



# RPA/FMA Capstone Experience Exam FAQs

**EFFECTIVE JANUARY 4, 2021**

## **Course Exam vs. Capstone Experience Exam**

### **What is the difference between a course exam and the Capstone Experience exam?**

To complete any certificate or designation course, you must pass a course exam for the course with a score of 70% or better. These exams are included in the BOMI Learning Portal and can be completed as part of your course. Once you have completed all courses in your RPA and/or FMA designation program, and passed each course exam, you will be eligible for your designation's Capstone Experience exam. This exam is proctored by Pearson VUE Testing Services and can be completed at any Pearson VUE testing center or as an online proctored exam. For more information, please visit the Course Exam FAQs page on the website.

## **RPA/FMA Capstone Experience Exam**

### **Do I have to take the Designation Capstone Experience Exam Prep Course**

The prep course is not required. Some advantages of signing up for the prep course are:

- It will guide you through a complete refresher of content across your designation courses as well as key topic areas for the property and/or facility manager.
- It will provide you with a Blueprint for all key topic areas that will be assessed.
- It will give you experience with the types of questions you'll see and will prepare you for the Capstone Experience Exam.
- The Capstone Experience Exam fee is included in the cost of the course.

### **Is there a fee for the Capstone Experience Exam?**

The Capstone Experience Exam fee is \$100 in the U.S. and \$110 in Canada. If you sign up for the Capstone Experience Exam Prep Course, the exam fee is included.

If you fail an exam or miss, cancel, or reschedule an appointment, you must contact BOMI International to pay an additional Exam Administration Fee of \$150 in the U.S) and \$190 in Canada. This fee includes testing and administration fees for a new six-month eligibility period to reset.

### **Where do I take the Capstone Experience Exam?**

All BOMI International Capstone Experience Exams are fulfilled through a testing experience with our partner Pearson VUE. As a BOMI International examinee, you have the option to select one of two testing experiences:

- Visiting a Pearson VUE or affiliate testing center

- Taking your assessment via OnVUE, Pearson VUE's online proctored exam that can be completed from your home or office

### What will the Capstone Experience Exam look like?

Your Capstone Experience Exam will be composed of 100 multiple-choice questions that ask you to apply the knowledge you have gained in your designation courses. Each exam question offers four possible answer options.

Before beginning the exam, you will have the option to take a short tutorial to familiarize yourself with the computer testing environment. You will have ten (10) minutes to spend on this tutorial. This time will not be deducted from the time you are allotted to complete the exam. BOMI International encourages you to participate in the tutorial to familiarize yourself with the exam format.

Refer to the BOMI International Capstone Experience Exam Testing Guide for any additional questions.

## Scheduling the Capstone Experience Exam

### When do I schedule my exam?

When you have completed all necessary designation coursework you will need to register for the Capstone Experience Exam. You will not be able to register for this exam without completing all required coursework. Once registered, BOMI International will notify Pearson VUE (within 48 hours of receiving your exam registration and payment) that you are eligible to schedule your exam. You will then receive an email from BOMI International notifying you of your six-month eligibility period, along with instructions for scheduling your exam.

To ensure you are able to select your preferred testing center and exam appointment date and time, schedule your exam appointment as soon as you receive the email.

### Can I reschedule or cancel my exam appointment?

Appointments can be rescheduled or canceled if it is done so at least 24 hours before your appointment. Refer to your confirmation e-mail for additional information. To reschedule or cancel an exam, at least one full business day before your appointment, visit [www.pearsonVUE.com/bomi](http://www.pearsonVUE.com/bomi), or call Pearson VUE at 1.866.998.2664.

### Where are the testing centers located?

For a list of Pearson VUE testing centers, or information about a testing center, visit [www.pearsonVUE.com/bomi](http://www.pearsonVUE.com/bomi). Note the majority of testing centers are open Monday-Friday during normal business hours, and some have evening and weekend hours.

### I missed my exam. What do I do?

If you fail to appear for an exam appointment that you were scheduled to attend, and you did not reschedule or cancel in accordance with the policy, you will forfeit the eligibility for that missed appointment. You will not be permitted to take future exams until an Exam Administration Fee is paid to BOMI International. Refunds will not be given for exams not taken.

All students seeking excused absences based on an emergency situation must contact BOMI International at 1.800.235.BOMI (2664) within ten (10) days of the original exam appointment. BOMI

International will require that you fax documentation of the emergency in order to excuse the absence. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence unless the testing center closes. If, on the day of your exam, you are unable to attend the exam appointment for which you are scheduled, you may be excused without monetary penalty for the following reasons:

- Documented illness, either yourself or immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

## The Day of the Exam

### How early should I arrive at the testing center on the day of my exam?

You should arrive 15-30 minutes prior to a scheduled appointment to complete the security check in. Refer to your confirmation letter for additional information.

### What materials do I need to bring with me on the day of my exam?

Students must bring two (2) forms of identification, including one form of government-issued photo identification. It is extremely important to ensure the name you provide at registration matches your photo identification card EXACTLY; otherwise, you will not be allowed to take your exam.

For more information about acceptable forms of identification, refer to the Capstone Experience Exam Guide.

### When can I expect to receive my exam score?

You will receive your final score immediately after you complete your exam. In addition, Pearson VUE submits exam results to BOMI International within 24-72 hours of your exam.

### What happens when I pass the exam?

If you receive a score of 70 or higher, you receive course credit. Upon completion of all designation or certificate requirements, graduates may use the designation on business cards and signatures.

### If I fail the exam can I retake it for free?

If you receive a score below 70, you will be denied credit for the course. To retake the exam, an Exam Administration Fee must be paid prior to scheduling a new appointment with Pearson VUE.

### Exam Content Comments/Feedback

Following completion of the exam, you may submit, in writing, comments on any question(s) you believe to contain technical errors in content. In your correspondence, include your contact information, test date, and the specific concerns about the question. You are not allowed to copy the question before leaving the testing center and are not expected to recreate the entire question in your correspondence. BOMI International will review the question and you will be notified of the findings. Because of the need for test security, BOMI International will not release exam questions or answers to students.

## How do I update my Pearson VUE information?

To update your information, visit [www.pearsonVUE.com/bomi/](http://www.pearsonVUE.com/bomi/), or call Pearson VUE at 1.866.998.2664.

## Questions?

In the United States:



410-974-1410  
800-235-2664  
[service@bomi.org](mailto:service@bomi.org)  
[bomi.org](http://bomi.org)

In Canada:



647-256-1438  
800-867-6049  
[service@bomicanada.ca](mailto:service@bomicanada.ca)  
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