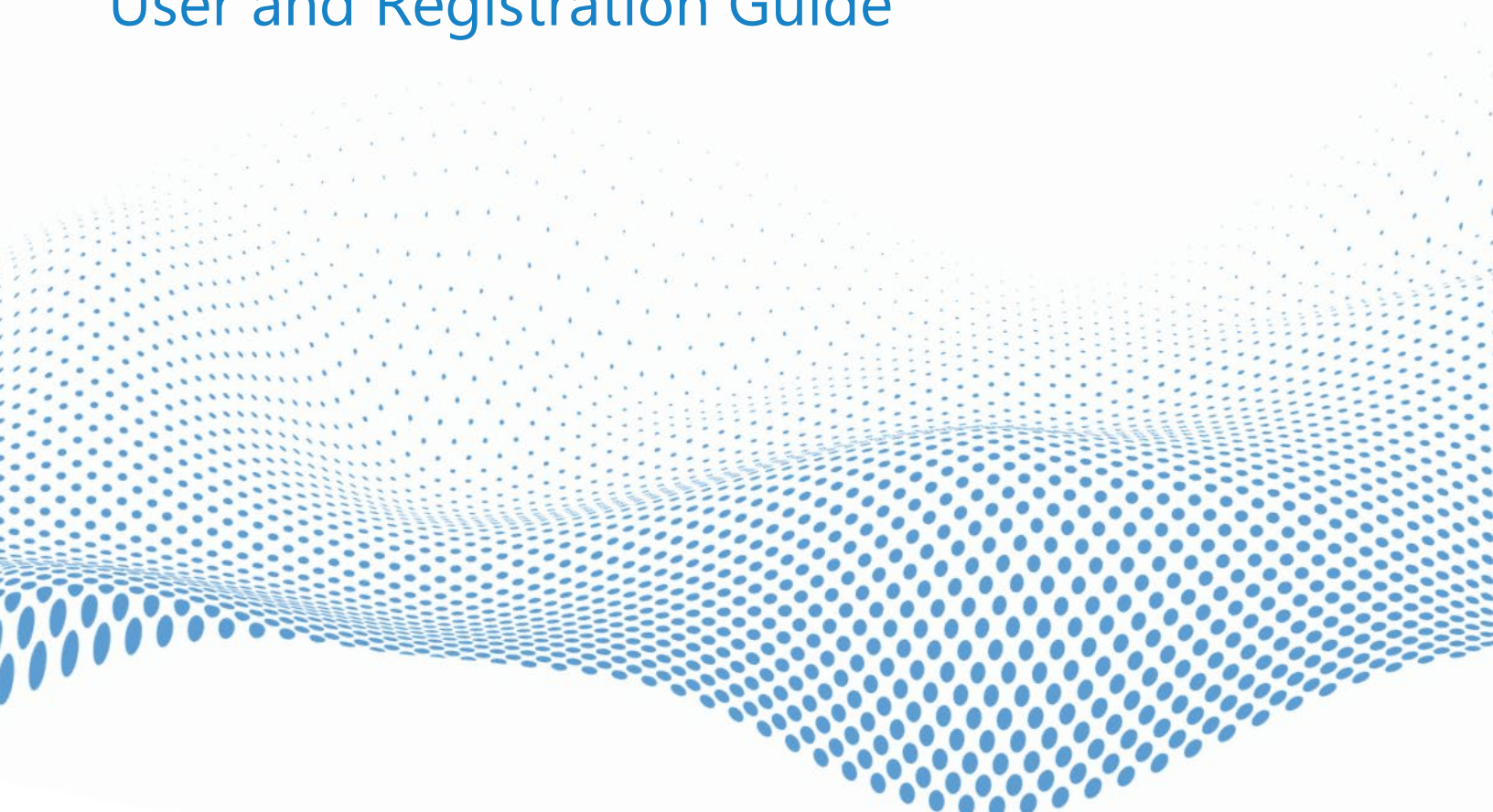


Online Expert and Master Exam User and Registration Guide





Earn the highest-level Alteryx Certifications by doing what you do best: Creating awesome solutions in Designer!

The Expert and Mastery exams are performance-based assessments that allow you to prove your skill level and critical-thinking abilities in real-world scenarios.

Certifications based on performance-based assessments are highly valuable because they test your ability to fully leverage a product to solve complex problems for an organization.

