

**USAI**<sup>®</sup>  
**EXAM  
POLICY**

**For Certified AI Prefect (CAIP<sup>™</sup>)**

**For Certified AI Prefect – Advanced (<sup>™</sup>CAIPa)**

**VERSION 2.0**

# AGENDA

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# INTRODUCTION

USAII® follows strict policies to help maintain the sanctity and reliability of its internationally renowned exams and ensure that an active, healthy, objective, and alternative method is used to assess applicants' eligibility for the award of its respected credentials. With the COVID-19 pandemic situation, USAII® understands similar natural calamities and considers the candidacies of examinees accordingly and helps within the purview of the individual situation.

## 1. Exam and Eligibility

The exam facilities in USAII® have been reviewed and constantly monitored for providing the ultimate exam experience for the candidates. All exams are carefully set considering the optimum level of knowledge the candidate must have to compete in the industry and maintain the highest standards of the prestigious certification opted by the candidate.

All USAII® exams are conducted on native platforms and are AI proctored with a smooth step-by-step process right from accepting the examinee's identification on the exam day to the result announcements. The USAII® exams are conducted across 160+ nations.

### Eligibility

The candidate accepted for the opted certification program is already checked and verified for eligibility and therefore s/he need not worry about the eligibility to appear for the respective examination. To check your eligibility for the opted certification program, please visit the eligibility requirements on the website.

## 2. Exam Format, Duration, and Questions

The USAII® exams will contain the knowledge and competency-based questions.

All USAII® certification exam is a multiple-choice computer-based exam and is 100 minutes in duration.

Each multiple-choice question has five choices, one or more of which is the correct answer. Applicants can answer randomly and can view or return or change the answers to previously answered questions at any time. Therefore, please ensure that the answers to each question have been properly reviewed before submitting the exam.

Certifications	CAIP™	™CAIPa
No. of Questions	45	50
Duration (minutes)	100	100
Passing Percentage	70%	70%
Open Book	No	No

### 3. Exam Registration and Fees

The USAII® exams are only held to check and verify the candidate's knowledge and also to assess the capability of the candidate that must correlate with the program curriculum and standards. Therefore, registration for the USAII® exam is nothing but a process where the candidates first opt and register for the respective certification program and then take the corresponding exam to get certified.

The certification program fee also includes the exam fee, hence the candidate is not required to pay any additional fee unless the candidate reschedules or reappears for the exam in certain conditions, which is explained below.

### 4. Exam Scheduling

Once the candidates have successfully registered for the certification program, they should log in to *myControlPanel* and click on the 'Exam Details' button on the dashboard. You can select the available date and time period for the assessment and save the exam day. You can schedule your exam as soon as you pay your certification fee. However, by default, the exam slot will be available after 25 days of your payment. USAII® mandates a 25-day immersion time for registrants to help them orient entirely and build their conceptual foundations in Artificial Intelligence, Machine Learning, and more.

We encourage you to schedule your exam soon after registration for a future date so that you get your desired date and time slot. You get a total program duration of **90 days** to take your USAII® certification exam. To reiterate, you must schedule your exam between **25 and 90 days** of payment (for K-12 programs only including CAIP™).

### 5. Exam Rescheduling and Cancellation

You can change your exam appointment within three or more working days before the scheduled exam date without any extra fee. To change the exam appointment, please log in to *myControlPanel* and click 'Exam Details' to view your current exam schedule, and then click on the 'Reschedule' button to change your exam appointment.

In case you have less than three (3) business days before your scheduled exam date, then you may not be able to reschedule your exam, and if you miss your exam, then you will forfeit your fees. Here, you will have to reschedule your exam after paying a nominal exam fee of US \$149.

To reschedule, click on 'Exam Details' – read the instructions on the pop-up and upon confirming, you will be redirected to the payment gateway for the fee payment of **US \$149**. Once the payment is done, the 'Reschedule' button will be activated within the 'Exam Details' tab. You can click on this tab and reschedule with a new date and time.

To **cancel** your exam, please log in to your *myControlPanel* dashboard before 72 hours of your scheduled exam. **Canceling** the exam or missing the exam will result in the forfeiture of your exam fee without recourse, and you will also not get any additional assessment attempts.

## 6. Reappearing Exam

Please note that any candidate who opts for any USAII® certification program is eligible for **one free attempt** to take the exam. This exam can be taken right after registering for the program (after apt processes are fulfilled). In case the candidate is unable to clear the exam, then the candidate will have multiple chances to clear the exam by paying a nominal fee of \$149 for re-examination.

If the candidate cancels the first scheduled exam or becomes a no-show, s/he must pay a nominal fee of **US \$149** to reschedule the exam.

The candidate can apply to reappear for the exam seven(7) days after the exam results are announced by paying the fee of USD 149 from their *myContolPanel*. Please note that this is not a one-time fee, and you will need to pay each time you apply to reappear for the same exam.

## 7. Exam Day Requirements, Procedures and Results

### 7.1 Code of conduct policy

USAII® adopts a "zero tolerance" policy for any misconduct in its ecosystem. During the exam, the test administrator (or invigilator or proctor) has the right to terminate a candidate from the test for any of the following reasons:-

- Cause any interference during the exam
- Offer or get help from anyone.
- Use digital assistants, notes, books, watch calculators, electronic dictionaries, or other auxiliary equipment/equipment. Please note that this is not an open-book exam.
- Use electronic devices, such as mobile phones.
- Try to remove any type of scraping paper during the inspection.
- Attempting to mess up the computer.
- Attempt to relocate from the assigned computer/system during the inspection.
- Try to remove question(s) during the exam.
- Failure to follow instructions given by the test manager (or invigilator or remote proctor).
- Sharing exam content with others.

