



**Personnel Certification  
Online Exam Process**  
Frequently Asked Questions (FAQ)

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## Table of Contents

1	Purpose and Scope .....	3
2	Terms and Definitions.....	3
3	Frequently Asked Questions (FAQ).....	4
3.1	General - Questions .....	4
3.2	Exam Application Process - Questions .....	6
3.3	Exam Preparation – Questions .....	7
3.4	Taking the Exam - Questions .....	8
4	Status of the Document .....	10
4.1	Releases .....	10
4.2	Release Signatures .....	10



## 1 Purpose and Scope

This document was created to assist with questions that are asked frequently. This document will be used as a reference document and is subject to change based upon the improvements of the Personnel Certification Online Process.

## 2 Terms and Definitions

CACE	Certified Automation Cybersecurity Expert
CACS	Certified Automation Cybersecurity Specialist
CFSE	Certified Functional Safety Expert
CFSP	Certified Functional Safety Professional
CSP	Cybersecurity Practitioner
FSP	Functional Safety Practitioner
GDPR	European Union General Data Protection Regulation
IEC	International Electro-technical Commission
ISO	International Standards Organization
Referee	A person who knows a candidate professionally and is not family related



### 3 Frequently Asked Questions (FAQ)

#### 3.1 General - Questions

**Question:** When may I take the online exam? Is it ready for me to take?

**Answer:** Email [admin@exidacfse.com](mailto:admin@exidacfse.com) for online exam status

**Question:** Will I need to travel to a location in order to take the online exam?

**Answer:** No travel will be needed to take the exam. You can take the exam from the comfort of your home!

**Question:** CFSP and CFSE will be online? or only CFSE?

**Answer:** All exams will be made available! Functional safety and Cybersecurity exams.

**Question:** For the online exam which date it will be available?

**Answer:** Please contact the Administration and let them know which exam you are interested in. We are working extremely hard at releasing ALL exam types as soon as possible.

**Question:** Will it be possible to retake the exam online if it was taken last time in paper?

**Answer:** Yes

**Question:** Will the exam costs increase due to being online?

**Answer:** No

**Question:** Where do we pay and how much is the exam?

**Answer:** All costs are located and can be paid for online at this location: <https://shopcfse.com/>

**Question:** Does payment need to be received prior to taking the exam?

**Answer:** Yes

**Question:** Will the exam format change?

**Answer:** No. The exam format will remain the same

**Question:** Do I need to take a training to take the exam?

**Answer:** No

**Question:** Do you get more than 1 chance to pass the exam?

**Answer:** In the situation where one fails the exam, you may retake the exam for a fee.



**Question:** How long is the grading process once one completes their online exam?

**Answer:** The exam results will be sent to the candidate no later than 8 weeks after the exam is taken.

**Question:** Why not use the Prometric testing sites?

**Answer:** Testing sites require a candidate to travel and are more restrictive on exam scheduling. The online exam is available at ANY location and is not restricted to ONLY a testing site.

**Question:** Is the online exam only available during the COVID-19 (Coronavirus)?

**Answer:** No, the online exam is here to stay. It will be available from this point forward.

**Question:** In what languages is the online exam available

**Answer:** Currently the online exam is available in English only.

**Question:** Do the CFSE and CFSP have the same type of question and same difficulty level?

**Answer:** No. The CFSE questions are more challenging than the CFSP.

**Question:** Are the exams different if you prepared for 61508 vs 26262?

**Answer:** Yes. Please see <https://www.exidacfse.com/Programs/Specialties> and click on the exam type for information on the curriculum and reference material suggested.

**Question:** Is the exam process regulated per GDPR?

**Answer:** The entire process is compliant with the European Union General Data Protection Regulation (GDPR).

**Question:** Do you have to take the CFSP in order to take the CFSE and same for the cybersecurity certification (CACS → CACE)?

**Answer:** No. You may take the CFSE (functional safety) or CACE (cybersecurity) expert level exam without having to pass any other exam.

