



# Certified AI Foundations Associate (CAFA) Exam Guide

**Version:** 1.1

**Exam Code:** AIP-CAFA-10

**Date:** 2025-12-11

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## Introduction

The **Certified AI Foundations Associate (CAFA)** exam is a vendor-neutral, entry-level certification for learners who want to **use modern AI tools safely, effectively, and responsibly** in study, work, and everyday life.

CAFA is aligned with the *Foundations of Artificial Intelligence* course and focuses on **practical, non-technical skills**, including:

- understanding what AI is (and what it is not),
- using **generative AI (GenAI)** tools for text, images, audio, and video,
- recognizing and handling **hallucinations, bias, and deepfakes**,
- working with your own documents using **RAG-style tools and simple agents**, and
- following basic **legal, ethical, and security** principles (AI Act, GDPR, cybersecurity).

Programming and advanced mathematics are **not required**. The exam validates AI literacy for **AI users and “power users”**, not model developers or data scientists.

**This exam validates a candidate’s ability to:**

- Explain core AI concepts and terminology at a **plain-language, conceptual level**.
- Use generative AI tools in a **structured, prompt-driven way** to support real tasks.
- Apply AI tools for **multimodal content** (text, images, audio, video, presentations).
- Detect and manage **hallucinations, bias, and misinformation**, including deepfakes.
- Work safely with **their own data** using RAG-style tools and simple AI agents.



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- Use AI in line with basic **legal, ethical, and security expectations**, including AI Act and GDPR principles.

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## Target Candidate Description

The **CAFA** certification is intended for candidates who:

- are students of **non-technical disciplines** (e.g., management, social sciences, humanities, law, business), or
- are early-career or mid-career professionals in any field who want to **integrate AI into their daily work**.

Typical profiles include:

- university and college students,
- adult learners in lifelong learning programs,
- office, administrative, and junior professional staff,
- educators and trainers who want a **baseline AI literacy** credential.

CAFA is **not** aimed at:

- machine learning engineers,
- data scientists,
- or people designing and training models from scratch.

Instead, it focuses on the **AI user** who needs to understand how to work with AI assistants and tools **responsibly and effectively**.

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## Recommended Knowledge and Experience

There are **no formal prerequisites** for the CAFA exam.

However, candidates are more likely to succeed if they meet the following **recommended profile**:

### Practical experience with AI tools



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- At least **1–3 months** of experimenting with or regularly using:
  - a conversational AI assistant (e.g., ChatGPT or similar),
  - at least one **generative media tool** (images and/or video),
  - ideally, a simple **document-based AI tool** (for summarizing or answering questions from uploaded files).

### General digital literacy

- Confident use of a **computer or laptop**, modern web browser, and typical productivity tools (office suite, email, file sharing).
- Ability to **install or use web-based applications**, manage logins, and follow basic technical instructions.

### Language and study skills

- Ability to **read and write in English** at an intermediate level (approximately B1–B2).
- Basic **critical thinking skills** and willingness to question and verify information.
- Comfort with reading short scenarios and answering multiple-choice questions under time pressure.

### Recommended preparation path

- Completion of the “**Foundations of Artificial Intelligence**” course (or equivalent training) is strongly recommended but **not required**.
- Candidates without the course background can prepare through:
  - self-study using reputable AI literacy resources,
  - hands-on experimentation with AI tools, and
  - focused practice on safe and responsible AI usage.

