Examination regulations

**for the qualification measure
"Certified Systems Engineer (GfSE)"® Level C**

Article 1
Admission

All candidates are admitted to take this examination who meet the requirements as per Article 1.1 and who can provide evidence for the attendance of at least 80 % of all course units of a recognised SE-ZERT® Level C training course in the form of a written confirmation issued by the training course provider.

Article 1.1
Requirements

Admission to the examination requires:
- A completed technical training as Foreman or Technician plus at least 5 years of professional experience or a technical degree as Bachelor plus 2 years of professional experience or a technical degree as Master, Dipl. Ing FH, Dipl. Ing. plus 1 year of professional experience.
- Proof must be provided for at least 1 year of professional activity covering SE skills (functional areas). At least 3 skills (functional areas) must be covered:
    o Requirements Management
    o Product Qualification, Verification, Validation
    o Risk and Opportunity Management
    o Process Definition & Management
    o Configuration Management
    o Tool Support
    o Technical Planning
    o Systems Engineering Training
    o Estimation of Technical Expenses
    o System Integration
    o Architecture Design/Development
    o Quality Assurance
    o Specialty Engineering per INCOSE Handbook (e.g. logistics, servicing, reliability, maintenance, compatibility, environment safety, etc.)
- Recognition of the INCOSE Code of Ethics and the Trade Mark Usage Codex

In addition, the certification body may take individual decisions where special professional careers are checked for equivalence with the specified admission requirements.

Article 2
Training course

The contents, duration, and structure of the SE-ZERT® Level C training course correspond to the curriculum confirmed upon accreditation by certification body.

Article 3
Examination procedure

The examination to provide evidence of knowledge, skills and competences acquired through participation in the training course consists of a written examination. The examination is supervised by nominated examiners and evaluated in accordance with the examination criteria set by the certification body.

Article 4
Written examination

The written examination is generated from the pool of examination questions of the certification body. It consists of a total of 42 multiple choice questions and 8 essay questions (free text response). Candidates will be given 120 minutes to complete the written examination.

Article 5
Assessment of performance

The examination is evaluated by awarding points.

The assignment of tasks to the number of achievable points is provided to the examiner in the form of a solution sheet supplied by the certification body. Multiple choice questions with several correct answers are only accepted as correct and awarded points if all of the correct answers provided have been identified.

Article 6
Passing/failing the examination

Candidates pass the examination if they achieve a score of at least 67 % of the maximum possible number of points.

The achieved score will not be revealed.

Article 7
Re-examination

Candidates who fail the exam may request a resit but not earlier than one month after announcement of the results. The examination must be applied for informally at nominated examiner. If a candidate fails the examination three times, they must take the training course again before being admitted to resit the examination as per Article 2.

Article 8
Examination rules

1. Fraud of any kind is prohibited.
2. Only the examination booklets provided by the nominated examiner may be used.
3. If required, a pocket calculator will be provided as an aid, no other aids are permitted.
4. If the above rules are not observed the candidate will be deemed to have failed the examination.

Article 9
Appeals

Appeals and complaints must be addressed to the nominated examiner within 14 days of the announcement of the examination results. Complaints/appeals will be handled in accordance with the standard operating procedure for handling complaints/appeals of the certification body.

The certification body nominates a second SE-ZERT Assessor as examiner to assess the examination.

If the assessment results in:

- "Not passed" (<67%), the examination is rated as not passed. The candidate receives a report with tips and findings to prepare for a re-examination
- "Passed", the examination is rated as passed

Article 10
Certification

The nominated examiner verifies whether the candidates' documented data meet the admission requirements and examination results defined in article 1. The verification result decides whether a certificate is issued.

The certificate is valid for 5 years and can be prolonged respectively by an additional 5 years through a recertification procedure.

The certificate will be sent by the certification body to the candidate.