

## 0 Scope

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

- Requirements Elicitation & Consolidation
- Requirements Management
- Requirements Modeling

## 1 Examination prerequisites

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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

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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

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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 70.00 percent of the total score of this examination part has been achieved.

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

## 4 Examination duration

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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

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### 5.1 Extension of the written examination at the request of non-native speaking examination candidates<sup>1</sup>

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' 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.

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<sup>1</sup> In the following gender distinction has been dispensed with.

## 6 Notification of results and potential re-examinations

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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

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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.) 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](#). The document is available for download as a PDF on the IREB website (<https://www.ireb.org/en/downloads>) in the download area.

### 7.1 Review and appeal

If the examination candidate has not passed the written examination, he can request from the certification body insights into the markings of the written examination. The purpose of the insight is a comparison of the target/actual marks.

## 8 Part 2 of the examination – written assignment

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As part of the written assignment the examination candidate must create a written study on predefined groups of topics. The written study 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 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 study

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 study 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 Work

For the completion of the written study, the examination candidate should invest the equivalent of two working days (i.e. approximately 16 hours of work). The scope of the work is about 10 to 15, maximum 20, A4 pages (font: 11pt, margin: 2.5 cm, single spaced).

### 8.5 Language

The written assignment has to be provided in English or German language.

## 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 study 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 Contact details

The examination candidate is obliged to provide his contact details attached to his written study. This includes the postal address, if possible an e-mail address and a telephone number where he can be reached at the times which he has specified.

## 8.8 Completion time and submission deadline

The written assignment must be completed and sent back to the certification body within 12-months' time limit (see Section 3). The certification body will inform the examination candidate of the submission deadline when providing 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 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 study 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.

In addition to the written assignment, a declaration of the independent creation of the written assignment, using only the literature and tools stated, has to be submitted. This declaration must be signed by hand, scanned and submitted as a PDF document. An electronic signature or the insertion of a scanned signature is not allowed.

### 8.10 Assessment of the written assignment

The certification body will send the examination candidate's written study to an IREB accredited expert for assessment.

The expert will judge the written assignment within a maximum of four weeks. During this period he has the possibility to contact the examination candidate by telephone or e-mail and to ask questions.

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.

### 8.12 Review and appeal

If the examination candidate has not passed the written assignment, he can request from the certification body insight into the expert's comments.

The examination candidate may appeal against the assessment; he must justify this in writing. The certification body will pass on the reasons to the expert, who examines the appeal and the reasons, and gives an opinion on it. This opinion is binding and cannot be challenged further.