

# Training programme and examination regulations SCRUM & Kanban

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## Note

This is the English translation of “Ausbildungsschema und Prüfungsordnung SCRUM & Kanban”, Version 4.1, released on 01.10.2020. In case of doubt, the German version always applies in its most recent version.

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## 1. Scope

This examination regulations apply to the exams held which have been approved within the scope of ITEMO's individual qualification scheme "Agile project management as per SCRUM" and "Agile project management as per Kanban" through ITEMO approved certification centres.

## 2. Examination regulations and documents

1. All forms relating to the examination will be created by the certification centre.
2. The list of questions (examination questions pool) will be forwarded by ITEMO to the certification centre. Every question needs to be assigned to an element in the syllabus so that the certification centre can weight the examinations correctly when compiling the examinations. The certification centre selects a choice of examination questions that have been selected at random and take into account the specified examination structure and examination weighting as per the syllabus.
3. In the case of static examinations, ITEMO is responsible for ensuring that the examination is compiled according to the relevant elements in the syllabus and as per the examination weighting.
4. The examination papers are compiled by the certification centre for each examination and candidate and sent to the examination invigilator. Once an examination has been completed, all the examination papers are to be returned to the certification centre, who may make or commission corrections as well as create reports of results and individual certificates. The certification centre creates statistical assessments and is responsible for archiving examination papers.
5. The list of examination questions is classified as confidential. Only the certification centre and ITEMO have access to the list of questions and the solutions. ITEMO is to be notified of any violation of this confidentially immediately.
6. The examination candidates can apply to review their examination papers. This request needs to be made to the director of the certification centre in writing. The director of the certification centre is to make a decision regarding this request. This request will usually be allowed.
7. In the case of repeat examinations, it is important to ensure that at least 50% of the examination questions did not appear in the previous examinations of the examination candidate. Repeating an examination is only possible if the examination or an element of the examination was failed and if there are still enough new examination questions available in the examination questions pool. There is no automatic right to repeat an examination.
8. ITEMO is to provide the certification centre with enough examination questions so that at least 2 complete sets of examination can be compiled while taking regulation 7 into account



### 3. Examination fees

Fees are applicable for all examinations and consist of an examination fee per candidate as well as an additional examination fee for the management of the examination which involves the certification centre (including compiling, organizing, implementing and marking of the examination using an examination invigilator). Registered candidates that do not sit or do not finish sitting an examination or even withdraw from an examination that they are registered for are not entitled to reimbursement or remission of the examination fees. Individual terms and conditions determine the deadlines, e.g. the terms and conditions of the certification centre. If the number of candidates falls below the specified minimum number of candidates per examination, then an additional examination fee may be charged. Further details are found in the schedule of fees published by the certification centre.

### 4. Admission requirements for the examinations

1. There are no preconditions that need to be fulfilled before taking the SCRUM Foundation Examination. It is also possible to sit the examination without attending a training.
2. The following preconditions need to be fulfilled in order to register for the SCRUM Professional level:
  - 2.1. Candidates have attended a professional course as per ITEMO's relevant SCRUM syllabuses
  - 2.2. A SCRUM foundation certificate as per ITEMO guidelines or one of the following certificates:
    - Professional Scrum Master Level I (PSM I) or higher as per scrum.org
    - Certified Scrum Master (CSM) or higher as per Scrum Alliance
    - Agile Scrum Foundation or higher as per EXIN
    - Scrum Foundation or higher as per International Certification Organization AG
    - Scrum Master as per TÜV SÜD Akademie
    - ScrumMaster certified by bg / Product Owner certified by bg
3. There are no preconditions that need to be fulfilled before taking the "Kanban Professional I" Examination. It is also possible to sit the examination without attending a training.
4. The following preconditions need to be fulfilled in order to register for the "Kanban Professional II":
  - 4.1. Candidates have attended a professional course as per ITEMO's relevant Kanban syllabuses
  - 4.2. A "Kanban Professional I" certificate as per ITEMO guidelines or one of the following certificates:
    - Kanban Professional – TÜV



## 5. Examination

### 5.1 Registering for the examination and identity check

1. An individual will be allowed to register for an examination if they have fulfilled the specified examination admission requirements.
2. The candidate needs to submit the following information to the certification centre in order to obtain certification: surname, first name, date of birth, place of birth, private address and email. If this information is not supplied, then the certificate may not be issued and posted. The candidate can supply this information via the training organisation or directly to the certification centre. The certification centre needs to ensure that the appropriate legal guidelines are followed (e.g. candidate's consent to store personal information).
3. The registration of each candidate for an examination is completed centrally via the authorized training institute. The training institute is to supply notifications and suitable evidence in accordance with the requirements of the certification centre. The candidate can also apply directly to the certification centre for open examinations held at the certification centre.
4. Before beginning an examination, candidates are to confirm their identity by submitting an official identity document (e.g. driving licence, personal identity card or passport).

### 5.2 General examination procedures

1. The examination contains questions from all chapters that are specified as relevant in the syllabus and divided as per the specified examination weighting. Example for 40 examination questions:

No.	Chapter title	Examination Weighting	Number of Questions
1	Introduction	10%	40 x 10% => 4
2	...	5%	40 x 5% => 2
3	...	12%	40 x 12% => 4 or 5

2. The training concept consists of two training levels (foundation and professional). In the first level, one certificate can be attained, while two certificates can be attained in the second level of SCRUM and one certificate in the second level of Kanban. The following table demonstrates the relationship between the individual certificate and the examinations or the sections of the examination that need to be passed.



