



COBie Certified Professional™

**Exam Organization Overview and Proctoring for Registered Candidates
Version 7.0 (10-February-2025)**

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1. 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.

2. 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.

3. Required Technology

This online exam requires:

- A stable, uninterrupted broadband internet connection.
- A laptop or desktop computer equipped with a camera and microphone for proctoring.
- A large monitor is strongly recommended for better visibility.

Prohibited Devices:

Tablet computers and cell phones are not allowed, as some questions include images that require detailed review.

Permitted Resources:

During the exam, you may have up to three additional windows open:

- NBIMS-US V3, Chapter 4.2
- NBIMS-US V3, Chapter 4.2, Annex A
- A COBie spreadsheet of your choice

Beyond these three resources, **no external assistance** is permitted.

4. Exam Organization – Overview**Pre-Exam – Part 1**

Before starting the exam, candidates must:

- Create an exam account at <https://qualification.buildingsmart.org/>
- Log in to the exam platform and complete four required activities:
 - o **Read First** – Review important guidelines.
 - o **Check Your Audio & Video** – Ensure your setup functions correctly.
 - o **Demographic Survey** – Answer optional questions to help assess training needs (submission required to access the exam).
 - o **Sample Questions** – Complete five sample questions to familiarize yourself with the exam interface (unlimited attempts).

After completing these activities, the COBie Certified Professional™ exam will be displayed. The exam remains locked until the scheduled date and time, when the proctor provides the exam password.

Start Exam – Part 2

- The timed exam lasts two (2) hours and consists of 160 randomly selected questions from a bank of over 600 possible questions.
- Candidates must manage their time carefully, with less than one minute per question on average.

5. Exam Day Guidelines**Before the Exam:**

- Candidates must log in to both the exam platform and Microsoft Teams at least 15 minutes before the scheduled start time.
- If a candidate logs in less than 10 minutes before the exam start, they will need to reschedule.
- Have a photographic ID ready for verification.
- The proctor will confirm your identity, ensuring that your given name and family name match your registration form.
- The proctor will review exam rules before the exam begins.

During the Exam:

- The two-hour timer will start when the exam begins, and a countdown clock will be visible.
- Your camera and microphone must remain on throughout the exam. Failure to comply will result in exam cancellation without a refund.
- The exam will automatically submit after 120 minutes, regardless of how many questions have been answered.

6. Question Format

The exam consists of the following question types:

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

Important:

Some questions ask for the most correct answer, while others require identifying what is not correct. Carefully read each question before selecting your response.

7. 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).

8. 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.

The exam result will be graded as either **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 result on the exam platform once the exam is completed.

Individual scores will not be released to the candidate or made public.

9. Re-Examination

Should a candidate fail 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.

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

10. Certificates

After receiving notification that the candidate has passed the exam, they will be able download their certificate and digital badge from the exam platform.

The name of each person who passes the exam will be registered on <https://cobiecert.buildingsmart.org/registry-professionals/> 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.

11. 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.

12. Recertification

Recertification may require 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/>

13. Exam Proctoring Rules

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. ChatGPT is prohibited.
- 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.



- 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.

14. 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.

15. 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.