



# Sponsor's Handbook

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Lab Authority

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# Introduction

This document is intended to assist members in raising test requests. 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 via our VCX-Forum coordinator for clarification and resolution

More information regarding the pricing for the tests can be found in the VCX-Forum monetary guidance.

## Terms and Entities

- **Test Device:** Typically a smartphone with at least one imaging component enabled to capture images in the human visual range and is operable without special software or hardware equipment and is intended to be used by general public. The test device is expected to have a stable operating system and a default camera application. This default camera application is the only one that will be used for testing. If a special case needs to be made, an exception request needs to be raised to the VCX-forum board. There are 2 types of testing
  1. Private testing
  2. Published testing
- **Published testing:** is the VCX-Forum official test which includes testing of *In-market & Pre-launch* devices
- **VFTL / VFCL:** VCX-Forum Trusted labs and VCX-Forum Certified labs are labs that are equipped with necessary hardware, software and staffed with trained personnel who can carry out partial or complete VCX test suite. Please refer to the VCX-Forum Lab Authority document for full-fledged definition and disambiguation. VCX-Forum Trusted labs will be referred to as VFTL and VCX-Forum Certified labs will be referred to as VFCL in the rest of this document.

- **Sponsor:** Any legal entity who/that pays for a (or any number of) device/s to be tested at a VFTL/VFCL; Typically a sponsor is also the device donor. Sponsor pays for the device testing.
- **TLR and DTR:** **Top-Level-Results (TLR)** are a high-level score sheet that is published on the VCX-Forum web site. Test results by VFCL is not published; only the results from a VFTL is considered for publication on the website. A **Detailed-Test-Report (DTR)** is a detailed document generated by the VFTL / VFCL as part delivery to the sponsor. The detailed test report generated by VFTLs follow a template for content, but may differ in style; some VFTLs may include additional information at their discretion.
- **Private testing:** testing requested by a sponsor for a device which satisfies one or more of the following conditions
  1. The device is not known to the general public and/or cannot be bought off the shelf such as prototype
  2. The device that is available to the general public to buy, but a test is requested for a non-default configuration (for example, specific software, configuration, application setting, deprecated VCX version, accessory etc.) such as customized device.
  3. The sponsor intends the results of the test to be private; irrespective of the device being public or tested with default configuration.

The sponsor shall ensure that the prototype submitted for testing is safe and is fit for rigorous testing. The VFTL / VFCL that executes the private-device testing shares the result **only** with the sponsor.

- **In-market device:** A device that is available for the general public to buy, updated to the latest publicly available software at the time of testing. No special software or H/W accessories/peripherals are in the scope of testing. If the test device is shipped with an optical aid / camera accessory (Wide angle adapters, external flash, additional camera modules, separable bits and pieces of H/W that are connected wirelessly etc.), the same will not be taken into account for testing. Deeming the test device as an in-market device implicitly indicates that

the sponsor agrees that the device TLR may be published by VCX-Forum. 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 later launched. Any change in hardware or software between a pre-launch device submitted for VCX testing and the launch device **may** invalidate the results.
- **Device Donor:** any entity that supplies the device for testing
  1. In case of Private testing, 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.
  3. A list named "devices to be tested by VCX-Forum" is periodically shared with the members. Additionally VCX-forum may request members for help in sourcing 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 :** DTR from the VCX-Forum can be bought under the following licenses
  1. Under NDA – Sponsors are welcome to share the DTR with their clients under NDA. The test result can be used for the sponsor's marketing/press activities on the premise that the detailed report and the images are not shared with third parties who have not signed an NDA with the sponsor
  2. Publication – Sponsors are welcome to publish either part of DTR in any way they wish

- DTR – Detailed test report : follows the VCX-Forum DTR template that can be requested from the coordinator

## Process

### Initial trigger:

The request should be made depending on the purpose of the test, the contact points vary.

For **private testing**, the sponsor may approach any of the VFCL/ VFTL. If the sponsor approaches VCX-Forum for private testing, VCX-forum shares the list of active VFTL/VFCL for the sponsor to approach. Currently the following labs are listed

1. Image Engineering in Germany
2. Nomicam in Finland

In case of the sponsorship of **published testing**, the sponsor will need to contact VCX-forum directly. VCX-Forum will in turn get the device tested in one of the Trusted Labs depending on test-slot availability and fairness<sup>[1]</sup>. VCX-forum at its discretion may decide to sponsor the testing of an in-market device based on relevance, popularity and other criteria [4]; In this case VCX-Forum would be the Sponsor. VCX-Forum may in turn request one its members to don the role of a device donor; ie., share the device with VCX-forum for the testing period, typically a device donor would be the vendor

In both cases, the sponsor is requested to provide relevant information; please check the request procedure on the following page.

2. VCX-Forum organizes tests in order to publish the scores on VCX's official website. Such tests are for the final device/software combination (i.e. pre-launching devices and in-market devices). Generally, the score will be posted on the forum website after 3 days from the test date unless a request is made to postpone it.

- On request, the test sponsor and donor can be anonymous.

