

EXAMINATION REGULATION COURSE

Analytics & Reporting – Focus Power BI

I. Course

Analytics & Reporting – Focus Power BI

- Chapter 1: Introduction to Power BI
- Chapter 2: Data preparation and visualization
- Chapter 3: Dashboards and Data Storytelling
- Chapter 4: Advanced topics and final project

The detailed descriptions of contents and qualification objectives of the course are in the associated curriculum.

II. Examination Regulation

§ 1: Purpose of the examination

1. The examination of the course mentioned under I. is carried out by means of an online quiz in the learning environment of StackFuel GmbH and constitutes the proper conclusion of the course taken.
2. The examination determines whether the participant has achieved the qualification goals defined in the associated curriculum.
3. The examination is a qualitative examination.

§ 2: Admission to the examination

1. Participants who have completed chapters 1 - 4 at the time of the examination are admitted to the examination.
2. The provision of the examination software in the learning environment is carried out by StackFuel GmbH. The implementation, both in terms of time and place, is the responsibility of the participant. The implementation must take place within the regular course period or in a course extension.

§ 3: Evaluation of the examination

For the evaluation, a distinction is made between "pass" and "fail". Performance is not graded. After submitting the examination, the participant(s) will be shown the corresponding final percentage result, as well as the necessary percentage points.

§ 4: Examination type and passing

1. The qualitative exam consists of a final quiz.
2. For the final quiz, the participant has 45 minutes per attempt to answer all the questions and submit the result.
3. The final quiz is considered passed if a percentage score of at least 70% is achieved.

4. If the student fails the final quiz, they can take the final quiz a second time (1st repeat exam) and a third time (2nd repeat exam). A 3rd attempt (3rd repeat exam) is not possible. If the participant has not passed successfully on the 3rd attempt, successful completion with a certificate of completion is not possible. The evaluation of a further transmission of a solution is not accepted.
5. For scoring purposes, the best of the maximum of three attempts will be scored. If the final result is the same, the last transmitted result will be considered decisive.
6. The examination performance is to be provided as self performance and must be recognised as such. The same is to be applied to the learning content and all associated documentation.
 - a. Assistance or performance by third parties will be considered as cheating and will result in an offence.
 - b. Collaboration with other participants is permitted as long as no learning content is reproduced, copied, transmitted or used. Copying learning content and examination results is not permitted and will also be regarded as attempted cheating.
7. Passing the final quiz on the final project is a prerequisite for receiving a certificate of completion. In case of repeated failure, a confirmation of attendance will be issued, provided that all other conditions for this are met.

§ 5: Cheating and ordinance violation

1. In the event of an attempt to influence the result of an examination by cheating, the examinee will be excluded from continuing with the examination or course or repeating the appointment. The responsible persons from StackFuel GmbH decide whether the exclusion from the examination is confirmed. In this case, no certificate will be issued. The issuance of a confirmation of attendance is only possible as long as the work carried out meets the minimum requirements for the final confirmation.
2. If the exclusion is not confirmed, the examinee may take the examination again at the next possible examination date without paying a fee.
3. The decision must be communicated to the examinee in writing without delay and reasons must be given.

§ 6: Invalidity of examination results

1. If the examinee has cheated in an examination and this fact only becomes known after the certificate of completion has been issued, the certificate can be withdrawn. If necessary, the examination performance may be declared insufficient and the examination may be declared failed.
2. If the admission requirements for the examination were not fulfilled without the examinee intending to deceive on this and this fact becomes known only after the certificate has been issued, the passing of the examination compensates for not meeting the admission requirements. If admission to the examination was obtained intentionally and wrongfully, the partial examinations or the examination may be declared "insufficient" and therefore "failed".
3. Before a decision is made, the examinee must be given the opportunity to comment.

4. The incorrect certificate must be withdrawn and, if necessary, a new one issued. A decision under paragraph 1 & 2 is excluded after a period of 5 years from the date of issue of the certificate.

§ 7: Certificate of completion, Confirmation of attendance

1. After passing the examination, the participant receives a certificate of completion which entitles him/her to use the acquired qualification designation. If the candidate does not pass the examination or does not take it, he/she can still qualify for a confirmation of attendance, provided that the other requirements are met.
2. The basis for issuing a final document is also the corresponding processing of the learning content:
 - a. For the confirmation of attendance, at least 50% of the learning content of the chapter mentioned in § 1 must be completed.
 - b. For the certificate of completion, 100 % of the learning content of the chapter mentioned in § 1 must be completed.

§ 8: Inspection

After completion of the examination procedure, inspection of the examination documents can be requested within two months. StackFuel GmbH shall determine the time and place of inspection. The making of copies and photocopies is not permitted.

§ 9: Objection period

The appeal period ends two months after the end of the examination. The objection must be submitted in writing to StackFuel GmbH within the designated period.

§ 10: Retention period

The examination materials are kept by StackFuel GmbH for 10 years after completion of the examination.

§ 11: Jurisdiction

The place of jurisdiction is Berlin Charlottenburg.

§ 12: Entry into force

1. The examination regulations come into force on 5th May 2022.
2. The exam regulations apply to all examinees who started the Analytics & Reporting – Focus Power BI course on or after 5th May 2022.