

Best Practices for Automation Certification Guide

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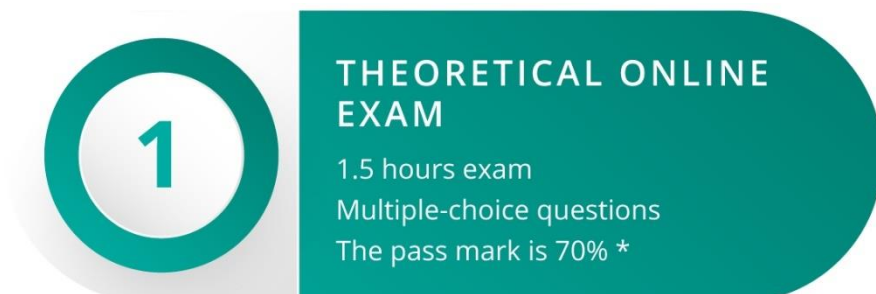
Introduction

This guide will help you to understand the scope of the Best Practices for Automation certification, which areas and topics are assessed, and the resources we offer to enlarge your knowledge and obtain the certification.

The Bizagi Best Practices for Automation Certification

The Bizagi Best Practices for Automation certification will increase your market value and enable you to excel as a Bizagi expert and turn any process model into a running application. Moreover, you can gain visibility and credibility with clients and employers and execute digital transformation strategies.

The exam consists of one individual exam:



Note: If you fail the certification, you can re-try it after three months. After that, you can buy the rights to start the process again.

The certification process comprises the following steps:

1. Start the certification process by making payment.
2. After the payment confirmation is received, you will have 4 weeks to take the theoretical exam. You can start at any time during this period.



Preparing the Exam

Prerequisites

Before enrolling for the Bizagi certification, make sure that you have completed the following self-paced or instructor-led courses:

- [Process Modeling](#)
- [Essentials of Process Automation](#)
- [Process Automation 1](#)
- [Process Automation 2](#)
- [Best Practices for Automation](#)

Experience implementing Bizagi Projects is highly recommended.

Preparation questions

The following panels, which are most likely to be part of either the theoretical exam will help you assess your knowledge to review basic and advanced topics about best practices in process automation.

Each panel contains a set of questions that will guide you through the topics you need to review. The questions DO NOT ENCOMPASS all the topics assessed in the certification, but they will give you an idea of the minimum knowledge required to complete the theory exam and practical exercise successfully.

For each question, you have one link to our product documentation on the Help page.



Best Practices

How to keep a logical and clear sequence?	<u>Go to user guide</u>
How to correctly use the BPMN standard?	<u>Go to user guide</u>
How can you simplify diagrams?	<u>Go to user guide</u>

2 MODEL DATA

Best Practices

How to apply the right nomenclature and standards?	<u>Go to user guide</u>
How can model efficient Data models?	<u>Go to user guide</u>
Which are the guidelines when integrating data?	<u>Go to user guide</u>

3 DEFINE FORMS

Best Practices

How can you display information in a clear and ordered way?	<u>Go to user guide</u>
How to design usable Forms?	<u>Go to user guide</u>
How can you design efficient Forms?	<u>Go to user guide</u>

4 BUSINESS RULES

Best Practices

Which are the general guidelines for business rules?	<u>Go to user guide</u>
How can you design efficient and governable business rules?	<u>Go to user guide</u>
How can you implement efficient code?	<u>Go to user guide</u>

5 PERFORMERS

Best Practices

How can you control the number of users that can be allocated?	<u>Go to user guide</u>
When to use the Everyone assignation method?	<u>Go to user guide</u>
How can you avoid allocating tasks that might assign to many users?	<u>Go to user guide</u>

