# Sponsor's Handbook

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Lab Authority

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# 1. Introduction

This document is intended to assist members and non-members in raising test requests, obtain copies of test reports under various licensing terms. It describes the process and requirements to have a device tested against a version of VCX standard. In addition, this document is intended as a guide for testing process and procedures. Any question, exception or condition that is not covered or described in the document need to be raised to VCX-forum board for clarification and resolution

More information regarding the pricing for the tests can be found in the VCX-Forum monetary guidance. Please refer to the Lab Authority flow chart for a quick reference. In case of conflict between the flow-chart and this document, this document holds precedence.

# 2. Terms and Entities

- **Test Device**: an electronic device with at least one image-capturing component. It doesn't require special software or hardware and is meant for public use. The device should have a stable operating system and a default camera app, which is used for testing. If an exception is needed, it must be requested from the VCX-forum board. There are two types of testing:
  1) Closed test
  2) Open test
- **Closed test**: a test requested by a sponsor for a device that meets one or more specific conditions. These could include a device not available to the public, a device with a non-default configuration, or a device whose test results are not intended for public release. The sponsor must ensure the device is safe for rigorous testing. The results are shared **only** with the sponsor under a non-disclosure license.
- **Open test**: This is the official VCX-Forum test for In-market & Pre-launch devices. The results are shared on the VCX-Forum website and other communication channels.



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- Disambiguation of the term "**publication**" – The results are primarily shared on VCX-Forum website, but could be extended to other forms of VCX-Forum communication such as (but not limited to) Social media, physical publication, leaflets, informercials, whitepapers, journals etc.
- **VFLA :** VCX-Forum Lab Authority
- **VFTL / VFCL**: VFTL (VCX-Forum Trusted Lab): A laboratory authorised by VCX Forum to conduct official VCX testing. The authoritative definition is maintained in the VCX Lab Authority Document..
- **Sponsor**: a legal entity that pays for a test or a device to be tested at a VFTL/VFCL. Typically, the sponsor is also the device donor.
- **Test reports & documents**: There are many documents that get generated as an output of a VCX-Forum-compliant test for a profile. One is the Top-Level-Results (TLR), a high-level score sheet published on the VCX-Forum website. Test results generated by VFCL are not published on the VCX-Forum website, nor are they issued under a publication license; only the results from a VFTL are considered for publication by VCX-Forum; additionally, only results generated by VFTL are released under a publication licence. Test reports generated by VFTLs follow a template for content but may differ in style; some VFTLs may include additional information at their discretion. Please refer to the Monetary guidance for various reports/documents that a VFTL/VFCL could generate and their respective price guidance.
- **In-market device**: A device available for public purchase, updated to the latest software at the time of testing. No special software or hardware accessories are included in the testing. If the device comes with an optical aid or camera accessory, it won't be considered in the testing. An open test implies that the sponsor agrees to the publication of the results on VCX-Forum channels. A sponsor could request anonymity.
- **Pre-launch**: A device that is largely unknown to the public and whose launch is *imminent*. To qualify as a pre-launch device, the device must be same in all respects to the one intended for launch. The sponsor will be requested to formally declare / confirm to VCX-Forum (via email) that the device (hardware & software) are identical to the one that is planned for launch. Any change in



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hardware or software between a pre-launch device submitted for VCX testing and the launch device ***may*** invalidate the results. It is the sponsor's responsibility to alert VCX-forum if this occurs.

