



Expert FSIE™

D421

Oral Examination Regulation

STATUS: Version 1.0

Authored by: ec@fsie.ch (Education Commission, Lead: K. Munter)

1. Purpose

This regulation encompasses the detailed requirements and procedures of the oral examination conducted in the context of the titles Expert FSIE™ (www.fsie.ch) and the Education Charter (EC) of the FSIE ([D020-LINK](#)).

Passing the 2 experts oral exam is required for the certification of a candidate for a program (aka specialisation).

2. Objectives

Passing the examination is considered to be the proof that an individual is capable to take on the lead of and execute the specialized tasks as listed in chapter 3.1 of the respective specialization program in a competent and responsible way.

3. Tasks of the Certification Operator SAQ

The SAQ has the tasks of:

- Checking all pre-conditions to the oral exam, especially a positively assessed case study
- Organization and execution of the examinations
- Gathering the assessment and communication of the result.

4. Examination form

- The examination is an oral exam of 60 minutes. It can be held in person or via telecommunications infrastructure of the examiners; the candidate must be present in a controlled physical test centre.
- At least 1 week before the examination, the examiners receive the accepted case study. The examiners prepare questions along the case study in order to verify the candidate's original contribution and additional questions in order to complete the practices picture not covered by the case study.

5. Examination Modalities

Precondition for the Examination

Only candidates fulfilling all preconditions, the formal ones and the positively assessed case study, are allowed to go for the examination.

Time and location of the Examination

The location (or Teleconference mode/infrastructure) and the date/time are defined by SAQ.

Minutes and Recordings

The examiners take minutes using the form [D422 FSIE Oral Exam Evaluation Form](#) and an electronic audio (or video) recording of the examination. The audio/video is only preserved as long as the appeals period has not expired, and/or an appeals process is still ongoing. In the case of an appeals process, the recordings are archived for 10 years after the appeal process closing date.

Language

The candidate may choose between German or French as the examination language. If both, the examiners and candidate agree, then the examination language may also be Italian or English.

Fees

SAQ charges the certification fee. This fee must be paid before the case study assessments and, hence, the examination begins.

A candidate that withdraws his or her application before the case study assessments have started, receives a refund of the certification fee. In all other cases, the fee is not refunded.

The current prices sheet is published on the web in [D202 Pricing – LINK](#).

Evaluation criteria

Each question / examination topic as well as the overall assessment receives a mark (1 troll - 6 excellent, using half-marks). To pass the exam an average mark of 4.0 and no mark < 3.0 are the requirements.

6. Repetition of the examination and appeals

Result communication

The result of the examination is communicated to the candidate in written form by SAQ.

Repetition

The examination can be repeated unlimited times after failure. However, the entire application and certification processes must be newly started and conducted and all fees again paid before a new examination can take place.

Appeal

A negative examination decision can be objected at within 30 days at the Education Appeals Commission (EAC, eac@saq.ch) of SAQ providing documented evidence and justifications. The processing of the appeal start when the appeals deposit amount to cover the costs of the appeal in the case it should not be successful is paid (onto an SAQ account).

7. Procedure of the oral examination

The examination is structured into 4 parts

- Presentation of the case study (15 minutes)
- Expert interview regarding the case study / specialisation (15 minutes)
- Expert interview regarding the specialisation remaining parts (15 minutes)
- Expert interview regarding to the CBOC (15 minutes)

Each part gets an average mark (not rounded). Then, the 4 average marks get averaged again and the result is rounded.

Part 1 - Presentation of the case study

The presentation should contain more than the written details and give an overall big picture of the case. It should emphasize the problems addressed and solutions chosen in the project. Presentation skills and project governance are examined too.

Presentation Criteria
Overall impression
Structure (Core statement(s), Agenda, Intro, Main Part, Summary, Recomm./Outlook)
Media used (Reasonable switches, not only bullet points)
Language (simple, clear, understandable)

FSIE – Federation of Swiss IT Experts

Gestures (Talking to Audience, Eye Contact, appropriate Gestures)
Examples (Content is explained using examples)
Repetition of Core Statements
Content Criteria
Communication of the starting situation and context
Communication of the Objectives and Business Case
Alternative solutions evaluation, decisions are given reason(s) for
Technical challenges are explained, appropriate solutions were made
Project Management - Governance Criteria
Project Customer (sponsor) and Solution Provider separation is clear
Customer – Provider cooperation is trackable (minutes, milestones, acceptance, ...)
Stakeholder analysis done, their interests made explicit and treated systematically
Impacts into business and IT operations identified and measures taken
Project decisions log documented
Project Risks are identified, and appropriate measures taken

Each criterion gets its mark. Each of the 3 blocks gets an average mark (not rounded).

The mark of part 1 is the average of the 3 blocks (not rounded).

Part 2 - Expert interview regarding to the case study / specialisation

The experts prepare questions that relate to the content of the case study as per chapter 4. of this document. They cover as many practices from the specialisation's program chapter 3.1 as possible from the study's content, but not more than 5. The questions must also reveal the genuine authorship of the candidate of the case study and presented project/change/work situation.

If the authorship is obviously faked, both experts must agree to this and also agree to the reason(s) and note(s) to be taken, then the oral exam may be stopped immediately.

If one or both experts have doubts about the authorship, they take notes. The exam continues to the end. The experts will discuss and decide on the issue after the exam. In the case of authorship fraud, the exam is failed, and the candidate can never apply again (is blacklisted).

The eventual authorship issues must not influence the marks given for the content of the answers.

Each question gets a mark which is averaged (not rounded) to yield the part 2 mark.

Part 3 - Expert interview regarding to the specialisation remaining parts

The experts prepare questions that complement the coverage of practices from the specialisation's program chapter 3.1 from part 2, but again not more than 5.

Each question gets a mark which is averaged (not rounded) to yield the part 2 mark.

Part 4 - Expert interview regarding to the Core Body of Competences (CBOC)

The examiners prepare 6 questions related to the CBOC. Ideally, they stem from rather complementary topics to the case study to provide a verification of the allrounder competences of the candidate. The examinee should be able to answer clear, at the CBOC-specified Bloom's level and be able to cite or "produce" examples for level 3 topics..

Regulation for all parts

Every answer is evaluated with a mark and a comment, whereby the marks 4.5/5/5.5 do not need a comment. We expect from an expert a good answer, which is normally expressed with the mark 5. A mark 4 or 6 should be given reason(s), a mark below 4 needs a detailed and "waterproof" reasoning and comment.

Examples

- We show a UML class diagram and ask for an explanation. It could also be a Entity Relationship Model (ERM).
- We ask for an example of the detailed requirements specification. We ask for the criterias used to specify good requirements.
- We ask for test scenarios used in the case study.