**Question:** Is there a certain percent (%) of questions based around a certain specialty exam type compared to the general questions.

**Answer:** Yes. All exams created have an equation built into the exam database that makes sure a certain number of questions are asked for each specialty.

**Question:** What is the pass rate for the exams?

**Answer:** In order to pass ANY exam type, a score of 80% must be achieved.

**Question:** What is the duration of the exam?

**Answer:** The exam duration depends on the exam type. This information will be found in your "Welcome Letter" and also can be located in this link (under the respective "Examination format" section):

<https://www.exidacfse.com/About/Candidate-Information>



### 3.2 Exam Application Process - Questions

**Question:** If you have taken the exam and failed do you need to send a new referee document?

**Answer:** Referee statements are valid for up to 1 year. If you need to retake an exam or are taking a new exam, please contact the administration to verify validity.

**Question:** When will my application be processed?

**Answer:** Applications are processed Mon - Friday 8am-5pm EST

**Question:** Is there a soft copy of the study guide?

**Answer:** No. Currently the study guide is only hardcopy, but this is subject to change.

**Question:** After application process, how long do we have to take the exam?

**Answer:** There is no time limit. We encourage a candidate to complete their application ASAP and then take their time to prepare for the exam.

**Question:** I hold a doctorate in safety engineering, and I see the CFSE / CFSP exams reduce the experience component based on highest-level of educational attainment; does this mean I could look into doing CFSP immediately? Or is it more worthwhile to aim for CFSE?

**Answer:** Yes. You may take the CFSP immediately. For information on requirements please see this link: <https://www.exidacfse.com/About/Candidate-Information>

**Question:** What are the minimum eligibility criteria (In terms of Field Exp.) for CFSE Exam or any other exam?

**Answer:** For information on requirements or eligibility please see this link: <https://www.exidacfse.com/About/Candidate-Information>

**Question:** Can we schedule an exam time before my application is accepted?

**Answer:** Yes, but this is NOT recommended. We recommend you wait until your application has been accepted by the Administration. Once your "Welcome" email is received, you may schedule your exam time. NOTE: You may take your exam without a completed application, but payment must be received prior to taking the exam.



### 3.3 Exam Preparation – Questions

**Question:** Is there a demo for the exam preparation so that I know what to expect when taking the online exam?

**Answer:** Yes; It will be located on the CFSE and CACE website (also on the exida youtube channel. Search for “START to FINISH – The Certification Online Exam Process Explained”

<https://youtu.be/xSkjAZ1yeoQ>

**Question:** What computer requirements/environment are needed in order to take the online exam?

**Answer:** You will need high-speed internet connection, a webcam (internal or external), a functioning microphone, a Windows or Apple operating system, and a quiet, private, well-lit room.

Specific computer requirements are located here: <https://www.proctoru.com/proctoru-live-resource-center>

**Question:** What training is the exam based on?

**Answer:** The exam is not based on any specific training. The exam is based on industry knowledge, respective industry standards, and field experience.

**Question:** Does online training help with online exam?

**Answer:** Yes but it is not a requirement. Online trainings can be found here:

<https://www.exida.com/Training/Online>

**Question:** Should we wait for Application approval and then consider Exida related training?

**Answer:** You do not need to wait for the application to be approved to take training.

<https://www.exida.com/Training/Online>

**Question:** Apart from online training, are there any referral books for the online exam?

**Answer:** Yes, some reference materials are located here:

<https://www.exida.com/Books>

There is also a safety book package that is the most popular item:

<https://www.exida.com/Books/Safety-Book-Package>

Reference materials are shipped globally from our United States corporate headquarters

**Question:** Any particular requirement on the screen size? is it ok to have 14" laptop screen?

**Answer:** No, laptop or computer size is user preference.

**Question:** Who are "Referee" for Referee statement? What if don't know anyone personally?

**Answer:** A person who knows a candidate professionally and is not family related. A referee does not need to be a certified individual.