## Exam Details

Attribute	Details
Certification Title	Certified AI Foundations Associate (CAFA)



## Certified AI Foundations Associate (CAFA) Exam Guide

Attribute	Details
Exam Code	<b>AIP-CAFA-100</b>
Guide Version	<b>1.0</b>
Format	Combination of <b>single-answer multiple-choice (MCQ)</b> and <b>multiple-response (MRQ)</b> questions. Most items are short, scenario-based questions in realistic study/work contexts.
Number of Questions	<b>45 scored questions</b>
Duration	<b>60 minutes</b> of standard testing time.
Languages	<b>English</b> (additional languages may be introduced in the future).
Prerequisites	<b>None</b> (see recommended knowledge and experience above).
Delivery Method	Remote, online, <b>proctored exam</b> delivered via the official AIPROI exam platform or an <b>AIPROI Approved Exam Provider</b> using a secure exam client or browser.
Passing Score	<b>700 out of 1000</b> on a <b>scaled score</b> scale (0–1000).
Certification Validity	<b>2 years</b> from the date of certification issue.
Recertification	Recertification required before expiry (see <b>Maintaining Certification</b> ).
Scoring & Reporting	Scaled scoring (0–1000) with a fixed passing standard. Scaled scores help keep the passing bar consistent even if different exam forms vary slightly in difficulty.
Retake Policy (summary)	Minimum <b>14-day</b> waiting period between attempts; up to <b>three attempts in any rolling 12-month period</b> , according to the current AIPROI Exam & Retake Policy.



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Attribute	Details
Accommodations	Additional <b>30 minutes</b> of exam time and other accommodations may be available for eligible candidates, subject to approval and documented needs.

### Question Types (MCQ and MRQ)

The CAFA exam uses two objective item types:

- **Multiple-choice questions (MCQ) – single answer**
  - Exactly **one** option is correct or best.
  - These items do **not** say “Choose TWO” or “Choose ALL that apply.”
  - Full credit is awarded only for selecting the single correct option.
- **Multiple-response questions (MRQ) – multiple answers**
  - **Two or more** options may be correct.
  - The question text clearly indicates the required selection, for example:
    - “Choose **TWO** answers.”
    - “Choose **ALL** that apply.”
  - The item is scored as correct **only if all correct options are selected and no incorrect options are selected.**
  - There is **no partial credit** for MRQ items.

### Accommodations & Accessibility

Candidates who require **additional time** or other accommodations (for example, due to disability, health conditions, or other documented needs) may request accommodations through AIPROI or the relevant exam provider.

- Requests must be submitted **in advance of the exam date** with appropriate documentation.
- Not all requests can be granted, but all will be reviewed in line with the current **AIPROI Exam & Retake Policy** and applicable laws.
- Approved accommodations (such as extra time or specific assistive technologies) will be confirmed **before** the exam.



**Important:** All questions on the CAFA exam are **scored**. There are **no unscored experimental items**; every question contributes to the final score.

# Registration, Scheduling & Changes

## Registration & Scheduling

- Candidates register for the CAFA exam through the **AIPROI Exam Portal** or an **AIPROI Approved Exam Provider** listed on the official certification website.
- During registration, you will:
  - select your **exam date and time** from available slots,
  - provide required **personal information**, and
  - complete **payment** or apply a valid voucher.
- Once your booking is complete, you will receive a **confirmation email** with:
  - your exam date and time,
  - technical and system requirements,
  - information on the secure browser or client (if applicable), and
  - instructions for identity verification and remote proctoring.

## Rescheduling & Cancellation

- You may be able to **reschedule or cancel** your exam within specified time limits, subject to:
  - the current **AIPROI Exam & Retake Policy**, and
  - any additional rules or fees applied by your chosen exam provider.
- Notice periods, fees, and limits on rescheduling or cancellation are defined by:
  - the **AIPROI Exam & Retake Policy**, and
  - the terms shown by the selected exam provider during booking.
- Always review the **terms shown on the exam booking page** and in confirmation emails; these govern your ability to change or cancel appointments.

For full details, candidates should consult the **AIPROI Exam & Retake Policy** and the information provided by their selected exam provider.



## Knowledge Domains and Weights

The CAFA exam covers **six domains**, aligned with the modules of the *Foundations of Artificial Intelligence* course.

