



COBie Certified Professional™

Exam Organization Overview and Proctoring for Registered Candidates Version 6.0 (30-March-2021)

Purpose

This document gives further exam information for the registered candidates in preparation for the scheduled exam session.

As appropriate, information from this document will also be released to the public through the web site <http://cobie.buildingsmart.org/> to support those interested in the COBie Certified Professional™ Program.

Scope

The initial version of the COBie Certified Professional™ examination described in this document tests knowledge of the content and application of the Construction Operations Building information exchange (COBie) standard published in the National Building Information Modelling Standard - United States, Version 3 (NBIMS-US V3), Chapter 4.2 (and Annex A), March 2015.

This examination does not require detailed knowledge of the ISO 16739 (Industry Foundation Class Model - IFC) data schema, upon which COBie is based, nor does this test require knowledge of the ISO 10303-Part 21 (Standard for Exchange of Product model data - STEP) presentation format for COBie data. General knowledge of the IFC data schema and STEP Physical File Formats and their relationship to COBie is, however, required.

This test requires detailed knowledge of the spreadsheet presentation of COBie data because the spreadsheet format for COBie data is the most commonly required, most widely implemented in software, and most easily understood by designers, builders, and facility managers. This knowledge includes prerequisite information technology concepts and terms directly used in the COBie standard.

Those who are familiar with, or require, the delivery of COBie in the STEP 10303-Part 21 presentation format, will possess advanced knowledge beyond that tested in this exam to translate between these two equivalent presentations of the same underlying COBie data requirements.

Required Technology

This on-line exam requires an uninterrupted broad-band internet connection. Laptop or desktop computer with a camera and microphone are required. The camera and microphone will be used for proctoring purposes.

It is strongly encouraged to use a large monitor for the exam. Use of tablet computers or cell phones is NOT allowed due to the need to review images provided with some of the questions.



In addition to the browser hosting this website, you may have three additional windows open on your desktop. These additional resources are:

1. NBIMS-US V3, Chapter 4.2
2. NBIMS-US V3, Chapter 4.2, Annex
3. one COBie file spreadsheet file

Aside from these three resources, you may not receive external assistance of any type during this examination.

Exam Organization - Overview

The exam is organized into two parts.

1. Exam - Part 1 (Preparation)

This first part is required to be completed prior to the date of exam.

Candidates will receive the exam credentials a minimum of three (3) working days before the exam start time and date. Upon receipt of the credentials, candidates are required to log-in the exam platform and complete the pre-exam activities below.

- a. Read First. General information for candidates.
- b. Check Audio and Video Settings.
- c. Demographic Survey. To familiarize the candidate with the format of the question presentation and assist building SMART International in evaluating the quality of the examination.
- d. Sample questions. To help familiarize candidates with the types of questions they may encounter during the COBie Certified Professional™ examination, candidates are required to complete the five (5) sample questions.

After completing the above activities, the COBie Certified Professional™ examination link will be displayed. This link will remain inactive until the scheduled exam date and time.

The activities listed above MUST BE COMPLETED prior to the exam start date upon receipt of exam credentials to allow buildingSMART International to support the candidate in resolving any technical problems encountered prior to the scheduled exam session. If these problems cannot be resolved, the candidate may reschedule once. Failure of the student to resolve technical issues at the rescheduled date will result in forfeiture of examination fee and required reapplication.

2. Exam - Part 2 (Timed Examination)

The second part of the exam is a two (2) hour timed exam and contains 160 randomly selected questions drawn from a question bank of over 600 possible questions. Candidates will need to carefully manage the time. There will be less than one (1) minute (on average) to answer each question.

The specific date and time of this exam will be selected by the candidate based on the published buildingSMART international schedule. The process will be as follows:

- a. On the exam day, **the candidate will login to the exam platform and proctoring website at least 20 minutes before the scheduled exam time and date. If a candidate logs in less than 10 minutes before the start of the exam, the exam will need to be rescheduled.**
- b. Every candidate must have a photographic ID ready. During this 20-minute period, the proctor will verify the identity of each candidate. The candidate's given name and family name must match the information provided on their registration form. Once the ID verification has completed, the proctor will explain the proctoring rules which are also attached at the end of this document.
- c. The two (2) hour timed exam will then begin. A timer within the testing platform will visibly count-down the remaining time. The student's camera and microphone must remain on for the duration of the exam otherwise the exam will be null and void. There will be no refunds.
- d. At the end of the allotted time, the exam will be automatically locked, regardless of the number of questions answered.

Question Format

1. Question Types

The following question formats are used in the timed portion of this exam:

- Multiple Choice (pick one)
- Multiple Choice (pick applicable)
- True/False
- Short Answer

In all cases, possible question answers will contain partially complete and incorrect detractors. It is the job of the candidate to identify the most correct answer in every case. It should also be noted that some questions require the identification of what "is" the most correct answer. Other question requires the identification of what is "not" the most correct answer.

