

## TÜV SÜD Akademie GmbH General examination regulations

### 1. Scope

These examination regulations apply to all examinations held by TÜV SÜD Akademie GmbH. These examination regulations stipulate how the examination is to be conducted and set out the basic requirements of the examination itself; they do not cover the content of the seminar for which the examination is being taken or the seminar requirements. For the purpose of these examination regulations, seminars are defined as all training and development classes offered by TÜV SÜD Akademie GmbH. Where product-specific examination regulations exist (e.g. those issued by the certification body for TÜV SÜD Akademie staff), they take precedence over these General examination regulations.

### 2. Exam fees

- (1) A fee is payable for all examinations.
- (2) The examination fees are listed in the current version of the seminar programme.
- (3) Candidates who are registered for an examination but either do not turn up to the examination or abandon the examination without completing it and candidates who withdraw from an examination for which they are registered are not eligible to have their fee reimbursed or waived.

### 3. Admission requirements

The basic requirement for sitting an examination is usually prior attendance of the corresponding seminar. Seminars have their own set of admission requirements.

### 4. Examination registration and ID check

Candidates will usually be able to register for their examination at the same time as they register for the seminar. The candidate themselves or an authorised third party must register for the examination. The candidate or the third party authorised to register on behalf of the candidate must ensure that they provide the correct personal data regarding the candidate in order to allow the candidate to be positively identified. For the purpose of verifying the candidate's identity, TÜV SÜD Akademie GmbH is entitled to inspect an official identification document (e.g. valid passport, ID card or driving licence).

### 5. Provision of examination papers

The examination papers are provided by TÜV SÜD Akademie GmbH.

### 6. Examination objective and content

The aim of the examination is to establish whether the candidate possesses the knowledge that was imparted in the seminars for the different qualification areas or by some other legitimate means and assess whether the candidate is able to apply this knowledge to specific questions in that particular specialist area.

### 7. Examination format

- (1) Examinations take place in oral, written and/or electronic form. In addition, depending on the seminar, practical examinations may be possible and may be permitted.
- (2) The type and extent of the permitted examination aids are specified for each individual examination.
- (3) The examinations are generally conducted in German and if available also in English. Exceptions to the normal rules can be established on a case-by-case basis.

### 8. Passing the examination

To pass the examination, candidates must have obtained the necessary number of points/percentage.

### 9. Implementation and assessment of examinations

- (1) TÜV SÜD Akademie GmbH will specify the venue at which the examination is to be held if this is different from the seminar venue.
- (2) Candidates can also sit examinations online, e.g. in examination centres, on a PC, etc.
- (3) Candidates have the option to withdraw from an examination. If a candidate withdraws from the examination before it starts, the examination will be classed as not begun. If a candidate withdraws from the examination after it has started, the examination result will be recorded as a fail. If a candidate abandons the examination after it has started, the examination result will be recorded as a fail.
- (4) Smartphones, tablets and any other devices with online access and data storage capabilities, etc. (referred to collectively as "electronic aids") are not permitted and must be switched off before the examination starts. The invigilator is entitled to check that candidates have complied with these rules and, at their discretion, may decide to

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collect all electronic aids before the examination starts.

- (5) If a candidate is caught cheating or attempting to cheat, they will be immediately ejected from the examination and the examination result will be recorded as a fail. Cheating includes (but is not limited to) the use of banned examination aids, as well as any action that is liable to circumvent or defeat the object of the examination. An attempt to cheat is treated as tantamount to cheating.
- (6) If cheating and/or an attempt to cheat is not discovered until after the examination, TÜV SÜD Akademie GmbH is entitled to change the examination result to a fail and declare the certificate invalid up to 1 year after discovery of the cheating and/or attempt to cheat.
- (7) Candidates who, either deliberately or through gross negligence, interrupt the examination may be ejected from the examination before it has finished. In this situation, the examination result will be recorded as a fail.
- (8) Candidates who fail the examination may submit a written request to TÜV SÜD Akademie GmbH to view their examination paper; this request must be submitted within 30 days of receiving their results. In Germany candidates are usually able to view their completed examination paper on the day of the examination, immediately after it has been marked; this is normally free of charge. A fee is payable if the candidate wishes to view their examination paper on a subsequent date. Examination papers can only be viewed one at a time, one after the other and for a limited period of time. Recording the content of examination papers by filming, photographing or taking notes or otherwise copying or reproducing the examination papers is expressly forbidden. TÜV SÜD Akademie GmbH cannot deny a request to view examination papers without reasonable justification. Any such justifications must be explained in writing or in text format to the person submitting the application. Requests to view examination papers will not be denied without due cause.

### 10. Resitting an examination

- (1) Candidates who do not pass an examination can resit the examination. The candidate must bear the cost of resitting the examination. The candidate must also bear any additional expenses incurred as a result of the resit (e.g. travel costs, time off work, etc.). Under no circumstances are candidates entitled to have these expenses reimbursed.
- (2) A suitable time and date for the resit must be agreed with TÜV SÜD Akademie GmbH.
- (3) With modular seminars for which passing the examination is a prerequisite for admission into a second seminar that builds upon the first, under exceptional circumstances and in agreement with TÜV SÜD Akademie GmbH, a candidate who has not passed the examination for the first seminar may be permitted to progress to the second seminar. In order to pass the entire seminar, candidates must pass all examinations included in the modules.

### 11. Use of certificates and proof of attendance

Certificates and all other forms of proof issued by TÜV SÜD Akademie GmbH that the candidate has attended a seminar or examination may be used in their original, unmodified form for the purpose of personal promotion. Any other use, e.g. using parts of function descriptions associated with TÜV SÜD, individual use of the TÜV SÜD word/figurative mark, etc. is not permitted.

### 12. Intellectual property rights and copyright law

The examination papers, software and other media provided to candidates for examination purposes (referred to collectively as "materials") are subject to copyright law. Taking these materials away, copying or reproducing them, disseminating them or otherwise using them, in their entirety or in part, is expressly forbidden.

### 13. Right of appeal

Appeals against the examination result must be submitted in writing or in text format to TÜV SÜD Akademie GmbH.

### 14. Validity

The examination regulations apply from their date of publication.

### 15. Other applicable documents

Where inconsistencies exist, the following order of precedence applies:

- Special conditions for examinations for the individual product lines
- These examination regulations ("General examination regulations")
- TÜV SÜD Akademie GmbH's general terms and conditions ("T&Cs")
- Legal requirements

The version of the T&Cs that is in force at the time at which the contract is concluded shall apply.