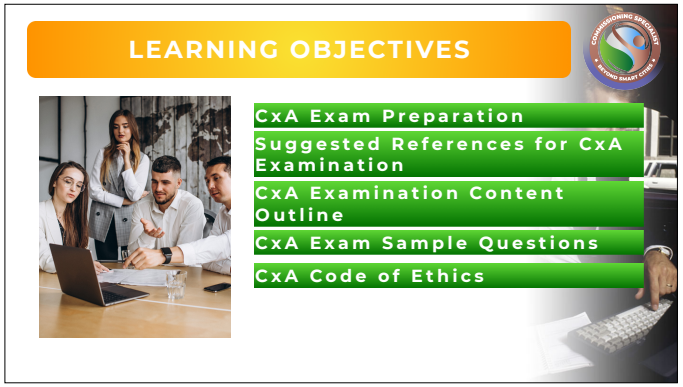

BEYOND
SMART CITIES
CERTIFIED COMMISSIONING AUTHORITY
CXA EXAM PREP
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GREEN BUILDING COMMISSIONING
PREPARING FOR THE CXA EXAMINATION
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LEARNING OBJECTIVES
CxA Exam Preparation
Suggested References for CxA Examination
CxA Examination Content Outline
CxA Exam Sample Questions
CxA Code of Ethics

PREPARING FOR THE CXA EXAMINATION

The CxA examination is comprised of 120 four-option multiple-choice questions, administered in a computer-based examination format.

Applicants are allotted four (4) hours in which to complete the exam. Each multiple-choice question has four answer choices; only one answer choice is correct.

Applicants have access to an on-screen calculator at all times during the examination, and will be provided with scratch paper that will be collected after the test administration.

The examination may include commissioning scenario-based questions. For each scenario, a set of two or more questions may be asked. The examination is written from the perspective that the applicant is a third-party, independent CxA authority.

Credit is given only for questions that have responses. Questions left blank will be scored as incorrect. There is no penalty for guessing.

EXAMINATION CONTENT OUTLINE

1.Managing Commissioning Projects (18% weight)	Number of Questions (22)
Identify the scope of the project	1-2
Develop a commissioning team	1-2
Manage a commissioning budget	1-2
Identify commissioning deliverables	1-2
Participate in VE activities	1-2
Review project documents	1-2
Monitor the construction/project schedule	1-2
Participate in project meetings	1-2
Conduct commissioning meetings	1-2
Track deficiencies (issues log)	2
Facilitate risk assessment as it relates to commissioning activities	2
Assess pass/fail criteria for functional test results	4
Identify tasks for completion of commissioning processes	2

2.Preparing Commissioning Documentation (Weight I9%)	Number of Questions (23)
Assist in developing the OPR	1-2
Create system/equipment list	1-2
Create commissioning process tracking matrices	1-2
Develop the commissioning plan	2
Develop commissioning schedules	1-2
Develop communications plans	1-2
Create commissioning specifications	1-2
Write system verification checklists	2
Create FPTs	4
Determine site visit protocols (logistics)	0
Develop issues logs	1-2
Document commissioning meetings	1-2
Write commissioning reports	2
Create systems manuals	1-2
Develop end of warranty review processes	1-2

3.Conduting Commissioning Activities (24% weight)	Number of Questions (29)
Plan commissioning construction activities	7-8
Monitor commissioning construction activities	7-8
Facilitate the completion of construction checklists	4
Facilitate the acceptance phase	7-8

4.Managing Training Activities (4% weight)	Number of Questions (5)
Develop training plan	2
Facilitate training coordination meeting	1-2
Facilitate training activities	1-2
Conduct training follow-up activities	0

EXAMINATION CONTENT OUTLINE

5.Completing Warranty Phase Activities (5% weight)	Number of Questions (6)
Facilitate off-season testing	1-2
Troubleshoot facility issues	1-2
Measure energy performance	3
Facilitate end of warranty meeting	1-2

6.Conducting Existing Building Commissioning (23% weight)	Number of Questions(28)
Determine Scope of Project	1-2
Conduct a building performance assessment	4
Prepare a CFR	1-2
Conduct a systems assessment	4
Conduct a site investigation	4
Recommend corrections and improvements	4
Oversee implementation of corrective measures	4
Conduct performance verifications	5

7.Conducting Ongoing Commissioning (7% weight)	Number of Questions (8)
Measure IEQ performance	1-2
Evaluate building systems performance	1-2
Review building operating plan	1-2
Review maintenance activities	1-2
Accommodate space/function changes	1-2
Implement corrective actions	1-2
Publish measurement and performance results to stakeholders	1-2

CXA EXAM SAMPLE QUESTIONS

While performing a routine submittal review, the Commissioning Provider(CxP) discovers that all variable air volume boxes scheduled to ship have omitted the control transformer. The CxP should?

A. Send a written report to the design team and owner/owner's representative.

B. Notify the mechanical and electrical contractors and inform them they must furnish a field-mounted transformer.

C. Notify the supplier that there is an electrical problem.

D. Notify the electrical engineer of the oversight.

CXA CODE OF ETHICS

As a condition of earning and maintaining certification, applicants for the CxA certification must agree to uphold and abide by the Code of Ethics, the tenets of which are set forth as follows:

- Take care of professional duties according to a reasonable industry standard of care.
- Do your job duties with trust, honesty, and integrity.
- Put the health and safety of the public ahead of everything else when doing your job.
- Work in a way that is in line with all laws and rules that apply; show integrity, honesty, and fairness in everything you do; and strive for excellence in all ethical matters.

CXA CODE OF ETHICS+

- Be honest in any relationship with an employer or client, and tell the employer or client in full if you have a conflict of interest because of your business ties or personal interests
- Give a true and accurate account of your qualifications.
- Only offer products and services in areas where you have the skills and knowledge to meet the needs of clients and the public.
- Agree to follow and uphold all policies, procedures, guidelines, and requirements of the certification programme; use the designation as authorised and only in the approved way; acknowledge that the certificate and marks are the property of their respective owners; and return the certificate and stop using the designation and marks when asked to do so.

CXA CODE OF ETHICS+

- Take responsibility for keeping the credential up to date by getting rectified and always following the Code of Ethics.
- Immediately and voluntarily report any felony convictions or other legal decisions that would be a violation of this Code of Ethics that have not already been reported, no matter when they happened, as well as any conditions that make it impossible to do the job as outlined in the competency requirements.