- **Device Donor**: any entity that provides the device for testing
  1) In case of closed test, the sponsor must be the device donor without exception
  2) For an in-market device testing, this entity is billed the cost of the device.
- **VCX-forum board**: Board members of the VCX-Forum eV. Since Board members are elected periodically, the latest information on who is on the board can be either looked up on the VCX-Forum website or requested from the coordinator.
- **VCX-forum Lab-authority**: VCX-LA, is one of the departments of VCX-Forum. Please refer to the "VCX-Forum Lab Authority document" for definition and disambiguation.
- **Licensing:** Test reports and other documents generated by VFTL can be bought under the following licenses from VCX-Forum
  1) NDL: Non disclosure license - Sponsors are welcome to share the Test reports and other documents generated as part of the test-result with their clients under NDA.
  2) PPL: Perpetual publication license - Sponsors can use part of the report/document in their communication channels; The only restriction is that such use should not mislead the public or imply results contrary to the spirit of the VCX-Forum (factuality, transparency and objectivity)



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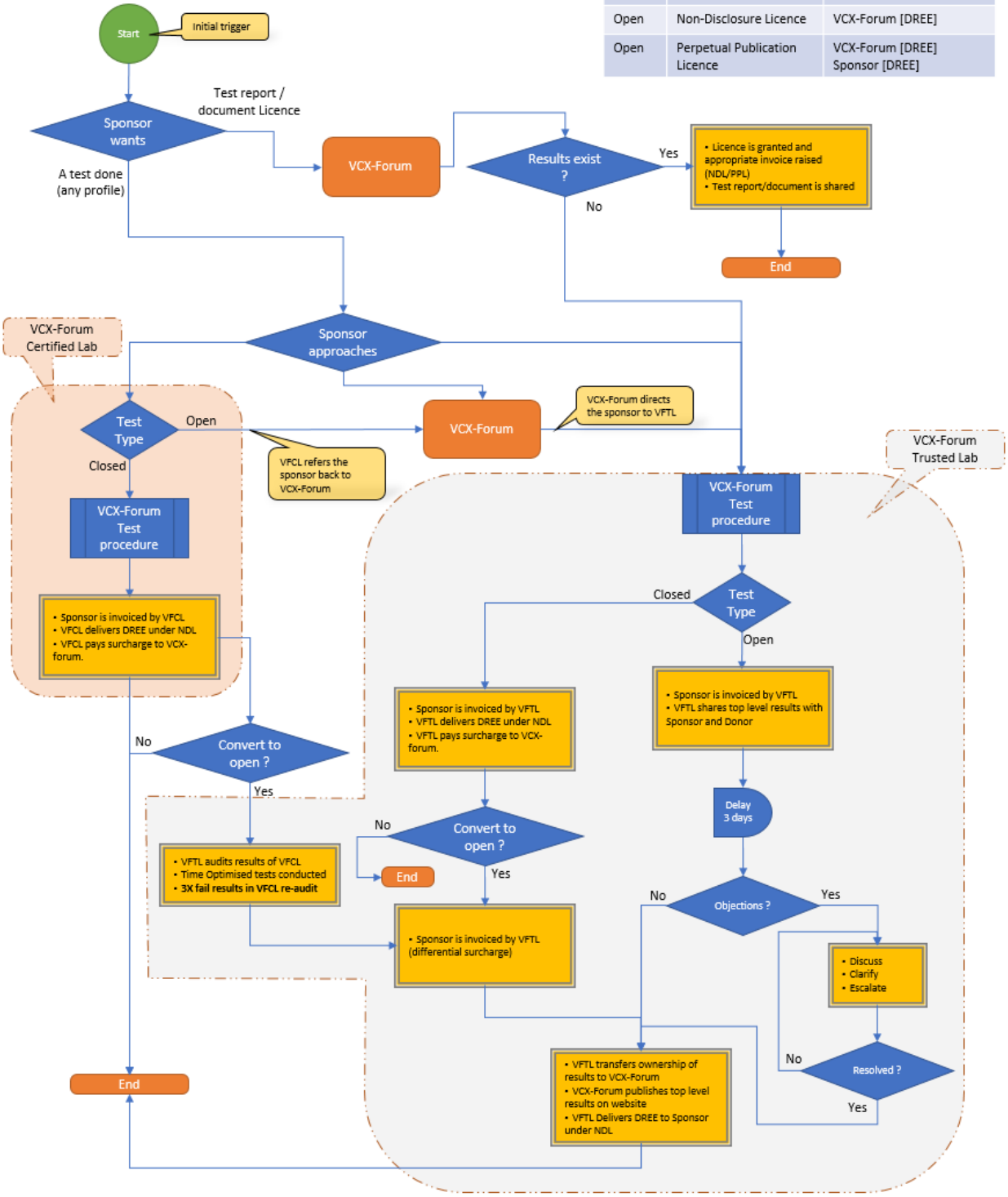
# 3. Process

