ACCREDITATION GUIDELINES FOR EXAM DEVELOPERS

BTCertiCentre
Business Transformation Certification Centre

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1.   Introduction: what is an Exam Developer

An Exam Developer is the person who develops exams for a specific topic.

2.   What is the benefit of creating an exam?

BTCertiCentre pays you percentage of the value of each exam sold if it is valid.

3.   Who can create an exam?

Professionals or organizations that have the appropriate academic background and professional practice in the subject in which the exam will be developed.

4. What are the themes for creating exams?

They are themes related to Business Transformation and Digital Transformation.

The focus is on tactical-strategic approaches within organizations.

The exams must demonstrate knowledge on the subject and that the certified person can plan and manage its implementation. For example: plan and manage the implementation of robotic processes.

In other words, the exam must also help in the management training of professionals on the corresponding theme.

The key words for the construction of the exams are:

How to define the strategy, how to align the strategy, how to plan, how to implement, how to manage, how to evolve, how to structure a project or program.

The list of subjects for which exams can be taken are:

- Artificial intelligence.
- Robotic Process Automation.
- Digital transformation.
- Business agility.
- Agility culture.
- Innovation management.
- Innovation culture.
- Technology management.
- Technology Governance.
- Data management.
- Data quality.
- Data strategy.
- Data governance.
- Culture transformation.
- Industry 4.0 or Smart Factories.
- Virtual and Augmented Reality.
- Robotics.
- Agile product development.
- OKR´s for digital transformation projects and goals.

5. How long do I have to create the exam?

You have a maximum of 4 months to create an exam. However, some control marks must be obeyed, which are:
· Create the Exam Syllabus within 2 months
· Create Exam within 2 months

If the first milestone is not met, BTCertiCentre does not guarantee exclusivity on the exam.

6. What levels can I create exams for?

We use Bloom's Taxonomy to define exam levels. (Search the internet using the keywords Bloom Taxonomy to find out more)

We have three exam levels, namely:
· Foundation
· Practitioner
· Advanced

Foundation exams generally cover Bloom levels 1 and 2, Practitioners levels 3 and 4 and Advanced levels 5 and 6.

Higher level exams cannot be taken unless lower-level exams are ready due to the certification path.

7. Do I have exclusivity on the exam I am going to build?

When BTCertiCentre accepts you as an Exam Developer for the development of an exam, you will have exclusivity if the deadlines for preparing the exam are respected.
Within this 4-month period you have the exclusivity of construction and launch.
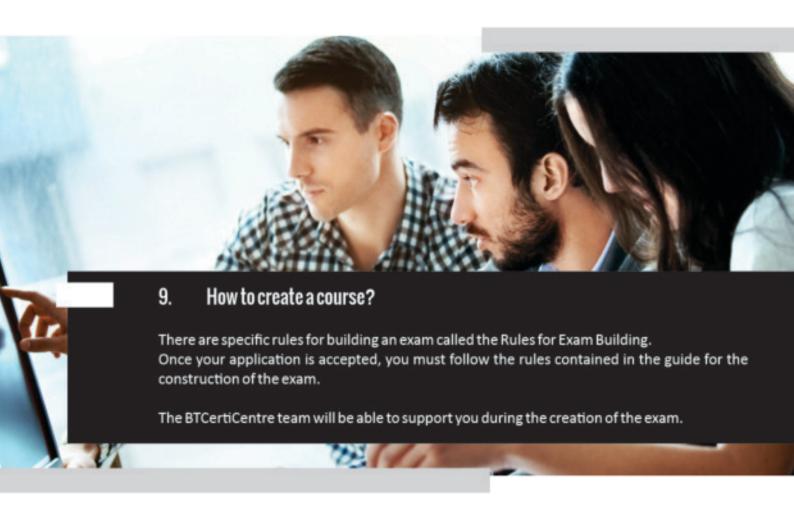However, there is no guarantee of exclusivity for the Practitioner and Advanced level certificates.
In this case you must resubmit a proposal for a new exam.

8.   Can I create courses for the exam I created?

Yes, if you are an Accredited Training Organization accredited by BTCertiCentre or that you are an Accredited Individual Training Provider if the accreditation is still valid.

9.   How to create a course?

There are specific rules for building an exam called the Rules for Exam Building.
Once your application is accepted, you must follow the rules contained in the guide for the construction of the exam.

The BTCertiCentre team will be able to support you during the creation of the exam.

10.   Do I have to submit the exam for approval?

Yes, BTCertiCentre will do the exam compliance assessment.

Once accepted, BTCertiCentre will inform the partner and send a contract to formalize the agreement.

Right after the BTCertiCentre will give the partner access to its exam platform so that they can place the exam in it.
BTCertiCentre is responsible for the exam's marketing and communication actions for the global community of professionals.

11. How to apply to be an Exam Developer

11.1 The Process

The Accreditation process takes place in 4 steps, as shown below:

· First Step – Application: Consists of filling in an application form for Exam Developer with basic information about your identification and background and the groups of certification products of interest.

· Second Step – Evaluation: In this step the application is received by the BTCertiCentre and evaluated according to the rules established for evaluation. The evaluation is done by independent professionals.

· Third Step – Accreditation Granted: At this stage, the Exam Developer will receive Accreditation if approved in the process.

11.2 What are the requirements to be accepted as an Exam Developer?

The requirements to qualify to develop exams are:

Mandatory:
· Undergraduate
· Minimum experience of 5 years on the exam topic.

Desirable (is a plus)
· Master's or doctoral degree or post-graduation
· Academic experience as a teacher for undergraduate courses (minimum of 5 years)