



Certified Data Management Professionals

Enrolment instructions

Access to the exam platform

1. The Enrolment link is provided in your email from DAMA-I
2. Enrolment does not close until 31 August.
3. 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

Start here: Click the enrolment link in your email

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 <ol style="list-style-type: none">1 – Confirming your enrolment in the exam2 – 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
Exams	Are available until 31 August
Payments	Payment is required prior to getting access to the exam.
Badges and certificates	Are issued after completion of your migration requirements.



Taking the exam

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

Select the exam tile	
Click on the Exam required	

<p>Follow the Payment process to pay the proctor fee</p>	<p>DMF Exam</p>
<p>When You are ready press Take the Quiz</p>	<p>DMF Exam</p>
<p>You will be asked to install the <i>Honorlock Chrome Extension</i>. Honorlock is the online exam proctoring /invigilation/supervision solution used for all CDMP exams.</p>	<p>Data Management Fundamentals Exam</p> <p>Due No due date Points 100 Questions 100 Time Limit 90 Minutes</p> <p>Instructions</p> <ul style="list-style-type: none"> • There are 100 multiple choice questions (five choices for each question) • You have 90 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: <ul style="list-style-type: none"> Your mark will be displayed on the right under the heading Submission Details; If you score 60 or above on the exam, you will receive an email link to your certificate. <p>Honorlock Chrome Extension</p> <p>This exam requires Google Chrome and the Honorlock Chrome Extension.</p> <p>Follow through the prompts to download the Honorlock chrome extension</p>

<p>Once complete click Take the Quiz</p>	<p>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' and a 'Submission Details' section.</p>
<p>During the Exam, You will see a question list and the time remaining</p>	<p>The screenshot shows the exam in progress. A 'Questions' list on the right side is circled in red, listing 'Question 1' through 'Question 9'. The 'Time Remaining' is shown as '1 Hour, 49 Minutes, 21 Seconds'. The main content area shows 'Quiz Instructions' and a 'Question 1' input field.</p>
<p>If things go wrong during the exam. Click the Chat button for support</p>	<p>A large blue circular icon with a white speech bubble, representing the chat support button.</p>
<p>When finished submit the exam, the exam score will appear on the top right.</p>	<p>The screenshot shows the exam completion screen. The 'Submission Details' section on the right is circled in red, displaying: 'Time: 2 minutes', 'Current Score: 0 out of 100', and 'Kept Score: 0 out of 100'. Below this, there is an 'Attempt History' table with columns for 'Attempt', 'Time', and 'Score'.</p>