

## General Examination Regulations of TÜV SÜD Akademie GmbH

### 1. Scope

These examination regulations apply to all examinations conducted by TÜV SÜD Akademie GmbH. 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 on which the examination is based and any associated requirements. Training as defined in these examination regulations means all training and development events offered by TÜV SÜD Akademie GmbH. Insofar as product-specific examination regulations exist (e.g. those issued by the TÜV SÜD Academy Certification Body for Persons), these shall take precedence over the General Examination Regulations.

### 2. Examination fees

- (1) All examinations are subject to a fee.
- (2) The examination fees can be found in the current event program.
- (3) Registered candidates who do not attend the examination, who abandon 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 training is subject to the relevant regulations.

### 4. Examination registration and identity checks

Registration for an examination usually takes place at the same time as registering for the training. Examination registration is carried out by the examination candidate or by authorized third parties. 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. TÜV SÜD Akademie GmbH is authorized to inspect one official identification document (e.g. valid passport, ID card, 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 TÜV SÜD Akademie GmbH.

### 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. Practical examinations are also possible and permissible, depending on the training.
- (2) The type and scope of permitted aids are stipulated for each examination.
- (3) The language of the examination is usually German. Differing regulations can be determined on a case-by-case basis. Alternative examination languages can be found in the event notes, on the training website of TÜV SÜD Akademie GmbH.

### 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 TÜV SÜD Akademie GmbH if this is not the same as the location of the preceding training course.
- (2) In principle, TÜV SÜD Akademie GmbH may, at its own discretion, conduct the examination in person or online. Examinations can also be conducted online, e.g. at examination centers, remote workplaces, etc., if this is indicated.
- (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



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begun, the examination shall be considered to have been failed. If an examination candidate abandons the examination after it has begun, 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.

The aids permitted for the examination can be found in the particular conditions for examinations relating to the individual product lines.

- (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, but is not limited to, 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, TÜV SÜD Akademie GmbH 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) Examination 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) Examination candidates who have special needs or any limitations must inform the examiner of this before the examination begins. The decision regarding whether any measures are to be taken and, if so, which measures, rests with the examiner. The duration of the examination may be extended by a maximum of 25% of the specified duration of the examination. This decision must be documented by the examiner. There shall be no general entitlement to a specific measure for the benefit of the examination candidate.
- (9) 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 up to 12 months following receipt of the result. The viewing of examinations after the fact shall be subject to a fee. Examinations may only be viewed 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 coordinated with TÜV SÜD Akademie GmbH.
- (3) In the case of modular training courses in which passing the examination is a prerequisite for admission to the subsequent training course, participation in the subsequent training course may be permitted as an exception in the event that this examination is not passed, following consultation with TÜV SÜD Akademie GmbH. 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 TÜV SÜD Akademie GmbH 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. TÜV SÜD Akademie GmbH reserves the right to exclude candidates who commit copyright infringements from further examinations conducted by TÜV SÜD Akademie GmbH.



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### 13. Appeals

Appeals against the examination result should be made in writing or text form to TÜV SÜD Akademie GmbH.

### 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:

- Particular conditions for examinations relating to individual product lines
- These examination regulations ("General Examination Regulations")
- General Terms and Conditions of TÜV SÜD Akademie GmbH ("GTC")
- Legal provisions

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