2. COBie References

When referring to specific sets of COBie data, the following conventions are used in the timed section of the exam.

- COBie.TabName identifies a specific worksheet (or Tab) in an overall COBie spreadsheet. For example, “COBie.Type” refers to the “Type” Tab of a COBie worksheet (or equivalent ISO 16739 IFC objects).
- TabName.ColumnName identifies a specific column in the identified COBie Tab. For example, “Type.Name” refers to the “Name” column of the “Type” Tab of a COBie worksheet (or equivalent ISO 16739 IFC objects).
- .ColumnName identifies a specific column for a given TabName that has been clearly defined earlier in the question. For example, when referring to the COBie.Type Tab, the term “.Name” would specifically mean the “Name” column of the COBie.Type Tab (or equivalent ISO 16739 IFC objects).

Exam Scoring

The candidates score on the COBie Certified Professional™ Exam is a demonstration of mastery of the COBie standard and its application to typical design and construction practice.

In every case, the correct answer is the best, most precise answer to the question posed based on the general application of NBIMS-US V3, Chapter 4.2 and Annex A.

Exam will receive a grade of Pass or Fail. buildingSMART International employs a proprietary method to normalize the raw scores achieved on each exam to ensure that difficulty level is taken into account when identifying the line between passing and failing.

Candidates will be notified of their grade by electronic mail from buildingSMART International within thirty (30) days of the examination date.

Individual scores will not be released to the candidate or made public. After the second year of the program buildingSMART International will, however, publish passing rates for the initial and retest exams.

Re-Examination

Should a candidate fail to pass their initial Certification or their Recertification exam, one (1) additional retest may be taken.

If required, the candidate must re-submit their online registration form for the re-test application: <https://cobie.buildingsmart.org/registration/> within forty- five (45) calendar days upon receipt of exam result notification.

Retest fees are listed on the COBie Certified Professional Policy and Process document: <https://cobie.buildingsmart.org/resources/downloads/> and not subject to discount.



The retest must be completed within ninety (90) calendar days upon receipt of exam result notification from buildingSMART International.

Following the retest, candidates will be notified of their grade by buildingSMART International by email within thirty (30) days of the examination date.

Only one (1) examination and retest may be taken in any 365-day period.

Certificates

After receiving notification that the candidate has passed the exam, they will be able to login into the exam platform website and download their certificate suitable for printing and framing.

The name of each person who passes the exam will be registered on the cobie.buildingsmart.org web site along with their certification number and their certification date.

Those who pass the exam, may identify themselves on correspondence using the post-nominal "CCP" standing for COBie Certified Professional™. The letters "CCP" themselves are a trademark of buildingSMART international.

While the designation COBie Certified Professional™ is a personal designation, companies may wish to identify that they employ such professionals. They may do so only by listing these employees' names, certification number, and certification date.

When verifying information about a candidate's certification, the candidate must use the trademarked name of the exam "COBie Certified Professional™", the candidate's certification number, and the date of the most recently issued certification.

Certificate Usage and Transferability

The use of this certificate indicates that the person with the certificate completed more than 75% of the work accomplished to produce and perform quality control on any and all COBie deliverables provided during a contract.

The assignment of the COBie Certified Professional™ Certificate is not transferable or assignable.

Recertification

Recertification is required every five (5) years or when the standard is substantially modified. If portions of the standards are modified, specific tests may be prepared for individuals that are already certified. Certification holders will be notified if specific testing is required and would have six (6) months to take the modified sections tests. If re-testing does not take place within the six (6) month period, then the certification holder would have to retake the test in its entirety.

The fee for recertification is listed on the COBie Certified Professional Policy and Process document: <https://cobie.buildingsmart.org/resources/downloads/>



Honour Code or Usage Violation

buildingSMART International will request anyone who knows of a violation of the exam policy “honour code” or “usage and transferability” to submit that violation by email to cobie@buildingsmart.org.

Any verified violation of the honour policy during an exam will result in the assignment of a failing grade and ineligibility to retake the exam for five (5) years. Exam fees will be forfeited.

Any verified distribution of any questions, instructions, work product, or related materials, for any purpose, will result in the automatic assignment of a failing grade and ineligibility to retake the exam for five (5) years. Exam fees will be forfeited.

Any subsequent verification of honour policy violation, or unauthorized distribution of materials will result in automatic revocation of any existing and prior certifications, and ineligibility to retake the exam for five (5) years. Exam fees will be forfeited.

Any verified inappropriate usage of the COBie Certified Professional™ Certificate, will result in automatic revocation of any existing and prior certificates, and ineligibility to retake the exam for five (5) years. Exam fees will be forfeited.

Under the terms of this agreement, neither the candidate nor their representatives have any rights to appeal the action taken by buildingSMART International in this regard. Any decision undertaken by the buildingSMART International in under this clause is final.

Frequently Asked Questions

Frequently asked questions about the COBie Certified Professional™ program can be answered on the cobie.buildingsmart.org web site.