To complete each exam scenario, you'll perform a series of tasks in Designer. In addition to Designer knowledge and skills, the scenarios test your problem-solving abilities as you decide how to approach and work through each problem. Instead of selecting a single answer, you demonstrate your solution through the workflow and outputs you produce.

After earning your Alteryx Designer Advanced Certification, you're eligible to take the Alteryx Expert and Mastery Certification exams. The Alteryx Designer Expert Certification exam allows you to demonstrate comprehensive fluency in Designer, while the Mastery Certification exam series offers three specializations: Predictive, Spatial, and Automation.

The Expert exam is now available online! Mastery exams will be available online next year. These exams are intended for the best of the best, so make sure you're prepared and don't miss our tips for success later on in this guide. Best of luck!

System and Environment Requirements

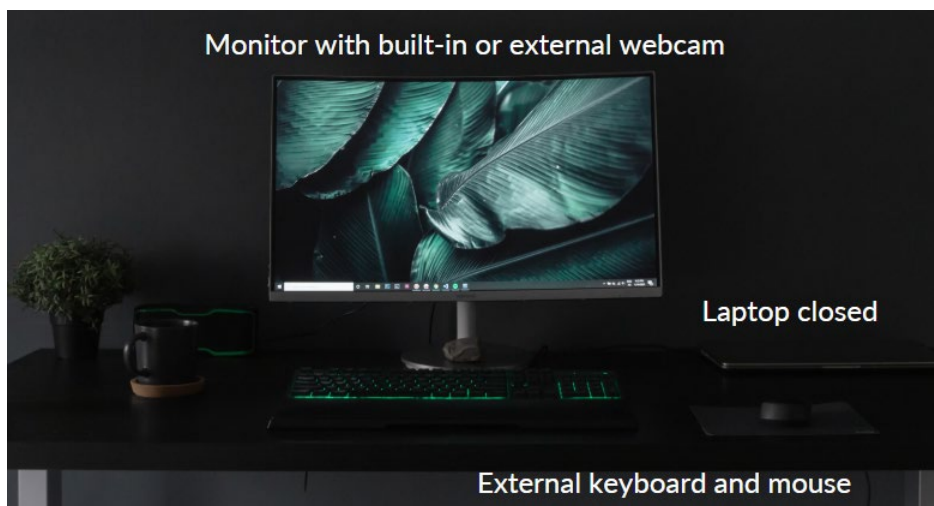
Alteryx Expert and Mastery exams are hosted by our performance-based assessment partner, TrueAbility, and delivered through our online proctoring partner, Examity. Before scheduling an exam, review the full system and testing environment requirements.

SYSTEM REQUIREMENTS

- Desktop or laptop computer with built-in or external webcam, microphone, and speakers.
- Google Chrome or Mozilla Firefox are supported, Mozilla Firefox is the preferred browser.
- Internet connection with a minimum upload and download speed of **2Mbps**.
- Ability to install the Examity extension and video conferencing software.
- Conduct an Examity systems check [here](#).

TESTING ENVIRONMENT REQUIREMENTS

- The exam must be taken in a quiet room that is free from distractions or other people.
- A government issued photo ID is required to verify your identity.
- You may use a laptop to take the exam, or you may use a single external monitor connected to a laptop as long as the laptop stays closed during the exam (as show below). Dual monitors are not allowed.



During the exam the proctor will monitor your screen and webcam and your test session will be recorded. If you do not have access to the proper system or testing environment requirements or are uncomfortable being proctored, an online exam format may not be a good fit for you. Expert and Mastery exams can also be taken onsite at Alteryx Inspire and Alteryx Analyticon events.

