



**DIGITAL SKILLS**  
... AUTHORITY ...



# EXAMS SUPPLEMENTARY INFORMATION

# EXAM FORMAT



**Our exams are set at a high but achievable standard with a pass mark of 70%. They incorporate support where English is not a first language, as well as accessibility measures.**

## COB Certified Manager Exams:

The format for our exams consists of two practical parts unique to each program track: -

- Part A – 1hr 30 minutes Q & A
- Part B – 1hr 30 minutes case study practical

Dual and three track program add-ons

- Dual certification – Part C - 1hr 30 minutes
- Accelerated Digital Excellence program – Part D – 1hr 30 minutes

Exam formats for our Professional series vary.

## Exam Results

The exam results are normally emailed to you within two weeks with your digital certification issued to you shortly after.

## Final Day Exams – Classroom Course

**09:00** Welcome and refreshments

**09:30** Essential exam practice exercise with trainer review - Part B

**11:30 – 13:00** Exam Part A

**13:00 – 13:45** Lunch (is provided)

**14:00 – 15:30** Exam Part B

For those attending booking an exam retake or taking an exam further to a self-study or e-learning course, refer to your local authorized testing center for timings.

## Exam Retakes

If you do not pass your exam the first time, you can book an exam retake at authorized testing centers around the globe, or as Virtual (Remote) Exam option which can be purchased via our e-courses platform. There is an additional Digital Skills Authority exam administration fee for resits.

## For Students whose first language isn't English

We have welcomed a number of international students on our training programs, and they have performed well in the exams.

We have implemented a number of measures to support those whose first language is not English.

- Extra time is incorporated into the time allowed to complete the exam
- An unmarked printed language dictionary may be brought to the exam
- Trainer present at classroom course exams can explain questions in other words
- Avoided using acronyms and used international English words in exam
- No testing of writing abilities, and consideration made for language differences

**If you have any questions relating to booking or taking exams, please contact our customer services team [here](#) or call on +44 (0) 1753 362 654 UK, Europe, Middle East and Africa, or +1 (302) 574-6695**