Domain	Name	Weight
1	AI Foundations & Key Concepts	15%
2	Working with Generative AI & Prompts	25%
3	Multimodal AI Tools in Practice	15%
4	Hallucinations, Bias & Fact-Checking	20%
5	Working with Your Own Data: RAG & Agents	10%
6	Law, Ethics & Security Basics	15%

With **45 questions** in total, the **approximate item distribution** is:

- Domain 1: ~7 items
- Domain 2: ~11 items
- Domain 3: ~7 items
- Domain 4: ~9 items
- Domain 5: ~4–5 items
- Domain 6: ~7 items

Actual distributions may vary slightly between forms, but overall domain weights are preserved.

## Detailed Exam Objectives

All objectives are assessed at an **applied and conceptual level**. You are **not** expected to:

- write code,



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- perform complex calculations, or
- understand advanced mathematical details.

Questions focus on **recognizing concepts, choosing appropriate actions, and applying simple patterns** in realistic scenarios.

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## Domain 1: AI Foundations & Key Concepts (15%)

### 1.1 What AI Is (and What It Is Not)

- Distinguish AI systems from traditional rule-based software in everyday examples.
- Recognize common applications of narrow AI (e.g., recommendation systems, spam filters, classifiers).
- Identify realistic vs exaggerated claims about current AI capabilities.

### 1.2 Basic Terminology and Paradigms

- Match key terms (model, training data, parameters, inference) with their plain-language meanings.
- Identify the main machine learning paradigms (supervised, unsupervised, reinforcement) from short scenarios.
- Recognize the conceptual difference between narrow AI (ANI), general AI (AGI), and superintelligence (ASI).

### 1.3 Limits and Risks of AI Systems

- Identify typical limitations of AI, such as lack of true understanding and sensitivity to input phrasing.
- Recognize when human review and final decision-making are still required.
- Identify examples of tasks that are currently unsuitable or unsafe to fully delegate to AI tools.

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## Domain 2: Working with Generative AI & Prompts (25%)

### 2.1 Generative AI & LLM Basics



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- Describe at a high level how a language model processes input as tokens and produces probabilistic outputs.
- Recognize how context window limits and temperature influence the style and variability of responses.
- Identify common failure modes of generative models (hallucinations, formatting issues, missing constraints).

### 2.2 Core Prompting Techniques

- Apply simple prompting patterns such as **Role-Context-Task-Format (R-C-T-F)** to everyday tasks.
- Use iterative prompting to refine outputs by giving feedback and requesting improvements.
- Choose appropriate prompts for summarization, explanation, rewriting, translation, and idea generation.
- Recognize poorly phrased or ambiguous prompts and select better alternatives.

### 2.3 Using GenAI in Study and Work

- Design safe AI-assisted workflows for tasks such as drafting emails, reports, and assignments.
- Use generative AI to check understanding of a topic (e.g., explanations, examples, quiz-style questions) while respecting academic or workplace rules.
- Identify when and how to **disclose AI assistance** in academic or professional work.

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## Domain 3: Multimodal AI Tools in Practice (15%)

### 3.1 Images and Presentations

- Identify appropriate tools for generating images from text prompts and for AI-supported presentation creation.
- Apply basic prompting strategies to generate or refine images while respecting content guidelines and copyright.
- Recognize typical artifacts and limitations in AI-generated images.

### 3.2 Audio and Video

- Describe common uses of AI for transcription, translation, and audio cleanup.



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- Identify basic use cases for AI video generation and editing (e.g., simple explainer videos, short clips).
- Recognize where additional human review is required to avoid misleading or harmful media.

### 3.3 Choosing and Combining Tools

- Match common tasks (e.g., summarizing a lecture, creating visual aids, generating a short explainer) to suitable AI tools.
- Recognize the need to protect sensitive or confidential information before uploading files to third-party AI services.
- Distinguish between simple “AI-powered” features and traditional automation in productivity tools.

