ASTRA Ready

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Candidate Handbook

Version 1.4 - 2 November 2026

hello@astraready.com - www.astraready.com

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Version 1.4 - 2 November 2026 - Issued by ASTRA Ready

This handbook tells you how ASTRA Ready examinations and credentials work. It applies to every candidate.

1. The credentials

ASTRA Ready offers four credentials. Three assess commercial decision-making in cloud, security and AI solutions; one, ASTRA Tech Fundamentals, assesses customer-facing understanding of modern technology.

| ASTRA Tech Fundamentals | ASTRA Tech Sales Associate | ASTRA Tech Sales Advisor | ASTRA Cybersecurity Sales Specialist

Linked programme | ASTRA Tech Fundamentals programme | ASTRA Tech Sales Associate programme | ASTRA Tech Sales Advisor programme | ASTRA Cybersecurity Sales Specialist programme
What it assesses | Customer-facing understanding of modern technology: what a product is, who operates what, what a quote line means, what a security questionnaire is asking, what an AI claim can and cannot promise. Knowledge and understanding, not deal-level judgement | Foundational commercial judgement about cloud, security and AI offers, using supplied evidence | Integrating architecture, economics, assurance, AI governance, discovery, channel boundaries and rollout into a defensible recommendation | Commercial judgement about cybersecurity solutions: evidence boundaries, assurance material, proofs and evaluations, customer-controlled settings, security questionnaires, partner authority and the difference between a product capability and a proven customer outcome
Scored questions | 30 (short evidence items, no cases) | 48 across 8 cases | 56 across 8 cases | 40 across 7 cases
Examination time | 45 minutes | 120 minutes | 120 minutes | 100 minutes
Calculator | None needed | On-screen calculator where a question needs one | On-screen calculator where a question needs one | None. Any arithmetic is designed to be done by hand

What a credential attests: an ASTRA Tech Sales Associate, Advisor or Cybersecurity Sales Specialist credential attests that the holder passed an ASTRA Ready examination of commercial judgement about cloud, security and AI solutions at the named level. An ASTRA Tech Fundamentals credential attests that the holder passed an ASTRA Ready examination of customer-facing technology understanding at the Fundamentals level. No ASTRA Ready credential certifies technical engineering or security skills, commercial judgement beyond the named level, performance in a specific job, or accreditation by an external body.

2. Who can sit an examination

- Anyone aged 18 or over may register.
- Completing an ASTRA Ready programme is not required. You may sit the examination directly.
- The four examinations are independent. You may sit any examination without holding another ASTRA Ready credential. ASTRA Tech Fundamentals is not a prerequisite for the Associate.
- Examination objectives for each credential are published on the certification pages. Every question is based on a published objective.

3. Booking

Every examination voucher includes one examination attempt, one free retake and access to the practice set and mock examination for that programme (and simulations where the programme has them). Vouchers for the ASTRA Tech Sales Associate, Advisor and Cybersecurity Sales Specialist programmes are valid for 12 months from the day you buy them; ASTRA Tech Fundamentals vouchers are valid for 6 months.

- A free retake must be used within the voucher's validity and follows the retake rules in section 7.
- An unused voucher expires at the end of its validity.
- Start your examination from your ASTRA Ready account whenever you are ready, at any hour, within

your voucher's validity. No appointment is needed.
- You will need a stable internet connection, a desktop or laptop computer with a webcam, an up-to-date Chrome or Edge browser, a quiet private room and an uninterrupted block of time. Phones and tablets are not supported for examinations. A system check runs before you start.

4. Identity and conduct

ASTRA Ready examinations use privacy-first AI-assisted supervision.

- Before you start: you show a photo ID and take a live photo, and you give consent. You need a working webcam and must share your entire screen.
- At the start: a short calibration of about 30 seconds learns your normal position, lighting and glasses, so the checks are fair to you. You also show the room with your webcam.
- During the examination: software running on your own computer checks for signs such as no face visible, a different face, more than one person, looking away for long periods, leaving the examination tab or full-screen mode, copy and paste, and sustained speech. If something looks wrong you get an on-screen prompt first.
- What is saved: continuous video is not uploaded. If a check is triggered, a clip of about 20 seconds around that moment and a screenshot of the examination window are saved. A low-resolution webcam still is also saved about once a minute. Between the stages of a staged case you may be asked to show the room again.
- On screen: your candidate ID appears as a watermark. Examination content is confidential.
- After the examination: a trained person reviews any sitting with flags. The AI never fails or penalises anyone on its own; a person always decides. A random sample of unflagged sittings is also checked.
- You will see any flags on your sitting, and you can explain them or appeal under section 10.
- Images and clips are kept for 90 days, or until any review or appeal is closed, and then deleted.
- Examination data itself is also checked for unusual patterns, for example answers given far faster than reading time allows. These are flags for a person to review, never decisions.
- Accommodations: if you need to look away from the screen, use assistive technology or take breaks, request an accommodation under section 9 and the checks are adjusted for you.