**Note:** USAII® will take legal action against anyone who violates copyright laws (such as copying and distributing exam content or materials). The question database, exam forms, and all exam-related materials are copyrighted and are the legal property of USAII®. Any oral, written, or electronic communication is strictly prohibited. Any such behavior will be punished by law.

If any candidate is found to have committed any of the above forms of misconduct, his exam will not be evaluated, and his fee will not be refunded. Also, there will be six months to retake the exam. In addition, USAII® will review misconduct, which may lead to:

- Cancel the candidate's previous or current test scores
- Revocation of the test taker's certificate

## 7.2 Exam Day Procedures

USAII® exams are completely digital/ online and real-time proctored and delivered in the private mode; however, it is strongly recommended that you arrive at the selected exam room/location at least 30 minutes before the scheduled exam start time to ensure that the exam room and the computer used for the exam have been thoroughly inspected, verified and approved to take the exam authorized by the designated USAII test Institutional conduct. You can familiarize yourself by taking a mock test. It is highly recommended to do this because it will help you w.r.t. systems or the Internet.

Please note, electronic devices are not allowed during the exam and you will not be allowed to take any breaks – the exam must be conducted all at once.

## 7.3 IDs that are accepted

Candidates must have two valid IDs (primary ID and secondary ID) from the following list, one primary photo ID with signature and one ID with signature.

### Primary ID

- Passport
- School ID
- Driver's License
- State/Country ID

### Secondary ID

- Any Primary ID
- Any Membership ID
- Student ID

The candidate must possess all necessary IDs issued by their country/region. In the absence of a valid primary ID from the country in which the test is administered, an international travel passport and a secondary ID from the candidate's country of nationality are mandatory. Furthermore, the first and last names used during registration must precisely match those on both IDs presented on the day of the test.

## 7.4 System Requirements

- Operating System: Windows 10, Windows 8.1 or 7 (32-bit and 64-bit) or macOS
- Display (Resolution): 1024 x 768 [Recommended]
- Network Connection: Wired Network [Strongly recommended for better Exam Delivery Performance].
- Internet Connection Speed: Minimum 1 Mbps
- Web Browser(s): Latest Version of Google Chrome Only.
- Webcam: Internal or External Webcam must be connected to the computer and working.
- Firewall(s): Corporate Firewalls (including VPNs) often cause this Exam Delivery method to fail. Please take the Exam without Firewalls.

## 7.5 Results

To clear the USAII® certification exam, the candidate must score 70% or higher.

After submitting the online test, you can view the results immediately. You will also receive the exam results via email. If you pass the exam, you can download and print the official certificate within 72 working hours.

In case a candidate is unable to clear the USAII® certification exam, s/he can reappear for the exam again after paying a nominal fee of USD 149 from their **myControlPanel** account. Please note that candidates can apply to reappear immediately after their exam results are announced by login into **myControlPanel**.

# 8. Special Conditions and Candidacy Reconsideration

## 8.1 Specially-abled Candidates

USAII® considers the specially-abled candidates are no different, however, can accept requests of taking the certification exam with certain help, such as a volunteer taking the exam on behalf of the candidate, but in presence of the candidate. Such requests must be informed to **exam@usaii.org** for necessary approvals from the Office of Assessment Committee (OAC).

## 8.2 Candidacy Reconsideration

There can be situations where a candidate is unable to take the scheduled exam - USAII® definitely understands these tough situations.

If a candidate misses the scheduled exam due to urgent reasons, please feel free to contact USAII® directly through [certificationhelp@usaii.org](mailto:certificationhelp@usaii.org). The following are acceptable reasons for missing scheduled exams:

- You or any immediate family member\* is suffering from a serious illness.
- Death of an immediate family member.
- You are summoned by the court.

\*Immediate family members means Spouse, Children, Siblings, Parents, and Grandparents.

If you miss the exam due to any of the above reasons, you must contact USAII® at [certificationhelp@usaii.org](mailto:certificationhelp@usaii.org). We will provide the incident number to send the necessary documents required by USAII®. After submitting the required documents, the request will be thoroughly reviewed, and the candidate review committee will make a corresponding decision. You will be informed more about the results of the request.

#### **The documents accepted for urgent reasons:**

- If you are sick/accidental, please provide a doctor's letter on letterhead, including title, address, and phone number.
- In case of unfortunate death, please submit a notification or death certificate from the hospital or government agency.

If you need additional time due to your other professional commitments, please reach out to us before the exam validity period at [certificationhelp@usaii.org](mailto:certificationhelp@usaii.org) or [exam@usaii.org](mailto:exam@usaii.org), and the Office of Assessment Committee (OAC) at USAII® will provide additional validity on a case-to-case basis. The OAC also has the right to disapprove your case and grant no additional validity.

## About USAII<sup>®</sup>

The United States Artificial Intelligence Institute (USAII<sup>®</sup>) is the world's leading Artificial Intelligence certifications provider for aspiring professionals and leaders at any stage of their career, organizations, institutions, academia, or governments, looking to upskill and reskill their expertise in the ever-evolving Artificial Intelligence domain.

## LOCATIONS

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