| Test type | Test report issued under (non-exclusive) | Who can publish results ? |
|---|---|---|
| Closed | Non-Disclosure Licence | No one |
| Open | Non-Disclosure Licence | VCX-Forum [DREE] |
| Open | Perpetual Publication Licence | VCX-Forum [DREE] Sponsor [DREE] |



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### 3.1 Initial Contact

A Sponsor wishing to request a VCX test shall initiate contact with either VCX-Forum or an authorised testing laboratory.

The appropriate contact point depends on the type of test requested:

#### Closed Test

* The Sponsor may contact any active VFCL or VFTL directly.

* Alternatively, the Sponsor may contact VCX-Forum, which will provide a list of active laboratories for the relevant profile.

#### Open Test

* The Sponsor shall contact VCX-Forum or an authorised VFTL.

* VCX-Forum will assist in identifying a suitable testing laboratory where required.

For the latest list of active laboratories, Sponsors should contact VCX-Forum directly.

### 3.2 Request Information

The Sponsor shall submit a test request by email to VCX-Forum or the selected testing laboratory.

The request should include the following information:

#### Mandatory Information

- Device manufacturer
- Product name and model number
- Requested test type (Open Test or Closed Test)
- Expected device delivery date

#### Additional Information for Open Tests

- Device classification (In-Market or Pre-launch)



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- Intended test result publication date
- Device announcement date
- Device launch date or expected market availability date

For Open Tests, the Sponsor **must formally declare that the submitted device is representative of the device intended for public sale**, including the imaging hardware, software configuration, and SKU.

For Pre-launch devices, the Sponsor further confirms that the submitted device is identical, in all camera-related aspects, to the product intended for commercial release.

VCX-Forum reserves the right to reject publication, remove published results, or require re-testing if it is determined that the submitted device is materially different from the commercially released product.

### 3.3 Request Review and Acceptance

Upon receipt of the request, VCX-Forum and/or the selected laboratory will review the information provided and determine:

- Whether the requested test falls within the scope of the applicable VCX profile;
- Whether the requested test should be treated as an Open Test or a Closed Test;
- Whether the selected laboratory has the capability and availability to conduct the test; and
- Whether any additional agreements or documentation are required.

Upon receipt of an official score conversion request, the VFCL shall provide the VFTL with the tested device, raw test data, test report, device and software configuration, test conditions, equipment and calibration information, and all supporting files necessary to reproduce the results.



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The VFTL may request additional information or conduct a partial or full re-test. Verification does not guarantee publication; final publication remains subject to VCX-Forum approval.

Testing activities shall not commence until all required information, agreements, and device sourcing arrangements are in place.

## 4. Sourcing

**Closed test**: The sponsor sources the device and delivers it to the VFTL / VFCL. The sponsor is responsible for the device's security and transportation. The sponsor can request a specific device/module/software to be tested to assess the camera performance. This is considered a closed test even if the device meets all the criteria of an "In-market device". The sponsor is not authorized to use the VCX name/logo or other material to indicate that the results of such a test as a formal or indicative VCX score to the general public. Closed test is a contract between the VFTL / VFCL and the sponsor. No details of the testing are shared with VCX-Forum except for a notification that a closed test occurred; this notification is for billing purposes.

**Open Test: In-Market** device: VCX-Forum verifies if the device has already been tested with the latest available software, if yes, VCX-Forum will offer the test report/documents at a nominal cost. If the device results are not in the database, the sponsor is directed to a suitable lab by sharing the list of currently active labs. If VCX-Forum dons the mantle of a sponsor, it might so happen that VCX-forum might request one of its members to lend/donate the device to VCX-forum for the period of testing. The donor receives the TLR of the test 3 working days prior publication for review as a gesture of goodwill.

