



**Preparation Guide**

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# 1. Overview

EXIN Agile Coach (AGILECOACH.EN)

## Scope

The EXIN Agile Coach certification confirms that the professional has highly specialized skills in the field of Agile and can coach an organization, teams, and individuals to work in a more Agile way..

The main topics for this certification are:

- Agnostic Agile – Know the Basics
- Deep Dive into Agile – Agile Practices
- Facilitating the Change – How to Guide
- Coaching Techniques – How to Help

## Summary

The EXIN Agile Coach certification independently confirms the professional maturity of the candidate in their Agile coaching competence. The certificate provides them with professional recognition in the Agile community and with proof of their competence.

Candidates are assessed on their competences in Agile coaching practices, when guiding an organization through the transition toward Agile practices.

By using a rigorous assessment process with trained assessors and strict guidelines, EXIN maintains a high-quality and high-value assessment.

## Context

The EXIN Agile Coach certification is part of the EXIN Agile Scrum certification program.



## Target Group

Agile coaches who wish to have their competence recognized.

## Requirements for Certification

- Successful completion of the EXIN Agile Coach assessment.

The candidate should show at least 6 months of practical experience in coaching an organization or part of an organization to a more agile way of working.

The candidate is recommended to have worked in a variety of environments and to have gained experience in the competences being assessed.

The candidate is highly recommended to have attended a EXIN Agile Coach training with an EXIN accredited training organization (ATO). Details can be found under the heading [Training](#).

## Examination Details

Examination type:	Assessment
Number of questions:	Not applicable
Pass mark:	65%
Open book:	Yes
Notes:	Yes
Electronic equipment/aides permitted:	Yes
Assessment duration:	Approximately 8 hours
Number of participants:	<ul style="list-style-type: none"><li>• Live session: 4, 5, or 6</li><li>• Online session 1, 2, 3 or 4</li></ul>

The Rules and Regulations for EXIN's examinations apply to this exam.

More details of the assessment process can be found in [Chapter 3 Assessment Design](#).

## Assessment Language

The language for all elements of the assessment is English.

If candidates wish to use the services of a certified translator or certified translations, they may agree this with EXIN at their own costs and risk.

## Bloom Level

The EXIN Agile Coach certification tests candidates at Bloom Level 5 and 6 according to Bloom's Revised Taxonomy:

- Bloom Level 5. Evaluate: Make judgements based on criteria and standards through checking and critiquing. This includes justifying a decision or course of action.
- Bloom Level 6. Create: Put elements together to form a coherent or functional whole; reorganize elements into a new pattern or structure through generating, planning, or producing. This includes generating new ideas, products, or ways of viewing things.

## Training

### Indication Study Effort

168 hours (6 ECTS), depending on existing knowledge.

### Requirements for Accreditation

The ATO is accredited for EXIN Agile Scrum Master or EXIN Agile Product Owner. The ATO confirms that they will follow this procedure:

- Intake of the candidate
- Filing
- Assessment of prerequisites (certificates, experience)
- Analysis of gaps between current level and required competences and deliverables for EXIN Agile Coach
- Services offered to fill the gaps
  - For example, training, coaching, intake form evaluation, peer interaction.
  - The services can be composed according to the individual's needs.
- Design individual training or coaching plan
- Exam registration at EXIN
- Exam preparation
  - For example, practice the observed practicum, individually or in peer group.
- Evaluation

### Facilitation of an Assessment Session by an ATO

ATOs may facilitate assessment sessions, both online and offline.  
For any questions regarding this process, please do not hesitate to contact [support@exin.com](mailto:support@exin.com).

### Training Organization

You can find a list of our accredited training organizations at [www.exin.com](http://www.exin.com).

## 2. Exam requirements

The exam requirements are specified in the exam specifications. The following table lists the topics of the module (exam requirements) and the subtopics (exam specifications).

Exam Requirements	Exam Specifications	Weight
<b>1. Agnostic Agile - Know the Basics</b>		<b>25%</b>
	1.1 Agile Foundations	12.5%
	1.2 Roles	12.5%
<b>2. Deep dive into Agile - Agile practices</b>		<b>32.5%</b>
	2.1 Testing and Requirements	12.5%
	2.2 Lean and Agile	7.5%
	2.3 Scaling Agile	12.5%
<b>3. Facilitating the Change - How to Guide</b>		<b>20%</b>
	3.1 Facilitation for Agilists	12.5%
	3.2 Agile Transformation	7.5%
<b>4. Coaching Techniques - How to Help</b>		<b>22.5%</b>
	4.1 Coaching Styles	12.5%
	4.2 Storytelling	7.5%
	4.3 Visualization	2.5%
	<b>Total</b>	<b>100%</b>



## Exam specifications

### 1 Agnostic Agile - Know the Basics

- 1.1 Agile Foundations  
The candidate can...
  - 1.1.1 agree on requirements, technical outline and how to work.
  - 1.1.2 agree business, solution and management foundations.
  - 1.1.3 implement a project cycle.
  - 1.1.4 establish roles and their responsibilities.
  - 1.1.5 establish the rituals.
  - 1.1.7 handle requirements.
- 1.2 Roles  
The candidate can...
  - 1.2.1 assume the role of Scrum Master.
  - 1.2.2 assume the role of Product Owner.

