



General examination regulations for TÜV SÜD Examination Institute

- 1. Scope**

These examination regulations apply to all examinations conducted by the TÜV SÜD Examination Institute (the Examination Institute is a unit of the TÜV SÜD Akademie GmbH Certification Body for Persons). These examination regulations govern how examinations are to be carried out and the framework conditions for the examination itself; they do not, however, regulate the content of training courses, where applicable, and any associated requirements. Training as defined in these examination regulations means all training and development events offered by TÜV SÜD Akademie GmbH and/or by third parties.
- 2. Examination fees**
 - (1) All examinations are subject to a fee.
 - (2) The examination fees can be found in the current Examination Institute examination program, or in the relevant quotation.
 - (3) Registered candidates who do not attend the examination, who cancel the examination, or withdraw from an examination for which they are already registered are not entitled to a refund or waiver of examination fees.
- 3. Eligibility requirement**

As a rule, the candidate must complete the corresponding training in order to sit an examination. Participation in the examination is subject to the relevant regulations.
- 4. Examination registration and identity checks**

Registration for an examination is to be carried out in accordance with the requirements of the examination. Registration for an examination is to be carried out by the examination candidate or by authorized third parties. Registration for an examination must be made in writing or in text form. The examination candidate, or the third party authorized to carry out registration, must provide accurate candidate information during registration so that the examination candidate's identity can be clearly established. The Examination Institute is authorized to inspect one official identification document (e.g. valid passport, ID card, student ID, or driving license) belonging to the candidate for the purpose of establishing identity.

in accordance with the introduction before starting the examination, the candidate shall confirm that they have received instruction in the framework conditions and that they feel able to take part in the examination. The candidate shall confirm at the start of the examination that they will not receive help from any third parties in the course of the examination taking place.
- 5. Provision of examination papers**

The examination papers shall be provided by the Examination Institute.
- 6. Aim and content of the examination**

The aim of the examination is to determine whether the candidate knows, or is able to apply, the knowledge acquired during the specialist training on the qualification subject area, or acquired via other bona fide means, to specific questions relating to the respective subject area.
- 7. Examination procedure**
 - (1) Examinations shall be carried out in oral, written, and/or digital format. The examination procedures may be conducted either in person or virtually. Practical examinations are also possible and permissible.
 - (2) The type and scope of permitted aids are stipulated for each examination.
 - (3) The language of the examination can be found in the respective supplement to the TÜV SÜD Examination Institute General examination regulations, in the table under Section 5.
- 8. Passing the examination**

A candidate is considered to have passed an examination if they achieve the required number of points/required percentage.
- 9. Conducting and evaluating the examination**
 - (1) The location for the examination shall be determined by the Examination Institute if this is not the same as the location of the preceding training course.
 - (2) In line with the supplement to the TÜV SÜD Examination Institute General examination regulations, examinations may also be conducted online, e.g. in examination centers, via PC, etc.



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- (3) An examination candidate may withdraw from the examination. If they withdraw before the examination has begun, the examination shall be considered to have not been sat. If the examination candidate withdraws after the examination has begun or abandons the examination for technical reasons, the examination shall be considered to have been failed.
- (4) Smartphones, tablets, and any other web-enabled devices/storage devices, etc. (collectively referred to as "electronic aids") are not permitted and must be switched off before the examination, unless the respective examination procedure requires and permits specific devices. Supervisors and invigilators are entitled to check for such devices and, at their discretion, to collect electronic aids before the examination begins or ensure that they are not used during the examination.
- (5) If a candidate cheats or attempts to cheat, they will be excluded from the examination immediately and the examination will be considered to have been failed. Cheating includes, in particular, the use of unauthorized aids, as well as any action that has the aim of passing the examination while circumventing or disregarding the purpose of the examination. Attempted cheating is considered equal to a successful instance of cheating.
- (6) If cheating and/or attempted cheating is only detected following completion of the examination, the Examination Institute may declare the examination to have been failed, and the certificate invalid, within a period of one year of becoming aware of said cheating/cheating attempt.
- (7) Candidates who – intentionally or as a result of gross negligence – violate the examination process may be excluded from future examinations. The examination shall be considered to have been failed.
- (8) If the candidate fails the examination, they may request to view their examination by submitting a written request to the Certification Body for Persons. This request may be submitted after a period of five days following receipt of the result, up to a maximum period of four weeks. Reviewing examinations that have been conducted in person shall only be possible in individual cases, following consultation with the invigilator/examiner from the Certification Body for Persons. The viewing of examinations after the fact shall be subject to a fee. Examinations may only be reviewed one at a time, one after the other, and for a restricted period of time. Recording, transcribing, or otherwise reproducing the examination papers is expressly prohibited. The Certification Body for Persons may only refuse a request to view an examination if there are important grounds for doing so. In such cases, said important grounds must be provided to the candidate either in writing or in text form.

10. Resitting an examination

- (1) If the candidate fails an examination, they may resit the examination. The cost of resitting the examination shall be borne by the candidate. Any costs incurred by the candidate in connection with resitting the examination (e.g. travel costs, work disruption, etc.) are to be borne by the candidate. There shall be no entitlement to reimbursement in any case.
- (2) The date for resitting the examination must be agreed with the Examination Institute.
- (3) In the case of modular training where an examination must be passed in order to attend the next training course and a pass grade is not achieved, candidates may – following consultation with the Examination Institute and the respective training provider – participate in the next training course as an exception. All examinations for the modules must be successfully completed in order to pass the entire training course.

11. Use of certificates and certificates of attendance

The examination certificate and any other certificates of attendance issued by the Certification Body for Persons may be used, unaltered from their original form, for the purpose of personal promotion. Any other usage is not permitted, e.g. the use of extracts from role descriptions in connection with TÜV SÜD; individual usage of the TÜV SÜD word mark/design mark, etc.

12. Property rights and copyright

The examination papers, software, and other media supplied to the candidate for the purpose of the examination (collectively referred to as "materials") are protected by copyright. The removal, duplication, dissemination, or other use – in whole or in part – of the materials supplied is expressly prohibited. Any violations will be reported as copyright infringement and prosecuted accordingly under criminal and civil law. The Certification Body reserves the right to exclude candidates who do not comply with these rules from further examinations conducted by the Certification Body.



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13. Appeals

Appeals against the examination result should be made in writing or text form to the Examination Institute.

14. Validity

The examination regulations enter into force upon publication.

15. Applicable documents

In the event of contradictions, the following order of priority shall apply:

- The particular conditions of individual examinations
- These examination regulations ("General examination regulations for TÜV SÜD Examination Institute")
- General Terms and Conditions of TÜV SÜD Akademie GmbH, Certification Body for Persons
- Legal provisions

The version of the General Terms and Conditions (AGB) valid on the date the agreement is concluded shall apply.