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## Domain 4: Hallucinations, Bias & Fact-Checking (20%)

### 4.1 Recognizing Hallucinations

- Identify likely hallucinations in AI-generated text (fabricated sources, invented statistics, obviously false facts).
- Distinguish between minor stylistic imperfections and serious factual errors.
- Recognize when an AI system is guessing or “making things up” instead of expressing uncertainty.

### 4.2 Fact-Checking and Verification

- Apply simple verification strategies such as cross-checking information in multiple independent sources.
- Choose appropriate actions when AI-generated references, URLs, or DOIs appear suspicious or invalid.
- Treat AI outputs as **hypotheses to verify**, not as authoritative truth.

### 4.3 Bias, Fairness & Deepfakes

- Recognize common sources of bias in training data and prompts.
- Identify potentially biased or discriminatory AI outputs from short examples.
- Recognize deepfake risks in images, audio, and video, and select basic methods to detect them (e.g., context checks, source verification).



## Domain 5: Working with Your Own Data: RAG & Agents (10%)

### 5.1 RAG Basics

- Describe, in plain language, how **retrieval-augmented generation (RAG)** combines a document store with a language model.
- Identify appropriate use cases for RAG, such as summarizing internal documents or answering questions based on uploaded files.
- Recognize the importance of checking cited passages and original documents for accuracy and context.

### 5.2 Safe Document Handling

- Identify which types of data (e.g., personal, confidential, exam materials) should not be uploaded to unapproved cloud-based AI tools.
- Recognize basic data protection practices, such as anonymizing or pseudonymizing information before using AI tools.
- Distinguish between local/offline tools and cloud-based services at a conceptual level.

### 5.3 AI Agents & Simple Automation

- Describe, at a high level, what an AI **agent** is (a system that can plan, call tools, and act iteratively toward a goal).
- Identify everyday tasks that can be safely delegated to simple agents (e.g., reorganizing notes, drafting agendas, extracting key points).
- Recognize when automation should be constrained or supervised to avoid unintended actions.

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## Domain 6: Law, Ethics & Security Basics (15%)

### 6.1 AI Act & Risk Categories

- Identify the main risk levels in the **EU AI Act** (minimal, limited, high, unacceptable) from short descriptions.
- Recognize examples of AI systems likely to fall into each risk level.



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- Identify, in broad terms, the obligations associated with higher-risk AI systems (such as documentation and human oversight).

### 6.2 Data Protection and GDPR

- Distinguish personal data from non-personal data in typical scenarios.
- Identify inappropriate uses of AI tools that would likely violate **GDPR** (e.g., uploading sensitive personal information to unapproved tools).
- Recognize good practices for data minimization, anonymization, and transparency when using AI.

### 6.3 Security and Prompt Injection

- Recognize examples of **prompt injection** and other techniques aimed at bypassing AI system safeguards.
- Identify safe responses when an AI system suggests actions that may leak data or break rules.
- Understand, at a conceptual level, why organizations implement guardrails, access controls, and monitoring for AI use.

### 6.4 Responsible and Transparent AI Use

- Recognize when AI-generated content should be labeled or disclosed to maintain trust.
- Identify clearly unethical uses of AI (e.g., generating disinformation, harassment, plagiarism).
- Apply simple decision frameworks to decide **when, how, and whether** to use AI tools in a given context.

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## Sample Questions

These sample items illustrate the **style and difficulty** of CAFA questions. They do not cover all objectives.

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### Sample Question 1 (Hallucinations)

You ask a generative AI assistant to prepare a bibliography of academic articles on a specialized topic. It returns a list of references with DOIs. When you check several of them in a scholarly



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database, some DOIs do not exist.

What is the **most appropriate** next step?

- A. Delete only the references with invalid DOIs and keep the rest without further checks.
- B. Ask the AI to “fix the DOIs” and copy the updated list directly into your document.
- C. Manually verify each reference in a trusted database or publisher website before using it.
- D. Keep the references as they are and add a note that “some details may be approximate.”