**Open Test: Pre-launch** device: The device is delivered by the manufacturer to the designated [1] VFTL. A multi-party agreement, which must include

1) Sponsor, manufacturer, VFTL and the VCX-Forum as stakeholders
2) Test and publication of results by VCX-Forum
3) Time plan for publication either in terms to exact date/time or sequence of event dependency. (for example, VCX-Forum is allowed to publish the



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result on xx date/time OR VCX-forum is allowed to publish the result after the launch announcement by the manufacturer at a particular event)

The testing could start as soon as a multi-party NDA is in place.

## 5. Testing

**Testing Process**: The VFTL / VFCL conducts the test according to the latest VCX standard.

**Closed test**: The device is tested in the exact hardware and software combination as delivered or as requested by the sponsor. The VCX version to be tested against could be specified by the sponsor. A VFTL / VFCL may decline to conduct the test if the lab is not equipped to handle a deprecated VCX version.

**Open test**: the device is first allowed to upgrade itself over the air (as a typical user would do) and then the data connection terminated. No manual upgrade or upgrades requiring complex procedures, or special hardware, is done at the VFTL, this is to ensure that the test condition is as close to customer / consumer experience as possible. If the test is being conducted during the VCX-standard transition period, the VFTL / VFCL consults the VFLA for advice on the version to be tested against. (For example, if VCX is moving from v2.5 to v3.0 and VFTL / VFCL is in the transition process, then VFLA will need to be consulted to decide on the version number; this measure is to ensure the integrity of the results and reduce confusion among consumers / customers)

**Exception Process (conversion of Closed to Open)**: If a sponsor so chooses, the results (TLR) of a closed test could be considered to be converted to Open (at VCX-Forum's board discretion) if the following conditions are met

- The sponsor applies for the conversion process by sending a request to VCX-Forum (info@vcx-forum.org). (please refer to request procedure



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section **3.2**) As this is an exception process, each application will be taken up on a case-by-case basis.

- [The test is conducted at a VFTL] OR [The test is conducted by VFCL and verified by a VFTL (VFTL might charge a fee for verification, this fee is not fixed but negotiated by the Sponsor)
- The test lab is informed in advance (before the closed test begins) that the results **might** be converted to an Open test / publication
- The device is sourced by the lab according to the VCX-Forum device sourcing process to ensure that the results are as near to the user experience as possible
- If the results are accepted for publication on VCX-forum website, the process in the monetary guidance will become applicable. Additional fees and service charges may apply
- The sponsor agrees to transfer the full rights of the test results to VCX-Forum. Sponsor retains the right to share under the results with other legal entities under NDA.
- In cases where the closed test is conducted by a VFCL, the results will need to be verified by a VFTL. VFTL reserves the right to decide if it conducts a full re-test, partial test or verify results in an optimized way. VFTL has the responsibility of informing the sponsor of the cost estimate and getting an agreement from the sponsor before initiating the test procedure. Once the test results are verified by VFTL, the results are considered no different from the one that is obtained from an open test.

**Applicable for both open, closed and exception tests**: If a problem is encountered during testing, the sponsor is notified and further action is taken on a case-by-case basis. If the device under test is an In-market device, the VFTL may choose to escalate the matter to the VCX-forum lab authority for resolution and/or guidance.

**Note**: For all open test cases, VCX-forum owns the result and shares a copy of the result with the sponsor under a non-disclosure license. TLR is shared with the device donor. The VFTL does not own the test results. If the sponsor wishes to



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publish the results for marketing or business development purposes, the sponsor can obtain a perpetual publication license from VCX-Forum; please peruse the monetary guidance for further details.

## 6. Device storage and return

**Closed test**: Due to the very nature of Closed Test (safety, confidentiality, volatility etc.) they are *generally* returned to the sponsor after the testing is complete. Closed test is a two-party contract between the sponsor and the VFTL / VFCL, all details of confidentiality, storage, return etc. if any, shall be part of that contract. VCX-Forum will only be informed that a Closed Test has been conducted for statistical / billing purposes; no other information is shared.

