

# **Business Analyst Certification**

## **Guide**

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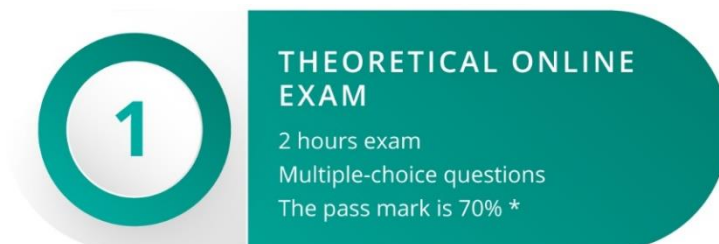
# Introduction

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

## The Bizagi Business Analyst Certification

The Bizagi Business Analyst 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 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 courses:

- [Process Modeling](#)
- [Welcome to Modeler Enterprise](#)

## Preparation questions

The following panels, which are most likely to be part of either the theoretical exam or the practical exercise, will help you assess your knowledge to review basic and advanced topics about 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 two links, one from self-paced courses on the [e-learning](#) site and another to our product documentation on the Help page.



## Basic Knowledge

What is Bizagi Modeler?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
What is the Customer Portal?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
How to model in a collaborative way?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>

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## Advanced topics

How can you keep track of your changes?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
What is a Value Chain Diagram?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
What is the Process Library?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
How to publish your diagrams?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>

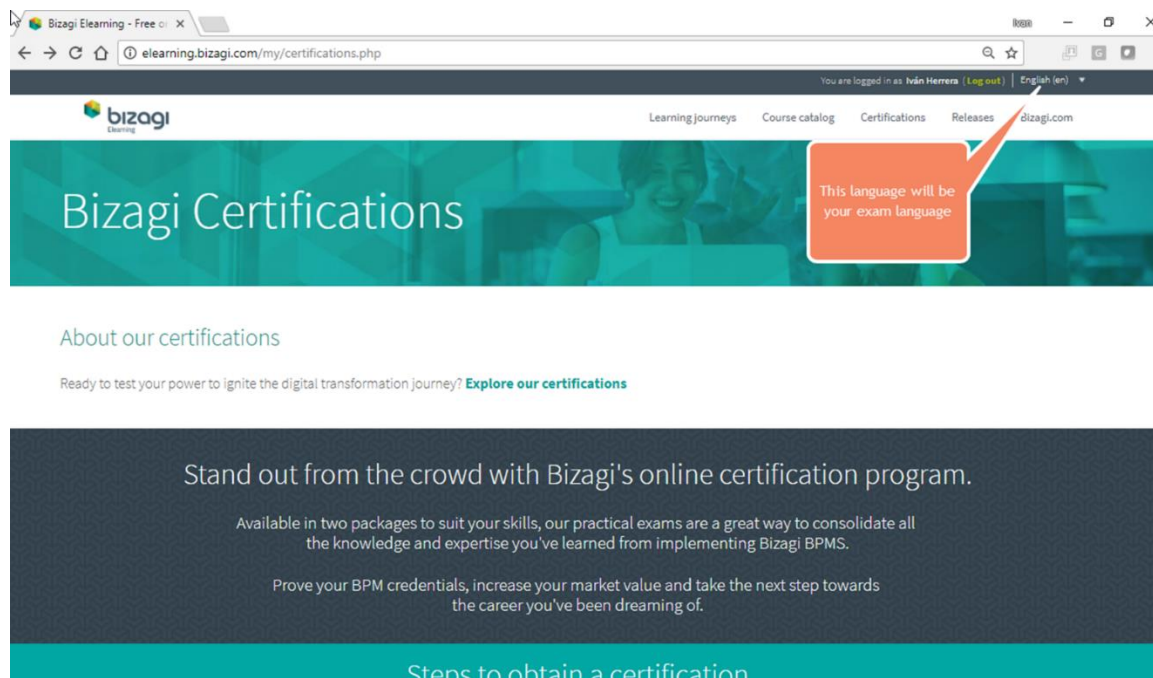
# Taking the Theoretical Online Exam

## 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](https://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:

**Question 1**  
Not yet answered  
Marked out of 1.00

When a user has a pending task, this is going to be displayed in the Work Portal's inbox.