**Question:** What if I have only one "previous" employer, how can I have 2 references? Can they be from the same company?

**Answer:** Yes. Referees do not need to be from different companies.



**Question:** Am I able to use my notes on the exam?

**Answer:** Yes. However, notes should not consist of exam questions of any kind.

**Question:** Are my training materials and training notes allowed to be used during the exam?

**Answer:** Yes

**Question:** How may I learn more about the Proctoring services, how it works and what to expect?

**Answer:** We recommend reading the following two links:

<https://www.proctoru.com/proctoru-live-resource-center>

<https://www.proctoru.com/downloads/howitworks.pdf>

**Question:** Are there practice exams available?

**Answer:** Yes. You may download a free practice exam located under the “study aids” section here:

<https://www.exidacfse.com/Resources/Forms>

You may also purchase the respective study guide located here:

Certified Functional Safety Expert / Professional (CFSE / CFSP) Study Guide

<https://www.exida.com/Books/Certified-Functional-Safety-Expert-Professional-CFSE-CFSP-Study-Guide>

Certified Automation Cybersecurity Expert/Specialist (CACE / CACS) Study Guide

<https://www.exida.com/Books/certified-automation-cybersecurity-expert-specialist-cace-cacs-study-guide>

### 3.4 Taking the Exam - Questions

**Question:** Will tools be available for short answer questions? Like drawing AND, OR gates, and Lambda. How these will be addressed?

**Answer:** There will be diagrams used in the short answer section, but there will not be a need to draw or recreate anything beyond typing your answer. You will be allowed scrap paper to help you solve equations or word problems before writing down your responses.

**Question:** How do we type symbols (like lambda or something else which may not be available in standard keyboard)?

**Answer:** Special symbols will not be required when answering exam questions. You may need to write out the word “lambda” but you do not need to use any special symbols.

**Question:** Will we be able to keep reference materials, exida books and copies of the 61508 / 61511 standards with us during the exam?

**Answer:** Yes. The same reference material will be allowed during the exam.





**Question:** What if during the course of the exam, my wifi / broadband breaks-down?

**Answer:** If your internet is not trustworthy then we do NOT recommend taking the online exam. You must complete the exam for it to count.

**Question:** What if I need to use the restroom?

**Answer:** Prior to the start of the exam, you will be asked to use the facilities. If for some reason you must walk away from your computer, please note that you are taking a risk of having your exam disqualified. We will review the recording and make a determination on the validity of the occurrence. It will be at our discretion and will not be up to debate.

**Question:** I am a single parent with an infant, and might need to have the infant (2 yr old) on the same room, where I take the exam? Is that acceptable?

**Answer:** Yes, this will be acceptable to us. However, if your 2yr old helps you calculate a RRF then we will need to reconsider. 😊

**Question:** For the short answer sections, what happens when I answer too many or not enough total points for that section? you just have to answer enough questions to add up to the total point value required. If you answer more questions than that, do they pick the questions that get the most points to give you the best score?

**Answer:** If a section requires a specific amount of points, you are not required to exceed that number or answer a number lower than the points required.

If you answer more than the specific amount of questions, then you will be graded to the amount of points you answered. For example, if you answer 24 points then you will be graded on 24 points even if the minimum was 20 points. (It is advantageous to only answer the 20 points you feel BEST with)

If you answer LESS than 20 points, you will be graded on 20 points, since in this example, 20 points is the minimum.

**Question:** Are you unable to “deselect” an answer choice if you no longer wish to answer that specific question?

**Answer:** Yes



## 4 Status of the Document

### 4.1 Releases

Version: V1

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V0, R1: Draft;

Authors: Ted Stewart

Review: V0, R1: Melissa Chrisman, Sara Heverly, Megan Fuss; April 6, 2020

Release status: Released

### 4.2 Release Signatures

A handwritten signature in black ink, appearing to read 'Ted Stewart', is written over a solid black horizontal line.

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