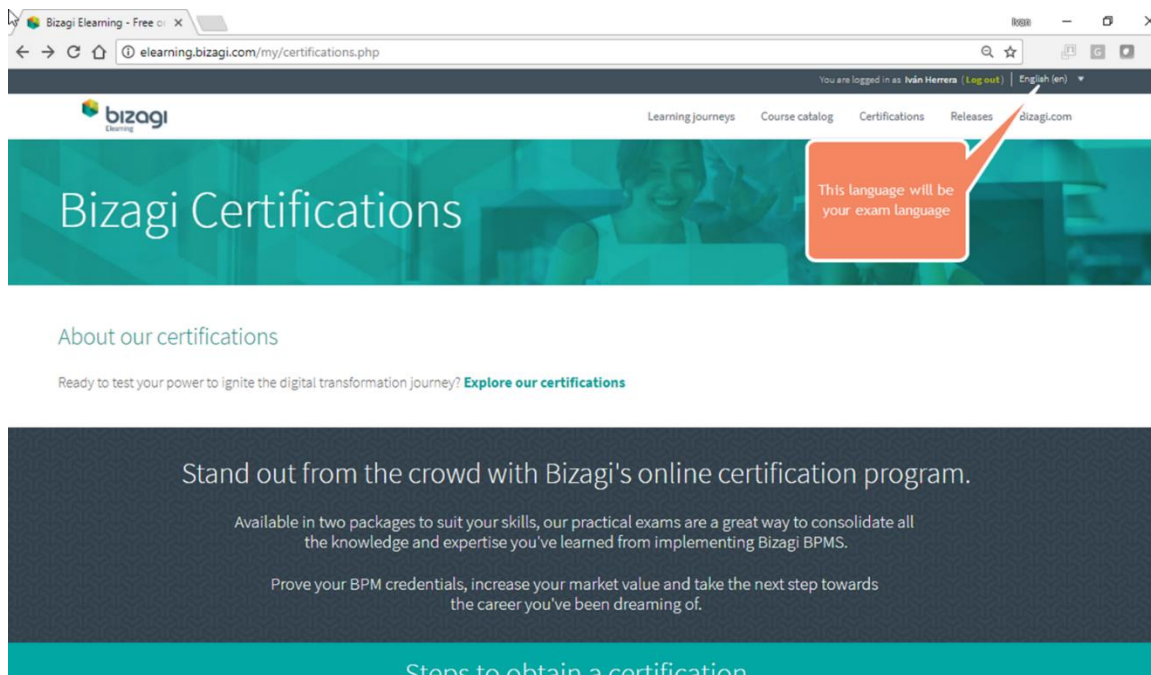
Taking the Theoretical Online Exam

Requirements

The theoretical exam is web-based. The minimum system requirements are:

- Chrome browser at least version 32
- Port 80 opened
- Fast and stable internet connection. We recommend turning off any bandwidth consumption service (file sync, video streaming, or sharing apps) and having at least 4MB bandwidth.

Verify the language of your exam on the elearning.bizagi.com site before starting the exam:



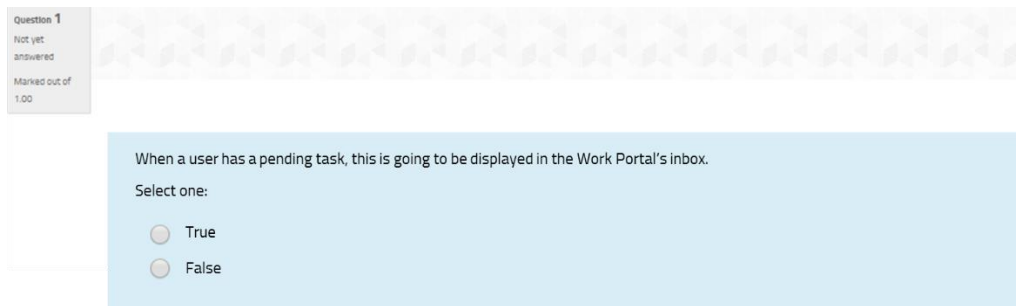
Test Structure

The theoretical exam has three types of questions. Following is a description of each type:

1. True or False question

A statement is given, and you have to decide whether it is true or false. Only one option is valid.