**Correct answer:** C

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### Sample Question 2 (Bias)

A teacher wants to use an AI image generator to create illustrations for class materials that show different professions. After generating several images, the teacher notices that many images reinforce gender stereotypes.

What is the **best** action to take?

- A. Ignore it; the images are “just for illustration” and not important.
- B. Carefully adjust prompts and regenerate images to ensure more diverse and balanced representations.
- C. Ask students to correct the stereotypes in class without changing the images.
- D. Stop using AI tools completely for any visual materials.

**Correct answer:** B

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## Recommended Preparation

### 1. Understand the Blueprint

- Read this Exam Guide carefully:
  - review the **domains and weights**, and
  - study the **detailed objectives** for each domain.



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- Map domains to your prior learning:
  - Domain 1 → introductory AI theory and terminology,
  - Domain 2 → text-based assistants and prompts,
  - Domain 3 → image/audio/video/presentation tools,
  - Domain 4 → hallucinations, bias, and verification,
  - Domain 5 → RAG-style tools and agents,
  - Domain 6 → AI Act, GDPR, security, and ethics.

## 2. Follow a Structured Learning Path

### Option A: Take the “Foundations of Artificial Intelligence” course

- Attend lectures and workshops.
- Work through practical exercises using real AI tools.
- Complete course projects related to prompts, fact-checking, RAG, and ethics.

### Option B: Self-study

- Use reputable AI literacy resources (articles, tutorials, short courses).
- Practice with:
  - at least one conversational AI assistant,
  - at least one image or video tool,
  - at least one document-based AI tool (e.g., RAG-style).
- Focus not only on “cool tricks,” but on **safety, verification, and compliance**.

## 3. Practice Applied Scenarios

- Simulate exam conditions:
  - set a timer (e.g., 60 minutes),
  - answer a batch of MCQ/MRQ questions or self-created scenarios without AI tools.
- After each practice:
  - identify which **domains** are weakest,
  - revisit the corresponding objectives and materials,
  - repeat with new scenarios or practice questions.



### 4. Final Review

Shortly before the exam:

- Re-read this Exam Guide (especially domains, objectives, and exam rules).
- Review your notes and key concepts:
  - AI vs traditional software,
  - prompt patterns and multimodal tools,
  - hallucinations, bias, and deepfakes,
  - RAG and agents,
  - AI Act risk levels, GDPR basics, and cybersecurity.

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## Exam Day Guidelines

### Before the Exam

- **System check**
  - Verify that your computer, operating system, browser, webcam, and microphone meet the technical requirements for the AIPROI Exam Platform or your chosen **AIPROI Approved Exam Provider**.
  - Install and test any required **secure exam browser or client** in advance, including compatibility checks.
- **Environment**
  - Choose a **quiet, well-lit, private room** where you can sit alone for the entire exam.
  - Clear your desk and surroundings of unauthorized materials (books, printed notes, additional devices).
- **Identity**
  - Have a valid **government-issued photo ID** (or other accepted ID) ready for identity verification.
- **Check-in**



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- Log into the exam platform at least **15 minutes before** the scheduled start to complete system checks and the check-in process.

### During the Exam

- Follow all on-screen instructions and any guidance from the remote proctor.
- Keep your **webcam and microphone** active and remain visible in the camera frame.
- You must **not**:
  - access external resources (websites, books, notes),
  - communicate with other people,
  - use phones, tablets, or additional computers,
  - use any AI tools (including conversational assistants, image generators, or other AI-based utilities).

#### **Use of AI tools during the exam is strictly prohibited.**

You may not use AI assistants on any device while the exam is in progress.

- Use the exam navigation tools to move between questions and review them as needed within the allotted time.

