HCLSoftware Certified Administrator Associate Exam - Notes/Domino 12
(HCL-DOM-AADM-12) Certification Exam Guide

Introduction

This beginner exam is for New HCL Domino Administrators who plan, install, manage, and maintain HCL Domino 12 servers and users.

The HCLSoftware Certified Associate Administrator for Notes and Domino 12 should be able to demonstrate skills associated with planning, installing and expanding the Domino Infrastructure. They should have knowledge of using Domino Administration Tools to do day-to-day administrative tasks to manage core Domino Services and functionalities such as Administration Process, Replication, Mail, Policy Management and DAOS. They will also demonstrate skills associated with core Domino Security Concepts like Authentication, ID Vault, Database Security and Workstation Security.

Exam Format

- Multiple choice – Has one correct response and three incorrect responses
- Number of questions: 50
- Passing score: 70% (35/50)
- Exam duration: 75 Minutes

Unanswered questions are scored as incorrect; there is no penalty for guessing.

Exam Results

The HCLSoftware Certified Administrator Associate - Notes/Domino 12 (HCL-DOM-AADM-12) certification exam is a pass or fail exam. The exam is scored against a minimum standard established by HCLSoftware Subject Matter Experts who follow certification industry best practices and guidelines.

Your score report could contain a table of exam competencies that illustrate your performance at each level. This information is intended to provide general feedback about your exam performance. You do not need to achieve a passing score at each competency level. You only need to pass the overall exam.

Exam Content

This exam guide includes competency areas and weightings for the exam as seen below.
This exam covers content across Domino 12, 12.0.1, and 12.0.2.

Competency Area	% of Examination
Install & Configure	14%
Basic Administration	26%
Security	20%
Manage & Maintain	40%
TOTAL	**100%**

Competency Area 1: Install and Configure
    1.1 Plan the organization's Domino server topology and naming scheme
    1.2 Installation
    1.3 Configuration

Competency Area 2: Basic Administration
    2.1 Working with Domino Administrator Client
    2.2 Creating and Managing Users & Groups
    2.3 Server Tasks
    2.4 Monitoring
    2.5 Troubleshooting

Competency Area 3: Security
    3.1 Authentication
    3.2 Server Document Security Settings
    3.3 ID Vault
    3.4 Database Security
    3.5 Workstation Security

Competency Area 4: Manage and Maintain
    4.1 DAOS
    4.2 Administration Process
    4.3 Replication
    4.4 Mail
    4.5 Policy Management

Exam Preparation Resources

It is recommended to utilize the following resources for the Domino 12 Administrator Associate Certification exam. These resources and additional training are not required before taking the exam but are highly recommended opportunities to learn from experts and expand on your knowledge.

- Self-Paced HCLSoftware U Courses – What's New in v12
- Self-Paced HCLSoftware U Courses - Domino Administration Fundamentals
- Product Documentation
- HCLSoftware U Webinars