Title of certificate	Examinations that need to be passed
ITEMO SCRUM Master & Product Owner (Foundation)	SCRUM Foundation
ITEMO SCRUM Master (Professional)	SCRUM Professional „SCRUM Master“
ITEMO SCRUM Product Owner (Professional)	SCRUM Professional „SCRUM Product Owner“
ITEMO Kanban Professional I	Kanban Professional I
ITEMO Kanban Professional II	Kanban Professional II

3. A registered examination candidate can withdraw before the start of the examination. The examination is thus regarded as not having been taken. If the examination candidate withdraws during the examination or discontinues sitting the examination, then the examination is regarded as failed. An appropriate comment "examination not taken" or "examination discontinued" and the reason for stopping the examination is to be specified in writing by the examination invigilator. All documents and examination papers are to be returned to the examination invigilator.
4. If the examination candidate cheats or attempts to cheat, then they are barred from sitting further examinations. An appropriate comment "exclusion due to cheating" is to be specified in writing by the examination invigilator.
5. Participants who disturb the progress of the examination may also be excluded by the examination invigilator. The examination is regarded as not passed. An appropriate comment "exclusion due to disturbance" is to be specified in writing by the examination invigilator.
6. The examination location is selected by the training institute and is approved by the certification centre or the examination invigilator on site. The examination rooms are to be prepared in such a way that candidates are not able to copy answers from each other, are not able to disturb each other and so that an atmosphere as "pleasant" as possible is created (there must be enough distance between the candidate and the person in front and the person next to them - usually > 0.8m). Tables are to be arranged (if possible) so that each candidate has their own table.



## 5.2.1 SCRUM Foundation & Kanban Professional I examinations

1. The examination procedure is a multiple-choice examination with 30 questions.
2. No additional resources or notes are allowed (closed book).
3. The length of the examination is 45 minutes. If the examination is taken in an foreign language, the candidates are allowed 60 minutes.
4. there are four possible answers per question, of which exactly one is correct. Each correctly answered question gives one point. If a question is answered incorrectly, 0 points are awarded (but no point is deducted). A question is considered correctly answered if only the correct answer is marked. A question is considered wrong if an incorrect answer is marked or if several answers are marked, even if the correct one is also marked.
5. At least 20 of the 30 total points are to be attained in order to pass the examination.

## 5.2.2 SCRUM Professional & Kanban Professional II examinations

1. The examination procedure is a multiple-choice examination with 40 questions.
2. No additional resources or notes are allowed (closed book).
3. The length of the examination is 60 minutes. If the examination is taken in an foreign language, the candidates are allowed 75 minutes.
4. there are four possible answers per question, of which exactly one is correct. Each correctly answered question gives one point. If a question is answered incorrectly, 0 points are awarded (but no point is deducted). A question is considered correctly answered if only the correct answer is marked. A question is considered wrong if an incorrect answer is marked or if several answers are marked, even if the correct one is also marked.
5. At least 27 of the 40 total points are to be attained in order to pass the examination.

## 5.3 Alternative formats

1 As an alternative to the examination procedures described above, a multiple choice examination with multiple answers is also possible. The following change is permitted:

1.1 For each question there are three to four possible answers, of which one, several or all answers can be correct. The required answer options are listed in the respective question catalog.

1.2 Each completely correctly answered question gives one point. If a question is answered incorrectly, 0 points are given (but no points are deducted). A question is considered wrongly answered if a wrong answer is marked or if not all correct answers are marked.



## 5.4. Conducting online exams

1. Online exams are generally possible. It is the responsibility of the conducting certification body to monitor compliance with a proper examination process.
2. If the online examination system contains the disadvantage that examination questions cannot be postponed to a later answer and/or that it is not possible to go through the examination again and adapt the answers after the first transfer of answers, the pass mark can be reduced by 5% to compensate for the disadvantage.

## 5.5 Assessing examinations

1. Examination invigilators who are supplied from the certification centre are allowed to assess examinations. Examination invigilators who are supplied from the training organisation are NOT allowed to assess examinations. In this case, the papers are to be sent to the certification centre who will undertake the assessment and the examination invigilator on site will provide information about the result.
2. The candidate usually obtains their result in the form of a results certificate directly following the examination. If possible, a certificate should be issued.
3. The examination invigilators of the certification centre and the training organisation are approved by the certification centre and do not need to have technical expertise in the examination subject matter. They are trained and responsible for ensuring that the standard procedure and autonomy of the examination.
4. Following the examination, all the examination papers are to be sent to the certification centre where they are to be statistically assessed. The examination papers of the candidate are stored for at least three years, unless a longer or shorter period of time is made mandatory by law. The examination papers are to be destroyed in accordance with legal regulations.

## 6. Reviewing examinations and appeals

The right to review an examination only exists if the candidate fails the exam or does not gain the necessary number of points or success rate (e.g. for the training accreditation). The certification centre may charge an specified administration fee for allowing an examination to be reviewed. These fees are not allowed to exceed the costs incurred. An appeal of an examination is only allowed under these conditions. The appeal must be made in writing within four weeks after the result of the examination has been announced. The certification centre and the management board of ITEMO are to decide on the appeal together. No legal action may be taken.



## 7. Applicable documents

- SCRUM syllabus of ITEMO, valid from 01.10.2020 (version 3.2) or a released newer version.
- Kanban syllabus of ITEMO, valid from 01.12.2019 (Version 1.0) or a released newer version.

