



Sponsor's Handbook

Version 3.0

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Lab Authority

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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.

Terms and Entities

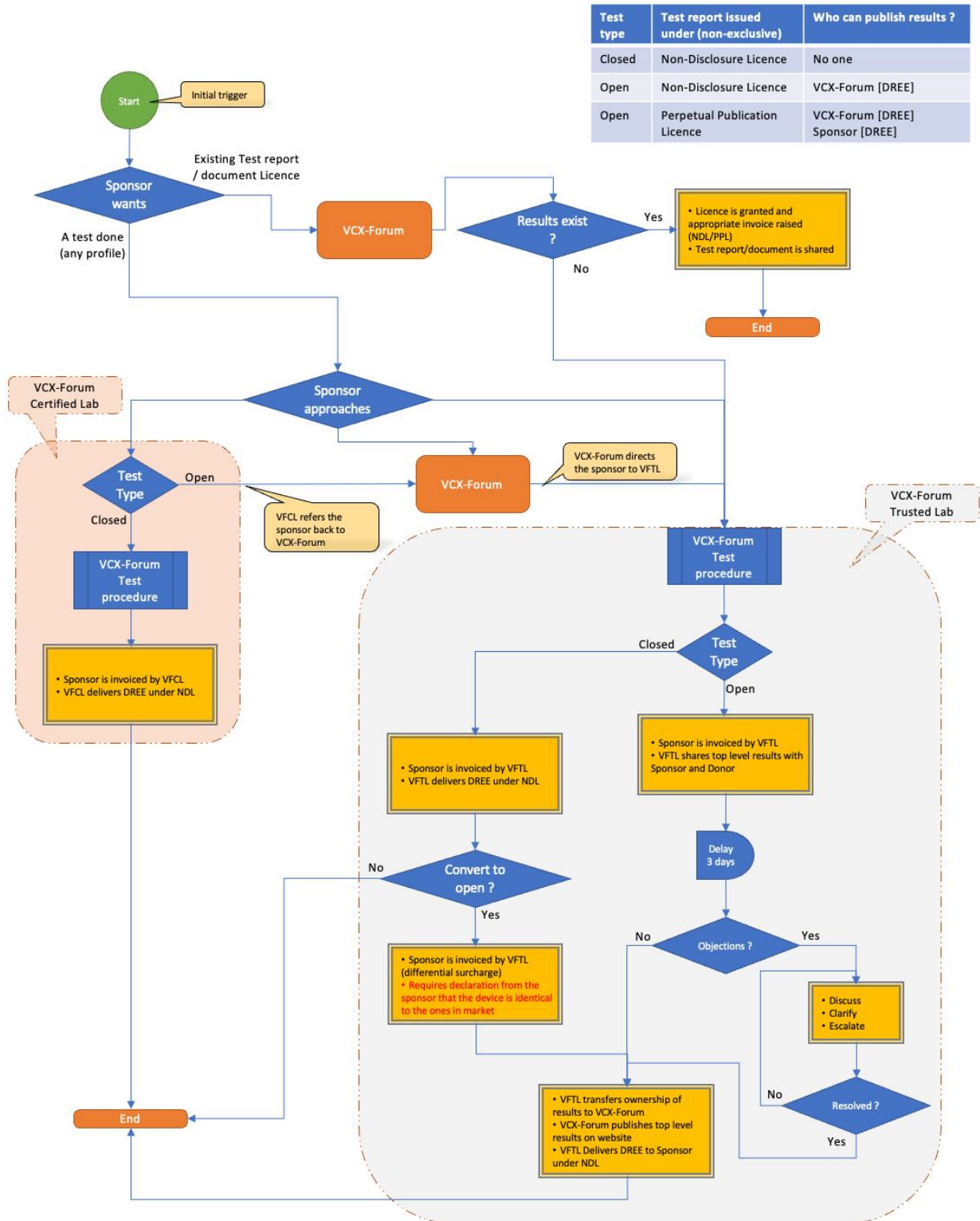
- **Test Device:** an electronic device with at least one image-capturing component. It doesn't require special software or hardware and is meant for public use. The device should have a stable operating system and a default camera app, which is used for testing. If an exception is needed, it must be 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 primarily shared on the VCX-Forum website and other communication channels.

- 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**: 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**: 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 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)

Process



Initial request:

The request should be made based on the purpose of the test. The contact points vary depending on the type of testing.

Closed Test: The sponsor can approach any of the VFCL/ VFTL. If the sponsor approaches VCX-Forum for closed test, VCX-forum will share the list of active VFTL/VFCL with the sponsor. For the latest list of labs, please get in touch with VCX Forum directly.

Open Test: The sponsor needs to approach the VCX Forum coordinator, and the test result can be produced from only VFTL. For a list of VFTLs for the chosen profile, please get in touch with VCX-Forum.

Note: VCX-forum could act as a sponsor for any in-market device based on relevance, popularity, and other criteria. VCX-Forum may request one of its members to act as a device donor, i.e., share the device with VCX-forum for the testing period. Typically, a device donor would be the vendor/OEM.

In both cases, the sponsor is requested to provide relevant information. Please check the request procedure for more details.

Request procedure

A request can be made via email to VCX-Forum (info@vcx-forum.org) or directly to the coordinator; The coordinator will guide the sponsor to the appropriate lab to proceed with the request. Please include the following information in the request:

- Product name (model)
- Closed test / Open test
- The expected arrival date of the device to the VCX Forum (the device should arrive before the arranged test date)
- Any additional requests

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 private 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 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

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. If a sponsor so chooses, the results (TLR) of a closed 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 converted to an Open Test
- 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 test result rights to VCX-Forum but shall retain the right to share under the results with other legal entities under NDA.

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)

Applicable for both open / closed 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. The sponsor can obtain a perpetual publication license from VCX-Forum; please peruse the monetary guidance for further details.

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.

Cost

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

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

Test duration

Please contact to the lab for the test duration information.

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.

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
- 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 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).