

Version 11.2020	Special examination regulations for persons Digital/online examinations in crisis situations
Programme committee of quality specialists and health, safety and environment (HSE) staff TÜV Rheinland Akademie GmbH ♦ TÜV NORD CERT GmbH ♦ TÜV Thüringen e.V. ♦ TÜV SÜD Akademie GmbH	

1 Scope of applicability

These examination regulations are applicable until further notice for all certification procedures for persons carried out by TÜV certification bodies that are members of the programme committee of quality specialists and HSE staff.

Quality specialists: Quality Management Representative (QR)

HSE staff: SCC-operational employees and operational supervisors

2 General information

Examinations are carried out using suitable digital/online tools. Candidates require a PC/laptop with a sufficiently large screen, integrated camera, microphone and speaker. By participating and showing officially recognised photographic identification to the examiner via the camera or a comparable recognised procedure, authentication of candidates and their recognition are subject to these examination regulations.

Note: Without a separate agreement between the certification body and the candidates, in which data protection issues in particular are considered, no video or images of the candidate will be recorded by the certification body/examiner. Only the examiner can see the ID.

3 Implementation

Candidates must prove their identity in accordance with paragraph 2.

The allocated time for the examination will be announced with the assignment.

During the examination, candidates must be alone in the room, are not allowed to leave the room and their faces must be visible to the examiner via the camera at all times.

Candidates are only allowed to use the examination aids in accordance with the examination rules, or no examination aids if none are specified.

If candidates do not observe the examination rules, this will be considered an attempt to cheat. In this situation, the examination result will be recorded as a fail and the examination cannot be resat.

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4 Interruption of the examination

If a candidate wishes to interrupt the examination during the completion time, the candidate must end the examination. The examination is then finished and cannot be continued.

5 Withdrawal from the examination

If a candidate withdraws during the examination, the examination will be recorded as a fail.

6 Cheating or attempts to cheat

The candidate undertakes not to cheat in the examination or to attempt to do so.

Candidates who use external help or illicit examination aids, cheat or attempt to cheat will be excluded from the examination. In the event of exclusion, the examination result will be recorded as a fail.

If candidates do not observe the examination rules for the execution of the examination (see point 3), this will also be considered an attempt to cheat. In this situation, the examination result will be recorded as a fail and the examination cannot be resat.

The certification body reserves the right to exclude candidates who have cheated or attempted to cheat from further examinations with the certification body.

7 Confidentiality

It is strictly forbidden for candidates to take possession of and pass on confidential examination materials or contents of examinations (photographing, filming or writing down examination questions, as well as recording oral examination with recording devices, etc.). Violations will be registered as breaches of copyright law and will be pursued under civil and criminal law.

The certification body reserves the right to exclude candidates who do not observe these rules from further examinations with the certification body.

8 Ending the examination

Candidates may end their examination ordinarily during or at the end of the completion time. The examination tools used govern the details.

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9 Resitting the examination

In the event of failure, the candidate may resit the examination. Only the failed component needs to be resat (written, oral or practical component, as applicable).

An examination for quality management personnel can be resat no more than twice without another training course. In the event that a candidate fails, they can resit the examination within 12 months.

Candidates can resit an HSE examination as many times as necessary.

Dates for resit examinations will be scheduled in the examination body as required.

10 Viewing of examinations

Only candidates who have not passed will be permitted to view the answer sheets saved by them, within 12 months, upon request and acknowledgement of the following conditions:

- Only the candidates (and not a third party) can view their examination that they handed in themselves.
- Viewing takes place exclusively in the presence of a supervisor authorised by the certification body. This means on the premises of the certification body, when it is possible again to do so. If this is not possible, the certification body can offer online options.
- No provision is made for viewing a sample solution; the correction must therefore be meaningful.
- Viewing is limited to 20 minutes per examination.
- Unclear points must only be discussed with the supervisor. The supervisor can record this on the form provided and pass it on for decision by the management of the certification body.

Disregard for one or more of the aforementioned conditions or other behaviour that hinders the proper viewing procedure will lead to an immediate cessation of viewing, together with exclusion from further examinations with the certification body.