## Request procedure

1. A request can be made via email ([info@vcx-forum.org](mailto:info@vcx-forum.org)) or directly to the coordinator, please include the following:

- Product name (model)
- Test purpose (e.g., for the publication of VCX's official score, internal use, prototype test)
- Desired test result receiving date and test date
- The expected arrival date of the device to the VCX Forum(the device should arrive before the arranged test date)
- Any additional requests

2. Send the device to(for the official test): VCX-Forum e.V, Im Gleisdreieck 5, 50169, Kerpen-Horrem, Germany

## Sourcing

**Private test:** The device is sourced by the sponsor and delivered to the VFTL / VFCL. The Sponsor is responsible for the security and transportation of the device to the registered premises of the VFTL / VFCL. A Sponsor can request a specific device/module/software to be tested, in order to verify and assess the camera performance. A sponsor deems this as private test even if the device meets all the criteria of an "In-market device". The sponsor is not permitted to use the VCX name/logo or other material to indicate or infer or allude that the results of such a test as a formal or indicative VCX score to the general public. Private testing is a contract

between the VFTL / VFCL and the sponsor. No details of the testing shall be shared with VCX-Forum except for 'a Private testing occurred'.

**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 DTR at a nominal cost. If the device results are not in the database, A commercial offer is made [along with NDAs and DAs] for the test (note that the offer shall take the cost of sourcing the device into consideration). Whence accepted, VCX-forum engages a VFTL<sup>[1]</sup> to source the device according to the VCX-Forum sourcing procedure<sup>[3]</sup>. 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.

**Pre-launch device:** The device is delivered by the manufacturer to the designated

<sup>[1]</sup> 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 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.

## Testing

The VFTL / VFCL conducts the test according to the latest VCX standard.

For a private test, the device is tested in the exact H/W + S/W combination as delivered or as requested by the sponsor. The VCX version to be tested against could be specified / requested by the sponsor. A VFTL / VFCL may decline to conduct the test at its discretion if the lab is not equipped to handle a deprecated VCX version. If a sponsor so chooses, the results of a private test could be



considered (at VCX-Forum's board discretion) for publication on the VCX-website if the following conditions are met

- The test is conducted at a VFTL
- VFTL is informed in advance that the results **might** be submitted to VCX-Forum for consideration for publication on VCX-Website
- The device is sourced by the same VFTL 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
- The sponsor agrees to transfer the publication rights to VCX-Forum but shall retain the rights to share the DTR under NDA (between the Sponsor and a Third-party who has signed an NDA with the sponsor)

In case published testing 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)

If during testing, a problem is encountered (instability of the OS or camera application, bricked devices, limited functionality etc.), the sponsor is notified and further action taken on a case-by-case basis. If the device under test is an In-market device, the VFTL may choose at its discretion, to escalate the matter to VCX-forum lab authority for resolution and/or guidance.

Note: for a published test, VCX-Forum orders a test at the sponsor's behest; VCX-forum owns the result and shares a copy of the result with the sponsor. TLR is shared with the device-donor. The VFTL acts as a service provider and does not own the test results/TLR/DTR.

## Device storage and return

Private testing device: Due to the very nature of Private-testing (safety, confidentiality, volatility etc.) they are generally returned to the sponsor after the testing is complete. Private 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 private-testing 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.

In case of published test, devices are stored right after testing without the data connection to retain the software version that was tested. This is to ensure that a partial/full re-test can / could be run (at the discretion of VCX-lab authority) if the integrity of the result is challenged within the 30 calendar days. When 30 calendar day period lapses, the sponsor is notified and the device shipped back. The sponsor is responsible for ensuring the correct paperwork is submitted for customs clearance for the device on its way back.

## Cost

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

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

## Test duration

Private testing, the VFTL / VFCL issues a time plan to the sponsor in confidence.

Official testing with In-market device / pre-launch: Depending on the VCX version and feature-set (Still/video, Front/rear-cam), a VFTL / VFCL estimates the time for testing during the initial / contract phase. For an In-market device, the lab-authority may maintain the testing plan on the VCX-forum website in co-operation with the VFTL / VFCL.

## Result publication & dissemination

The test results from the private testing 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 shall only be issued under NDA and not under publication license

For published test, VCX-forum publishes the VCX scores 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 prior to publication. Only the TLR are shared with the donor whereas the DTR is shared with the Sponsor. The sponsor or the donor may choose to raise concerns with the VCX-Forum in this 3-day period. The sponsor receives the DTR according to the VCX-Forum DTR-template; the test report shall be part of the NDA between VFTL / VFCL and the Sponsor, unless the sponsor has requested for a publication license. In cases where the donor and the sponsor have a conflict over the publication of the results, the issue shall be escalated to the VCX-forum board for resolution. The board's decision shall be deemed as final.

## Legal and contractual agreements

Private 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
- c. Nondisclosure agreement
- d. Data security and privacy agreement
- 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.

## 1. Annex

- [1]: VCX-Forum decides which VFTL gets the service order for published test depending on test-slot availability, geographical location [between the device Donor, sponsor and the lab], fairness (effort is made to spread the contracts as evenly among VFTLs as possible)
- [2]: Test request template. It is currently not available. please directly send an email to [info@vcx-forum.org](mailto:info@vcx-forum.org) with following information
- [3]: 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).
- [4]: Trusted labs –

- Finland : Nomicam: [contact@nomicam.com](mailto:contact@nomicam.com), +358 50 511 7375
- Germany: Image Engineering: [testlab@image-engineering.de](mailto:testlab@image-engineering.de), +49 2273 99 99 1-0