**In-market device**: The test device is kept in the VFTL premises for 30 calendar days from the day of publication of the results and returned to the Sponsor.

**Pre-launch**: The test device is kept in the VFTL premises for at least 30 calendar days from the day of public availability of the device after which the device is returned to the Sponsor.

For all open tests, devices are stored immediately after testing without a data connection to maintain the tested software version. This ensures that a partial or full re-test can be conducted if the integrity of the result is challenged within 30 calendar days. Once this period expires, the sponsor can decide whether the device should be returned or donate to VCX Forum for development. The sponsor is responsible for providing the correct paperwork for customs clearance when the device is shipped back.

## 7. Cost

Closed test: The cost of testing a prototype device according to VCX is negotiated between the VFTL / VFCL and the sponsor.



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Open test (Sponsorship for In-market device / pre-launch): Please refer to the latest version of the VCX-Forum lab authority monetary guidance.

## 8. Test duration

Please contact to the lab for the test duration information.

## 9. Result publication & dissemination

The test results from Closed tests are not published; VCX-Forum recommends that VFTL / VFCL conducting the prototype testing use the VCX-Forum test-report template, but VFTL / VFCL may choose another format at the sponsors behest. The test result and test report is issued only under NDL (non-disclosure license).

For an Open test, VCX-forum publishes the VCX scores (TLR) in various media. VCX-Forum may publish the test plan and status of ongoing testing for in-market devices. The sponsor and the device donor are intimated about the test result 3 working days (working days in the lab's location) prior to publication. Only the TLR are shared with the donor whereas the DREE is shared with the Sponsor under NDL(Non-Disclosure license). The sponsor or the donor may choose to raise concerns with the VCX-Forum in this 3-day period. Should the sponsor/Donor need a publication license, they should contact VCX-Forum for the same.

## 10. Ownership and Rights

For open tests:

* The test device remains the property of the Sponsor or Device Donor unless otherwise agreed.

* VCX-Forum owns the resulting VCX scores, Top Level Results (TLR), publication records, and any derivative materials generated for publication.



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* Raw test data, analysis outputs, and supporting materials generated during testing may be retained by the testing laboratory and/or VCX-Forum for quality assurance, verification, audit, and historical reference purposes.

* Sponsors receive access to reports and documents in accordance with the applicable licence purchased from VCX-Forum.

* Ownership of a report does not automatically grant publication rights. Publication rights are governed by the applicable VCX licence.

For closed tests:

* Ownership, usage rights, confidentiality obligations, and retention requirements shall be governed by the agreement between the Sponsor and the VFTL/VFCL conducting the test.

## 11. Legal and contractual agreements

Results from Closed test (Prototype or a test not to be published): The sponsor and the VFTL / VFCL are responsible for drawing up all legal and confidentiality agreements for prototype testing. VCX-Forum neither recommends nor is responsible for the details or violation of such a contract / agreement.

In-market device: Nondisclosure agreement if the sponsor wishes to remain anonymous. VCX-Forum in-market test contract.

Pre-launch device: Apart from the multi-party NDA, the following documents are expected to be signed off before test execution begins. Any exception needs to be raised to VCX-forum before publication of the results which is no less than 3 working days

a. Indemnification clause
b. Disclosure agreement (for the test results)
c. Nondisclosure agreement (for the device and associated software)
d. Data security and privacy agreement



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e. Publication timelines / dependency
f. Statement from the manufacturer that the testing sample delivered for the test is final H/W and the software (camera related) is closest to the one that a customer is likely to buy. The sample is picked from the production line and is not tampered with in any way to sway VCX results.



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1. Annex

- [1]: VCX-Forum sourcing procedure ensures that the device is bought in a way most users would (randomized location, off-the-shelf etc., please refer the VCX-LA sourcing practice & procedure).



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