Registering for an Exam

Purchase the Exam

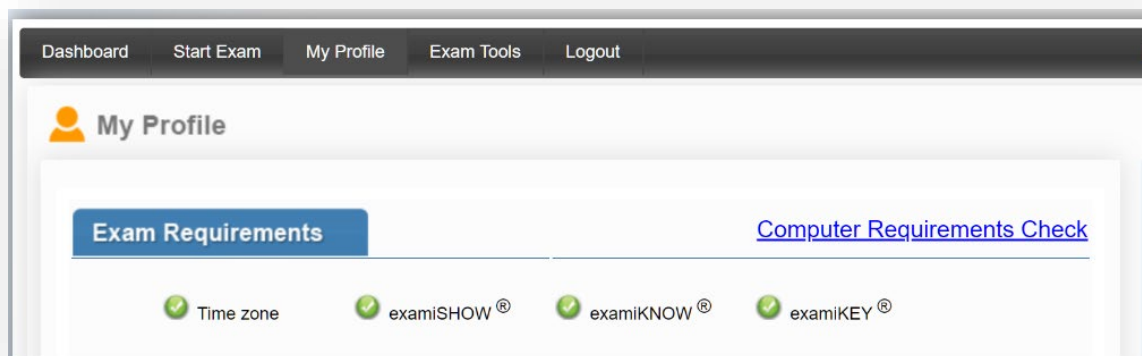
1. Sign into your [Alteryx Community](#) account and navigate to the [Certification page](#).
2. Select "Register" on the exam card. You must be Alteryx Designer Advanced Certified to register for an Expert or Master exam.
3. Review the exam overview and select "Purchase the Exam." Read and accept the Alteryx Candidate Agreement.
4. Read and accept the [Alteryx Candidate Agreement](#).
5. Enter your payment details, including a valid credit card or coupon code. Enter your name exactly as it appears on the governed issued ID you will be using on exam day (do not use a nickname). Review, confirm, and submit your order. A receipt for your purchase can be accessed in the Orders section of your Candidate Portal.

Registering for an Exam

Schedule the Exam

6. Select "Candidate Portal" to schedule your assessment.
7. Finish completing your TrueAbility profile by setting a password. In the Candidate Portal, select "Redeem" on the exam card and redeem your invitation code.
8. Schedule your exam – your exam must be scheduled a minimum of 24 hours in advance and no more than 30 days in the future. Make sure your time zone and location are correct. You may reschedule your exam up to 24 hours before your scheduled exam time. You will receive an email confirming your exam purchase and reservation time.
9. After scheduling your exam, create your Examity profile. On the exam card in your Candidate Portal select "Examity." You will be redirected to Examity's website. On the Examity Dashboard select "My Profile." To complete your profile, [follow these steps](#):
 - Check that your system has the necessary software by completing the Computer Requirements Check.
 - Confirm your account information, select your time zone, and enter your phone number.
 - Upload a picture of your ID.
 - Select and answer 3 security questions and type in your digital signature.

Once you've completed your profile you'll see 4 green checkmarks at the tip of your profile page. Next, install the Examity Extension. Now you're all set for exam day!



What to Expect on Exam Day

CONNECTING TO A PROCTOR

Before your exam make sure you're set up in a room without distractions, your computer is connected to a power source, and your pop-up blocker is turned OFF. At your scheduled exam time, login to your TrueAbility account and select, "Examity" on your exam card. In the Examity dashboard select, "Start Exam". Install the Examity extension and then select, "Connect to Proctor". Once you are connected to a proctor (this may take up to 5 minutes), you will be prompted to start a Zoom meeting with the proctor. You can view this process in the video walkthrough.

AUTHENTICATION PROCESS

The proctor will walk you through the authentication process. You will be asked to:

1. Share your screen and turn on your webcam.
2. Verify your identity. Make sure you have your photo ID with you.
3. Show your desk and workspace. The proctor will ask you to complete a 360 room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any unauthorized materials. Your desk and workspace must be clear – cell phones, additional computers, tablets, or monitors, and writing utensils are not permitted in your workspace. You may have one drink in your workspace.
4. Answer a previously selected security question and enter your digital signature.
5. Review and agree to the Examity User Agreement and exam rules.

TAKING THE EXAM

Once you have finished the authentication process, the proctor will begin your exam session. When you are done with the exam select "Submit" to complete your exam, or your exam will automatically be submitted for grading at the end of the allotted time. If you have technical difficulties during the exam you can talk directly with your proctor or chat with your proctor through the Live Chat feature on the Examity dashboard. If you are disconnected from the proctoring session, support is available at 855-EXAMITY or support@examity.com.

AFTER THE EXAM

After completing your exam, it will be submitted for grading and you will receive your results via email within 72 hours. Exam results contain your overall score and your pass / fail status. Detailed score results are not available. If you pass the exam you will receive a certificate, digital logo, a badge on the Alteryx Community, and massive bragging rights. If you need to retake the exam, you must wait 60 days between your first and second attempt and 90 days between each subsequent attempt.