For example:

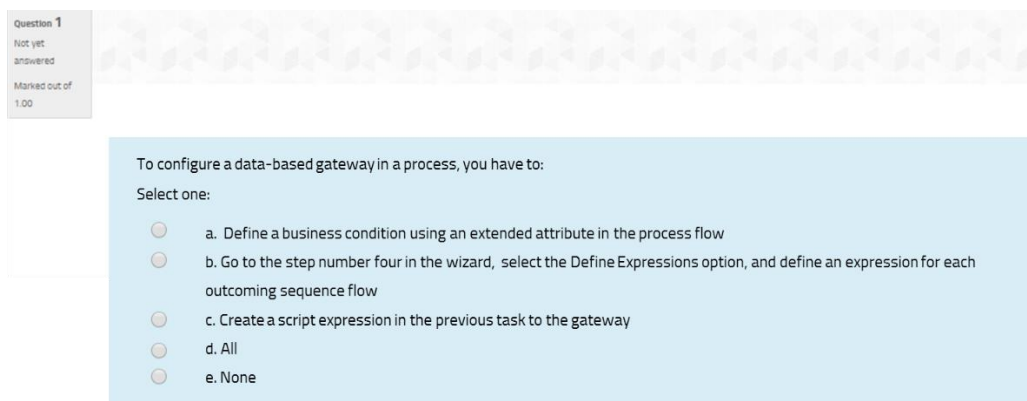


2. Multiple choice – single statement question

A question is asked, or a business scenario is mentioned. Possible Statements are displayed with letters (a,b,c,d,e), giving possible answers to the question or solutions to the business scenario.

The **None** option implies that none of the statements given is true. On the other hand, the **All** option must be selected if all the statements are true. Only one option is valid.

For example:



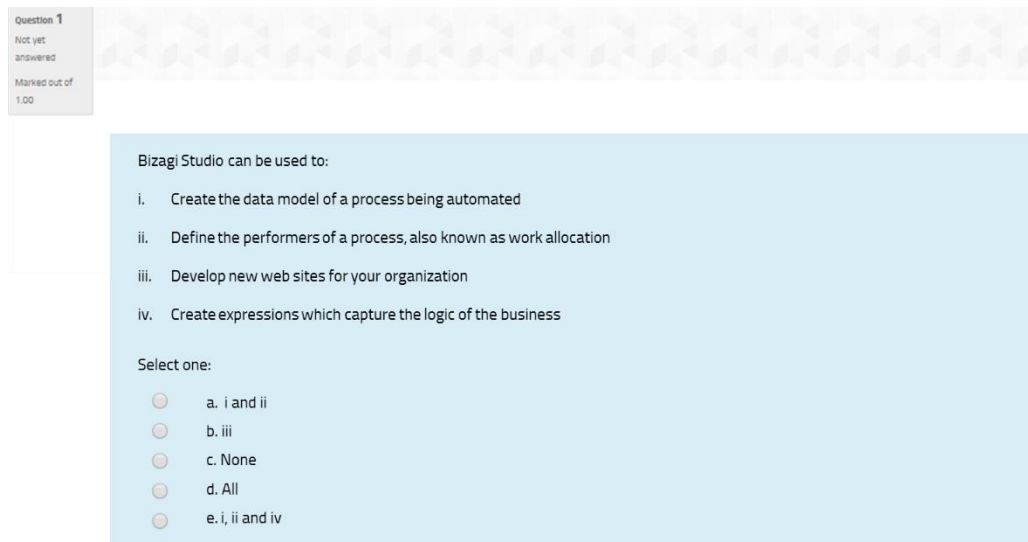
3. Multiple choice – multiple statements

A question is asked, or a business scenario is mentioned. Multiple statements are displayed in Roman numerals (i, ii, iii, iv, v) giving possible answers to the question or solutions to the business scenario.

Subsequently, possible options are displayed with letters (a,b,c,d,e). Each option contains a Roman numeral (a statement) or a combination of them, showing which statements are true.

The **None** option implies that none of the statements is true. On the other hand, the **All** option must be selected if all the statements are true. Only one option is valid.

