as serious illness or care dependency or death of a close relative. Operational issues, such as deadline pressure in important projects or high workload are no special circumstances, this corresponds to every day's work and has to be considered by the participant.

¹ Gender distinction is not applied in this document

Addendum to 5.2:

Due to the extraordinary situation caused by the COVID-19 pandemic and the resulting impact on the professional and private life, the extension of the completion time for the written assignment (regulated in section 5.2) is extended. This regulation is limited up to 31.12.2021.

The 12-month time limit (see Section 3) can be extended **once by 6 months** upon request and with justification.

The process of application and obligation to provide proof according to 5.2 remains valid.

6 Notification of results and potential re-examinations

The certification body will send the written notification about the results of the examination parts, as well as the postal delivery of the certificate document to the address given by the examination candidate.

The examination parts can each be repeated twice without waiting. On a third failure, a waiting period of one year after the second repetition must be observed and the entire examination must be repeated, including the written examination that may have already been passed.

In case of repetition of parts of the examination, the total time limit for the examination must be adhered under all circumstances (see Section 3).

7 Part 1 of the examination – written examination

Part 1 of the examination is carried out in the form of a written examination. During the examination no aids (training documents, books, telephone etc.) except for language dictionaries are permitted. Any paper used in addition to the official examination script or for notes must remain in the room when leaving. During the examination the room may not be left.

The examination consists of multiple choice questions. Construction and assessment of multiple choice questions follows the IREB examination regulations for the Foundation Level. Details about this can be found in [Examination regulations „Certified Professional for Requirements Engineering“ Foundation Level and RE@Agile Primer](#). The document is available for [download as a PDF](#) on the IREB website.

7.1 Review and appeal

Review

If the examination candidate has not passed the written examination, he 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 marking of the written examination within two months after notification about the examination result. The appeal must be substantiated in writing.

Review or appeal do not extend the time limit (see section 3).

8 Part 2 of the examination – written assignment

In part 2 of the examination the candidate must create a written assignment on predefined groups of topics. The written assignment must be original work performed by the examination candidate (i.e. without help from others), using only the literature and tools stated by the examination candidate according to generally accepted scientific criteria. In case of serious violations against this, particularly in plagiarism, the written assignment will be scored with 0 points and the candidate has failed the examination. In addition, the candidate is excluded for a period of 3 years, starting from the written notification by the certification body stating the non-compliance, from all CPRE-examinations.

8.1 Issue of the written assignment

Together with the (positive) results of the first part of the examination the examination candidate will receive detailed instructions about the written assignment.

8.2 Requirements for the written assignment

The context of written assignment can be freely chosen by the examination candidate and must represent a realistic project situation from his working environment.

Part of the written assignment is a comprehensive description of the project background from which the examination candidate has chosen examples. In this description, the examination candidate must adequately present his role and the overall complexity of the project situation.

8.3 Questions posed

The questions in the written assignment refer to the substance of the syllabus and must be answered by demonstrating adequate excerpts of the project selected by the examination candidate.

8.4 Amount and scope of the written assignment

For the completion of the written assignment, the examination candidate should invest the equivalent of two working days.

The scope of the written assignment should not be less than the specified minimum number of pages according to the table below. The maximum number of pages according to the table below must not be exceeded. If the maximum number of pages is exceeded, the candidate will receive back the written assignment (un-evaluated) for shortening; this does not extend the time limit.

Scope of the written assignment

Advanced Level Module	Recommended minimum number of pages	Binding maximum number of pages
Requirements Modeling	15	25
All other modules	10	20

All instructions concerning the scope of the written assignment relate to the core part of the work. Cover sheet, table of contents and bibliography are not included.

The following applies for the formatting: A4 pages (font: 11 pt, margin: 2.5 cm, single spaced).

If a written assignment consists of compulsory parts and a specified number of optional parts, the number of optional parts must be strictly adhered to. If more optional parts are submitted than necessary, the evaluation is only carried out until the number of optional parts is reached. All other optional parts are not included in the evaluation.