Permitted and Prohibited Resources

PERMITTED RESOURCES

The following resources and actions are permitted during the exam:

- Content on Alteryx Community
- Alteryx Help Documentation
- Information on public websites
- Sample workflows and other content and resources within Designer
- You may have one drink on your desk during the exam
- You may leave your seat for one 5-minute break during the exam, but the exam clock will continue to run

PROHIBITED RESOURCES

The following resources and actions are prohibited during the exam:

- Bringing or using your own reference workflows or written notes
- Uploading or downloading any content
- Taking screenshots of the exam
- Any resources that are not available publicly
- Any resource that requires you to create or log in to an account is not permitted, except for the Alteryx Community.
- During the exam you must stay in the browser-based virtual environment; navigating back to your host machine will cause an error and you will be unable to continue the exam.
- Having another person in the room
- Accessing a phone or other device

Any violations of the exam rules or actions indicative of misconduct will be addressed by the proctor as they occur, and your exam may be ended if the violation is not resolved. All violations are flagged for review and may result in a voided exam attempt, revocation of existing certifications, or being barred from future participation in the Alteryx Certification Program. Review the [Alteryx Certification Agreement and Policies](#) prior to taking the exam.

Navigating the Exam Environment

You will be given access to a live browser-based virtual machine to complete the exam. The starting files and instructions needed to complete the exam scenarios are contained on the virtual machine. You must stay in the virtual machine environment for the duration of the exam. Navigating away from the environment or back to your host machine will cause an error. You may use the web browser within the virtual machine to access permitted resources. A countdown clock is included in the environment, so you'll always know how much time you have left. Depending on the resolution of your host machine you may have a better experience if you full-screen your browser. Use the menu button in the top right-hand corner of your browser to zoom to full screen, and F11 to exit full-screen.

There are some limitations when it comes to navigating virtual environments. Some hotkeys and keyboard shortcuts will not work or will only work in some circumstances. For example, using **Alt+Tab** to switch between windows will not work. Copy/paste via keyboard does not always work, but you can still copy/paste using the mouse. Common shortcuts to save, run, and add Browse tools in Designer work, but other shortcuts (for example, **Ctrl+Tab** to move between open workflow tabs) do not. If a shortcut doesn't work, simply complete the action with the mouse.

TIPS FOR EXAM SUCCESS

- To make the most of your time during the exam, quickly read through all scenarios at the beginning of the exam to gauge which scenarios you're most comfortable with. Start with the scenario you're most confident in and go from there.
- When beginning a scenario, carefully read through the instructions in their entirety. Important details are present throughout the instructions. Starting to work on the scenario before reading it all the way through may lead to the wrong approach and wasted time.
- It is critical to save your work as instructed. When a solution file is required, specific instructions will be given on how to format and save the file. Examples of formatting requirements are provided in each scenario. Leave about 10 minutes at the end of the exam to double check that all your work (workflows and any output files) is saved in the correct format with the correct name in the correct folder. Your files must be formatted and saved exactly as instructed for your solution to be processed and graded accurately.
- Pace yourself. In the Expert exam, plan on spending the first 10 minutes reading the instructions and scenarios and the last 10 minutes checking to make sure your work is saved properly. There are 7 scenarios and you must get 4 correct to pass the exam. You may attempt all 7 scenarios, but we suggest attempting 4 or 5 scenarios – quality is better than quantity! If you attempt 5 scenarios you'll have 32 minutes per scenario, or 40 minutes per scenario if you attempt 4.

Purchasing Exams for Your Team

1. Visit the [TrueAbility Exam Purchase](#) site to purchase exam coupons. A coupon is a coupon code that can be used by your team members to access the exam. You pay for one or more coupons and your team members use the coupon code to complete the exam registration process.
2. Select the number of coupons you'd like to purchase.
3. Sign in to your TrueAbility account or create a new account.
4. Enter your payment details, review, and confirm your order. You can access your receipt in the [Order History](#) of your TrueAbility [Candidate Portal](#).
5. The exam coupon codes will be displayed. Each coupon code is unique. Keep your coupon codes safe, anyone with this code can use it to register for the exam.
6. Distribute the coupon codes to the lucky team members. To redeem the coupon codes your team members will sign in to their Alteryx Community account, follow the registration process outlined on pages 5 & 6, and enter the coupon code on the payment details page.



alteryx

Alteryx Certification Program

certification@alteryx.com

Ready to begin preparing for an exam? Check out the [certification prep](#) area to access prep guides, practice tests, and learning suggestions.

Register