



Certified Data Management Professionals

Enrolment instructions

Access to the exam platform

1. Enrolment link: <https://cdmpcatalog.dama.org/courses/hslexag>
2. The sooner you enrol, the more time you will have to take the practice exam and assess your results.
3. Enrolment does not close until the end of your event.

NOTE: All exams are open book

About the platform

The platform has 3 main components

Canvas Catalog	Canvas	Badgr
Allows you to self-enrol in exams	All exams are housed and taken here	Issues badges for all exams, and tracks all requirements on the CDMP certification pathway



Enrolment instructions



Your process

Start here: <https://cdmpcatalog.dama.org/courses/hslexag>

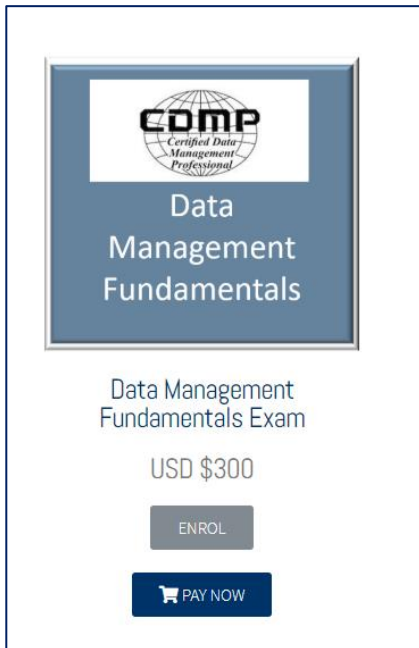
Webpage	Click enrol to commence the enrolment process – This takes you through the payment process. You will receive an email receipt with a download to the enrolment instructions.
Canvas Catalog	Catalog is where you undertake the enrolment process. This creates you an account in Canvas, and enrolls you in the exam You will receive 2 confirmation emails 1 – Confirming your enrolment in the exam 2 – Confirming your Canvas registration Please follow the instructions in both confirmation emails to complete your enrolment
Canvas	Access Canvas by logging in here: cdmp.instructure.com Here is where you see your exam enrolments. Once enrolled all information required is available from the canvas dashboard
Practise exams	Practice exam are made available in Canvas The practice exam draws 40 random questions from a bank of 200 practice questions. You will be given unlimited attempts.
Main exam	Main exams are only available for the duration of the event you are attending.
Payments	Payment is required post exam Each exam has a link to the payment and instructions at the top of the page
Badges	After passing an exam, badges will automatically issue. Badges are issued by Badgr.io. Participants will receive a notification email. All exams have a pass mark of 60%
Pathway	You will need to subscribe to the CDMP pathway to track your CDMP progress.



Start here: <https://cdmpcatalog.dama.org/courses/hslexag>

The ENROL button takes through the payment process.

You will receive an email receipt with a downloaded link for the enrolment instructions

A screenshot of a webpage for the 'Data Management Fundamentals Exam'. At the top is the CDMP logo. Below it, the text 'Data Management Fundamentals' is displayed in a large font. Underneath, it says 'Data Management Fundamentals Exam' and 'USD \$300'. There are two buttons: a grey 'ENROL' button and a blue 'PAY NOW' button with a shopping cart icon.

Exam/s available for this event

- Data Management Fundamentals
- Data Quality
- Data Governance
- Data Modelling and Design
- Metadata
- Data Integration and Interoperability
- Data Warehousing and Business Intelligence
- Master and Reference Data Management

All exams are setup for 110 mins, 1 attempt

Taking the exam

Log into: cdmp.instructure.com using the logon and password you used to enrol.

<p>Select the exam tile</p>	
<p>Click on the exam title</p>	

When asked click
Take the Quiz

The screenshot shows the 'Data Management Fundamentals Exam' page. The 'Take the Quiz' button is circled in red. The page includes a sidebar with navigation options like Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area displays exam details: 'Due No due date', 'Points 100', 'Questions 100', and 'Time Limit 110 Minutes'. Below this, there are instructions for the exam, including a list of rules and a 'Take the Quiz' button at the bottom.

You will be asked to install the *Honorlock Chrome Extension*. Honorlock is the online exam proctoring /invigilation/supervision solution used for all CDMP exams.

The screenshot shows the 'Honorlock Chrome Extension' installation prompt. A warning icon (a triangle with an exclamation mark) is circled in red. The prompt includes the text 'Extension Required' and 'Add the Honorlock extension to continue'. There is a 'GET STARTED' button and a 'Need Help?' link. The background shows the same exam page as the previous screenshot.

Follow through the prompts to download the Honorlock chrome extension, and pay the proctor fee

Once complete click
Take the Quiz

This screenshot is identical to the first one, showing the 'Data Management Fundamentals Exam' page with the 'Take the Quiz' button circled in red. It shows the sidebar, exam details, and instructions.

<p>During the Exam, You will see a question list and the time remaining</p>	
<p>If things go wrong during the exam. Click the Chat button for support</p>	
<p>When finished submit the exam, the exam score will appear on the top right.</p>	

<p>There is a payment link at the top of the quiz, to follow after completing the exam</p>	<p>IF YOU PASS AN EXAM (60 or more) PAYMENT WILL NEED TO BE MADE</p> <p>Instructions</p> <div style="background-color: #004a80; color: white; text-align: center; padding: 5px; margin: 10px 0;"> Data Management Fundamentals exam </div> <ul style="list-style-type: none"> • There are 100 multiple choice questions (five choices for each question) • You have 110 minutes to complete the exam once you start. When you click on the button "Take the Quiz", all the questions will be displayed and the timer will start. • During the Exam, a question list on the top right allows you to see questions answered and unanswered. To navigate straight to a question, click on the required question in this list. • After you submit: Your mark will be displayed on the right under the heading <u>Submission Details</u> <div style="text-align: right; margin-top: 20px;"> <div style="background-color: #004a80; color: white; padding: 10px 20px; border-radius: 15px; display: inline-block;"> PAY FOR EXAM </div> </div>
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<p>Read and complete the payment instructions</p>	
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Please note: The platform does not provide proctors or event coordinators with your exam results.

Badges and certificates

<p>The Badges tab shows you what badges have been issued</p>	<p>Badges for all exams are issued automatically, sometimes it can take 24-48 hours for the notifications to flow through the system. You will receive a notification email from Badgr once it has been issued.</p> <p>Certificates are sent directly to you. This occurs after the event and cross checking all payments is complete.</p>
<p>The Pathways tab is where you Opt-in to the pathway.</p>	<p>Please optin to the pathway only if you are wanting to attain Practitioner or Master level. This is how certifications are tracked and automatically issued.</p>