8.5 Language

The written assignment has to be provided in English or German language. Regardless of the language of the assignment, in an Advanced Level Modeling assignment diagrams may also be provided in English.

8.6 Anonymity and confidentiality of the contents of the written assignment

Since the written assignment calls for a realistic project situation from the working environment of the examination candidate, this could lead to a conflict with confidentiality obligations. To avoid this, the contents of the written assignment are to be made as anonymous as necessary, so that no connection can be made between the contents and any real persons and / or companies. Specific company or personal names should only be used if strictly necessary for the understanding of the contents of the written assignment.

All persons and institutions involved in the examination are obliged to treat the contents of the written assignment as confidential and not disclose it to uninvolved third parties.

The ultimate responsibility for the contents of the written assignment and their dissemination lies solely with the examination candidate. He must ensure already on writing the assignment, not to violate any confidentiality obligations to his employer, principals, or customers.

On the part of the IREB e.V., as well as other people and institutions involved in the examination, no liability will be accepted for any damages or claims arising from a breach of an obligation of confidentiality.

Should the examination candidate be uncertain whether he violates his particular confidentiality obligations through the contents of his written assignment he should contact his employer, principals, or customers prior to the submission of his written assignment.

8.7 Cover page for the written assignment

The examination candidate is obliged to enter his/her contact details on the cover page for the written assignment and to sign the declaration of independent preparation of the written assignment as well as the declaration of confidentiality by hand. An electronic signature or the insertion of a scanned signature is not permitted.

The usage of personal data is under the responsibility of the certification body.

8.8 Completion time and submission deadline

The written assignment must be completed and sent to the certification body within 12-months' time limit (see Section 3). This time limit also applies in the event of re-examination of the written assignment. The certification body will inform the examination candidate of the submission deadline when providing the task definition for the written assignment. An earlier submission is possible.

If the written assignment is not submitted on time, then this part of the examination is considered as failed.

8.9 Form of submission of the written assignment

The written assignment including the cover page (see section [8.7](#)) is to be submitted electronically in the form of a PDF document to the certification body. The PDF document can either be generated by scanning printed documents, or by saving the written assignment as a PDF. In either case, the examination candidate is responsible for the legibility of the PDF documents. If the PDF documents or parts of it are unreadable, then this part of the examination is considered as failed.

8.10 Assessment of the written assignment

The certification body will send the examination candidates' written assignment to IREB for assessment by an IREB accredited expert (assessor).

The assessor will judge the written assignment within a maximum of four weeks. He has the possibility to contact the examination candidate by telephone or e-mail and to ask questions. In this case, IREB requests the e-mail address or telephone number from the certification body.

The examination candidate is obliged to answer the questions of the expert. On refusal to answer or failure to give a timely answer (in the case of a written contact, a deadline for answering will be set) this part of the examination will be considered as failed.

8.11 Repetition of the written assignment

In the case of repetition of the written assignment, the same project situation (see Sections [6](#) and [8.2](#)) as in the previous submission may be used again. For the deadlines for submissions see sections [3](#) and [8.8](#).

8.12 Review and appeal

Review

If the examination candidate has not passed the written assignment, he can request from the certification body in writing insight into the assessment of the written assignment within one month after notification about the result of the written assignment. 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 assignment within two months after notification about the result of the written assignment. The appeal must be substantiated in writing.

Review or appeal do not extend the time limit (see section [3](#) and [8.8](#)).

The certification body will assess compliance with the formal requirements for submitting and justifying an appeal and may reject it as non-admissible in the event of any breach of the deadline for submitting and/or justifying an appeal. If all requirements have been met, the certification body will forward the appeal to IREB for passing it to the assessor. The assessor will assess the appeal and submit a written opinion in that respect. The opinion will confirm the assessment or provide a new assessment, which shall be final and binding.