These rules apply to every examination:

1. The examination is closed book: no notes, websites, AI tools or other people.
2. An on-screen calculator is provided where a question needs one. You may not use your own calculator or any other device. The Cybersecurity Sales Specialist and Tech Fundamentals examinations have no calculator; none is needed.
3. Do not copy, photograph, record, share or discuss examination content. Examination content is confidential.
4. You must sit the examination yourself, using your own account and name.
5. Breaking these rules may lead to a result being withheld or cancelled, a credential being revoked, and a ban from future examinations.

5. During the examination

- Question types: single choice; select exactly the stated number; match each row; put steps in order; enter a number. Each scored question is worth one point. There is no negative marking and no partial credit.
- Cases: each case gives you evidence such as documents, logs, price sheets and messages. Answer only from the evidence given. Organisations and figures are fictional.
- Staged cases: every paper has at least one case that releases evidence in stages. Later cases stay locked until you finish the last stage of a staged case; the screen tells you which cases will open. Before you continue you will be warned that you cannot return to the previous stage and that unanswered questions in it will score zero. Ordinary cases can be revisited until you submit.

- Answer order is shuffled for each candidate.
- The clock starts when the first case is delivered to you. The system check, consent, calibration and room scan do not use examination time. The clock keeps running if you leave the page. Answers save automatically. When time runs out, all saved answers are submitted.
- No feedback is shown during the examination.
- Technical problems: if you lose connection, sign in again and resume. Your saved answers and remaining time are kept. If a problem stops you finishing, contact support within 24 hours.

6. Results

- The pass mark for each examination is set by ASTRA Ready from examination evidence and a documented review. It is not a fixed percentage.
- You will see your result, Pass or Not yet passed, and your overall score.
- Domain-level feedback is shown once it has been validated as reliable.

7. Retakes

- You may sit each examination up to 3 times in any rolling 12-month period.
- After a sitting that is not passed, you must wait 14 days before sitting again.
- Each attempt uses a different examination paper where one is available.
- Every voucher includes one free retake. After that, a further attempt needs a new voucher.

8. Your credential

- Credentials are valid for 3 years from the date of issue.
- To renew, pass the examination that is current at the time of renewal. There is no continuing-education renewal route.
- Each credential has a unique ID and a public verification page showing your name, the credential, the issue date, the valid-until date and the status: Valid, Expired, Replaced or Revoked.
- If a certificate is reissued, for example to correct a name, the old ID shows Replaced and links to the current one. Reissue does not extend validity.

9. Accommodations

If you have a condition that affects how you sit an examination, you can request an accommodation before booking: extra time, typically 25% or 50%, presentation suited to a screen reader, or rest breaks. Email hello@astraready.com with what you need and brief supporting information. Requests are answered within 5 working days and kept confidential. Supporting information is used only to decide the request and is deleted afterwards.

10. Appeals and complaints

See the Appeals and complaints policy. In summary: a result review within 14 days, an item challenge within 7 days, an appeal against a misconduct decision within 14 days, and complaints acknowledged within 2 working days.

11. Your examination data

See the Privacy notice.

12. Cancellations and refunds

Purchases are not refundable. A voucher expires at the end of its validity and is not extended or exchanged. If a technical failure on our side stops you completing an examination, you receive a free retake. See the Refund policy.

13. Contact

Support: hello@astraready.com

Changes in version 1.2 (6 October 2026)

- Added the ASTRA Cybersecurity Sales Specialist credential: 40 questions across 7 cases, 100 minutes, no calculator.
- Section 2: the three examinations are independent.
- Section 3: vouchers are 12-month and include practice sets, simulations and the mock examination; the 6-month voucher is withdrawn.
- Section 5: staged cases lock later cases until the last stage is finished.

Changes in version 1.4 (2 November 2026)

- The invitation-only phase has ended. Section 6 no longer carries the held-results note for invited candidates; results for every candidate follow the same rule. No other change.

Changes in version 1.3 (8 October 2026)

- Added the ASTRA Tech Fundamentals credential: 30 scored questions, 45 minutes, no cases, no calculator; 6-month voucher; assesses customer-facing technology understanding, not commercial judgement.
- Section 1 attestation wording split by credential type; section 2 updated for four independent examinations; section 3 voucher validity by programme.
- ASTRA Tech Fundamentals was free by invitation until its pass mark was set.