Select one:

☐ True

☐ False

## 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:

**Question 1**  
Not yet answered  
Marked out of 1.00

To configure a data-based gateway in a process, you have to:

Select one:

☐ a. Define a business condition using an extended attribute in the process flow

☐ b. Go to the step number four in the wizard, select the Define Expressions option, and define an expression for each outgoing sequence flow

☐ c. Create a script expression in the previous task to the gateway

☐ d. All

☐ e. None

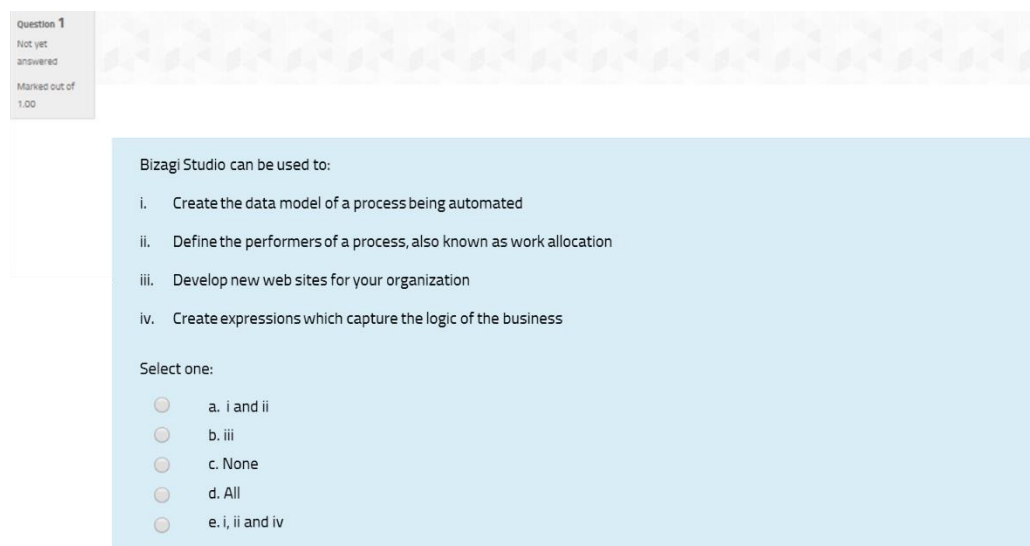
### 3. Multiple choice – multiple statements

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 sidebar indicates 'Question 1' is 'Not yet answered' and is 'Marked out of 1.00'. The main area has a light blue background. It starts with the text 'Bizagi Studio can be used to:'. Below this are four statements labeled i through iv: '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', and 'iv. Create expressions which capture the logic of the business'. Then, it says 'Select one:' followed by five radio button options: 'a. i and ii', 'b. iii', 'c. None', 'd. All', and 'e. i, ii and iv'.

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 **[elarning@bizagi.com](mailto:elarning@bizagi.com)**.

## Resources

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

# Practice test

## Question 1

A Modeler Enterprise subscription has:

- a. A Customer Portal and a Process Library Portal
- b. A Customer Portal and a Management Console Portal
- c. A Customer Portal, Process Library Portal, and a Work Portal
- d. A Customer Portal and Work Portal

## Question 2

The main sections/views of the Process Library Portal are:

1. Process Library: to browse the published diagrams (Processes and Value Chain)
2. My Processes: to browse the published processes on which the user signed is involved according to his/her job title
3. Process Models: to browse the diagrams (Processes and Value Chain) to be edited or commented on by editors or contributors.
4. Process Edition: to edit the diagrams (Processes and Value Chain) to be edited or commented by editors or contributors

Options:

- a. 1, and 3
- b. 1, 2
- c. 1, 2 and 3
- d. All: 1, 2, 3, and 4

## Question 3

A company administrator can create users in a Modeler Enterprise subscription from the Customer Portal.

Select one:

- a. True
- b. False

## Question 4

When an editor uses the Check-in option in a diagram:

- a. The process diagram is locked to avoid modifications by other users, and a new revision can be created if needed.
- b. The process diagram is released to be modified by other users, and a new revision must be created.
- c. The process diagram is locked to avoid modifications by other users, and a new revision must be created.
- d. The process diagram is released to be modified by other users, and a new revision can be created if needed.

### Question 5

An editor cannot link process diagrams from different models on which this editor has at least the contributor access rights.

Select one:

- a. True
- b. False

### Answers

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