For example:



The screenshot shows a quiz interface. On the left, a grey box contains the text: 'Question 1', 'Not yet answered', and 'Marked out of 1.00'. The main question area has a light blue background and contains the following text: 'Bizagi Studio can be used to:', followed by four numbered options (i-iv). Below these is the instruction 'Select one:' and five radio button options (a-e).

Question 1
Not yet answered
Marked out of 1.00

Bizagi Studio can be used to:

- i. Create the data model of a process being automated
- ii. Define the performers of a process, also known as work allocation
- iii. Develop new web sites for your organization
- iv. Create expressions which capture the logic of the business

Select one:

- a. i and ii
- b. iii
- c. None
- d. All
- e. i, ii and iv

At the end of this document there is a **Practice Test**.

Conclusion

The Bizagi Certification is an achievement that gives you a competitive advantage in the field of digital transformation and BPM strategies. We hope you find all the resources we provide useful to achieve your goal. If you have any questions you can consult the [FAQ](#) page or email us at elearning@bizagi.com.

Resources

- [E-learning](#)
- [Help](#)
- [Bizagi Community](#)

Practice test

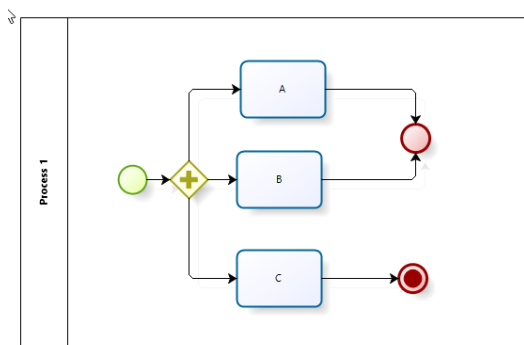
Question 1

Which statement is true for the UI OF ANY TASK?

- a. It is recommended to have a header in which the basic information is displayed along with the associated process.
- b. It is recommended to have a header in which end-users can enter the task results.
- c. It is recommended to have a header in which end-users can find complementary information about a task.
- d. It is NOT recommended to have any header. This is up to the developing team.

Question 2

Based on the following BPMN diagram:



- i. Tasks A, B, and C can be executed at the same time
- ii. Only when task C finishes, then the process ends, therefore the other end event must be a terminate end event as well
- iii. The process finishes when tasks A and B are completed
- iv. The process model is wrong because it should have only one end event

Select one:

- a. iv
- b. iii
- c. ii and iii
- d. i and ii
- e. None

Question 3

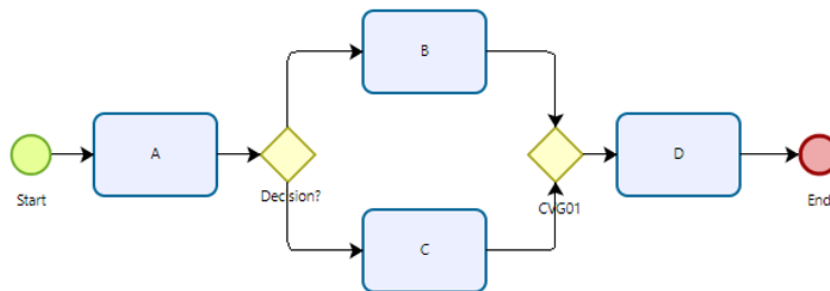
It is recommended to have business master entities as process entities.

Select one:

- a. True
- b. False

Question 4

Regarding the following process diagram, which statement is true for the CVG01 convergent data based exclusive gateway?



Select one:

- a. Yes, it is mandatory.
- b. It is not mandatory, but it is a good practice to display it in the diagram.
- c. CVG01 is not needed. Therefore, it is a good practice to simplify the process.
- d. None of the options.

Question 5

If a UI displays a lot of information, use form links to facilitate UI browsing and improve the performance of the application.

Select one:

- a. True
- b. False

Answers

- 1. a
- 2. d
- 3. b
- 4. c
- 5. a