### After the Exam

- Submit your answers as instructed and exit the secure browser or client.
- You will typically see a **provisional pass/fail result** shortly after submission.
- An official **score report**, including:
  - your scaled score (0–1000),
  - domain-level performance indicators (for feedback), will be made available in your exam account and/or by email within a reasonable time, depending on the exam provider.

If you **do not pass**:

- You may schedule a **retake after at least 14 days**.
- You may take the CAFA exam up to **three times in any rolling 12-month period**, in line with the AIPROI Exam & Retake Policy.

Keep your exam confirmation and score reports for your records.



## Maintaining Certification

The **CAFA** certification is valid for **2 years** from the date of issue. To keep your certification **active**, you must **recertify before the expiry date**.

### Recertification Options

#### 1. Pass the current CAFA exam again

- Schedule and pass the latest version of the CAFA exam before your current certification expires.
- Your new 2-year validity period starts from the date of the successful recertification exam.

#### 2. Earn an approved higher-level AI Professional Institute certification

- Achieving an eligible higher-level certification (for example, a practitioner- or developer-level AIPROI credential) may renew or supersede your CAFA status, according to current program rules.
- Details of which certifications qualify and how they interact will be provided on official AIPROI certification program pages.

If your CAFA certification **expires** without recertification:

- you may no longer present yourself as a current CAFA certification holder, and
- you may need to **retake and pass** the CAFA exam (or obtain an eligible higher-level certification) to regain certified status.

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## Career Pathways

The CAFA certification supports a variety of **early-stage and cross-functional roles**, for example:

- **AI-Literate Student or Graduate**

- Uses AI tools effectively and safely in coursework, projects, and research support.

- **AI-Enabled Office or Administrative Professional**

- Uses AI for drafting documents, summarizing information, and preparing presentations while respecting privacy and policies.



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- **AI-Aware Educator or Trainer (Foundations Level)**
  - Understands how to incorporate AI tools into teaching in a safe, ethical, and transparent way.
- **AI Foundations for Career Changers**
  - Provides a recognized baseline for professionals moving into roles where AI literacy is expected (e.g., project management, HR, marketing, operations).

CAFA can also serve as a **stepping stone** to more advanced AIPROI certifications (e.g., practitioner- or developer-level credentials).

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## Additional Information

### Code of Ethics

All CAFA candidates and certification holders are expected to use AI **responsibly, lawfully, and ethically**. They must:

- follow all exam rules; never engage in cheating, proxy testing, or unauthorized sharing of exam content,
- use AI tools in ways that respect **privacy, confidentiality, and applicable laws and regulations**,
- avoid intentionally creating or deploying AI solutions that cause harm, mislead users, or unfairly discriminate,
- be transparent about AI involvement in content and decisions when this is relevant for trust and accountability,
- respect institutional and employer policies regarding AI use.

By registering for and taking the CAFA exam, you agree to abide by the **AI Professional Institute Certification Code of Ethics** and related policies, available on the official AIPROI legal pages.

Violations of the Code of Ethics or exam policies may result in:

- invalidation of exam results,
- suspension or revocation of certification, and/or
- restrictions on future exam participation.



## Certified AI Foundations Associate (CAFA) Exam Guide

### Key Policies & Documents

Candidates should review the most up-to-date versions of:

- **AIPROI Exam & Retake Policy**
- **AIPROI Candidate Agreement**
- **AIPROI Privacy & Data Protection Notice**
- **AIPROI Certification Code of Ethics & Exam Security Policy**

These documents, together with the latest version of this Exam Guide, form the basis of the **contractual and ethical framework** under which CAFA exams are delivered.

**Disclaimer:** This exam guide is subject to updates. Always refer to the **latest version** available on official AI Professional Institute websites and exam portals. If there is any discrepancy between this guide and the official policies or website, the **official policies and website** take precedence.

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**Next Review:** 2026-03-11

**Website:** <https://apro.institute/certifications/certified-ai-foundations-associate-cafa>