Additional questions may be submitted by email to the COBie Certification Subcommittee through the email address cobie@buildingsmart.org.

Proctoring Rules and Instructions for Registered Candidates

You must login to the exam platform and proctoring website (ZOOM) **20 minutes** prior to your scheduled exam time. **If a candidate logs in less than 10 minutes before the start of the exam, he/she will need to reschedule their exam date and time.**

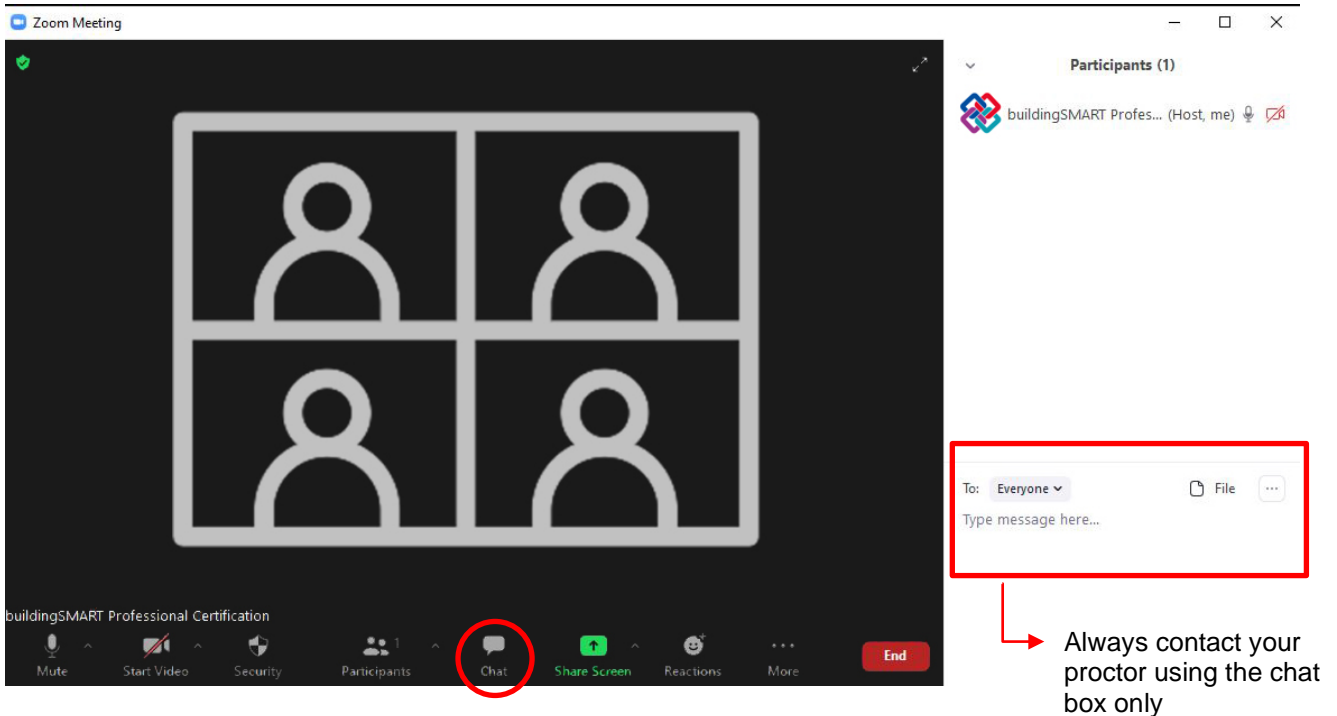
The proctor will cover the following rules:

- Computer must be connected to a power source.
- Have an active broadband internet connection
- You will be videoed during the examination and you must always remain in the view of the camera.
- Please tell your proctor if you are using 2 monitors prior to the start of the exam.
- Close all other programs or window on your testing computer before you begin the exam.
- You may have three (3) additional windows open on your desktop. These additional resources are:
 - NBIMS-US V3, Chapter 4.2
 - NBIMS-US V3, Chapter 4.2, Annex
 - one COBie file spreadsheet file

Aside from these three (3) resources, you may not receive external assistance of any type during this examination.

- The proctor will not answer questions about the exam content.
- Web cams, speakers and microphones must remain switched on or you will be disqualified.
- You must sit at a clean desk or table. No other documents are allowed.
- No talking during the exam
- No background noise in the room
- No one else to be in the room.
- Mobile phone/ Smart watch to be switched off.
- Turn off background application notifications.
- No additional camera is connected to your computer
- There is adequate light in the room
- There are no breaks during the exam, so ensure you have had a toilet break well beforehand and that you have all the drinks that you need beforehand.

- To contact the proctor, you must use “Chat” mode. **The chat window should remain open during the exam.**



- You may not use the chat function to chat to “Everyone”
- At the end of the exam, send a private chat message to the proctor saying that you have finished, and you will be dismissed by the proctor.

Should these rules be broken, it is highly likely that your attempt will be disqualified. There will be no appeal of disqualification. There is no refund for disqualification.