### 2 Deep Dive into Agile - Agile Practices

- 2.1 Testing and Requirements  
The candidate can...
  - 2.1.1 manage requirements.
  - 2.1.2 establish INVEST in testing.
  - 2.1.3 establish the Testing Manifesto in testing.
- 2.2 Lean and Agile  
The candidate can...
  - 2.2.1 present the history of Lean.
  - 2.2.2 explain the principles of Lean.
  - 2.2.3 show the relationship between Agile and Lean.
  - 2.2.4 establish Lean practices.
- 2.3 Scaling Agile  
The candidate can...
  - 2.3.1 assess geographical distribution.
  - 2.3.2 assess team size.
  - 2.3.3 analyze domain complexity.
  - 2.3.4 assess organizational distribution.
  - 2.3.5 analyze technical complexity.
  - 2.3.6 analyze organizational complexity.
  - 2.3.7 evaluate organizational discipline.

### 3 Facilitating the Change – How to Guide

- 3.1 Facilitation for Agilists  
The candidate can...
  - 3.1.1 create a collaborative client relationship.
  - 3.1.2 plan an appropriate group session.
  - 3.1.3 sustain a collaborative session environment.
  - 3.1.4 guide the group.
  - 3.1.5 manage their own learning.
  - 3.1.6 be a role model.
  - 3.1.7 enact the 10 principles of facilitation for Agilists.
- 3.2 Agile Transformation  
The candidate can...
  - 3.2.1 turn an Agile transformation model into practice.

#### 4 Coaching Techniques – How to Help

##### 4.1 Coaching Styles

The candidate can...

4.1.1 support Agile coaches in developing their coaching skill.

4.1.2 support Agile coaches in making their action plan.

4.1.3 teach Agile coaches to coach people in their own organization.

##### 4.2 Storytelling

The candidate can...

4.2.1 explain the value of storytelling.

4.2.2 create and present a story.

##### 4.3 Visualization

The candidate can...

4.3.1 explain the value of visualization.

4.3.2 create and present a poster.

## 3. Assessment Design

The dates and locations of public assessments can be found on the [EXIN events calendar](#). Online sessions can be agreed with [candidatesupport@exin.com](mailto:candidatesupport@exin.com). For ATO-specific or in-company sessions, please contact your EXIN Sales contact person.

The EXIN Agile Coach assessment has 3 stages:

- Application
- Interview
- Assessment Day

### Stage 1. Application

Candidates can apply for the assessment by submitting a digital application form at least 3 months before the preferred date and location. The application template is available on the EXIN Agile Coach product page and from [bit.ly/AGILECOACH\\_candidate\\_form](https://bit.ly/AGILECOACH_candidate_form). The filled-out form can be submitted, together with a recent résumé (CV) and other supporting documents, to [candidatesupport@exin.com](mailto:candidatesupport@exin.com).

The application form contains fields for:

- information about the applicant
- relevant training, certification
- relevant coaching experience
- essay on one of the coaching engagements

EXIN performs a first check on completeness of the application form.

- If the form is incomplete, you have one opportunity to resubmit the corrected form.
- If the form is complete, you will receive an invoice.
- When the invoice is paid, your application will be processed.

Your application will be assessed by an assessor.

- If your application is rejected, you receive a 50% refund.
- If your application is accepted, this will be confirmed by the process manager and an assessor is assigned to you. You receive the contact details of the assessor, a list of scenarios and the invitation for the Stage 3. Assessment meeting.

From this point in the process there is no refund.

### Stage 2. First Interview

- Within one week you contact the assessor to agree a 30-minute online meeting.
- The assessor looks for evidence of your competence in your application and in the interview. The interview is recorded.
- The assessor will recommend a scenario for your observed practicum.
- The assessor will work with you in preparing the observed practicum. The practicum must be interactive.

### Stage 3. Assessment meeting

Outline of the schedule of a physical meeting:

- Introduction
- Observed practicum by each candidate
- Second interview by two assessors, which will also be recorded
- Tentative result and feedback

For an online meeting, the assessment elements may be spread over separate days. The observed practicum and second interview are recorded. You are responsible for the quality (bandwidth) of your Internet connection. If you cannot be seen or heard, you cannot be assessed.

## 4. Literature

### Exam Literature

There is no specific literature to prepare for this assessment. Candidates are responsible for fulfillment of their information needs before starting the application process.

### Additional Literature

- A. Various authors  
**Agile Manifesto**  
(latest version)  
<https://agilemanifesto.org/>
- B. Various authors  
**Integrated Agile Transformation Model™**  
WeManity (latest version)  
<http://integratedagile.com/>
- C. Jeff Sutherland and Ken Schwaber  
**The Scrum Guide**  
(latest version)  
<https://www.scrumguides.org/>
- D. Various authors  
**The International Association of Facilitators**  
(latest version)  
<https://www.iaf-world.org/site/professional/core-competencies>

### Comment

Additional literature is for reference and depth of knowledge only. This is merely a list of recognized general sources. No rights can be derived from these sources.





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