

<b>SGU-F08</b> Issue <b>10.24</b>	<b>Examination regulations for SHE personnel</b>
TÜV NORD CERT GmbH ♦ TÜV Rheinland Akademie GmbH ♦ TÜV Thüringen e.V. ♦ TÜV SÜD Akademie GmbH	

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The wording in these general examination regulations is limited to the masculine form. This is not because we do not want or respect female candidates or other identities - quite the opposite - but for practical reasons of readability. This measure was decided upon by the female members of the Programme Committee, who rely on the understanding of our welcome female candidates. Thank you very much!

Created: A. Koch	Checked and approved: Programme Committee See minutes of the 68th meeting of the Programme Committee on 07.02.2024
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## 1 Scope of application

These examination regulations apply to the accredited SHE personnel certification procedure organised by the TÜV certification bodies:

- TÜV NORD CERT GmbH
- TÜV Rheinland Academy GmbH
- TÜV Thuringia e.V.
- TÜV SÜD Academy GmbH

is carried out. This takes place as part of recognised training courses in cooperation with recognised examination centres.

SHE personnel: SCC-operating employees and supervisors

These examination regulations apply to both face-to-face and online examinations.

## 2 General information

Permitted procedures for conducting online examinations include the live proctoring procedure.

The legitimisation of the candidate takes place through his/her participation and the presentation of the officially recognised photo ID in presence or via camera to the examiner/invigilator or a comparable recognised procedure.

Online examinations are carried out using suitable digital/online tools. Any parallel communication and research options as well as copying processes in the background are prevented by technical and/or organisational measures.

The candidate needs a PC/laptop with a sufficiently large screen, camera, microphone and speakers. The use of multiple screens is not permitted. The use of other electronic devices (e.g. tablets, smartphones, etc.) is not permitted unless the exam procedure explicitly requires this. The examining tools used regulate the details.

Note: Without a separate agreement between the certification body/examination centre and the candidate, in which data protection concerns in particular are taken into account, the certification bodies/examination centres/examiners/invigilators will not make any video and/or image recordings of the candidate. Only the examiner/invigilator has access to the ID card.

### **3 Examiner**

#### **(or other personnel authorised in the certification process in accordance with DIN EN ISO/IEC 17024 - 6.2.3.1)**

Invigilator (DIN EN ISO/IEC 17024 3.11):

Person authorised by the certification body to administer or supervise an SHE examination, but does not conclusively assess the candidate's competence.

Examiner (DIN EN ISO/IEC 17024 3.10):

Examinations with open tasks that require expert judgement are taken by examiners appointed for the qualification area and the result is assessed using the sample solution.

The appointment is made by the personal certification body.

### **4 Realisation**

Each candidate must legitimise themselves in accordance with paragraph 2. The verification of legitimisation must be completed by the time of the certification decision at the latest.

In the case of online examinations, the candidate shows the examiner/invigilator their workstation by panning the camera to ensure that no unauthorised aids are used. If necessary, the process can be repeated during the examination.

The timing of the exam will be announced to the candidate at the briefing before the start of the exam.

At the beginning of the on-campus examination, the candidate fills in the relevant fields of the individual report (cover sheet of the examination).

All information provided by the candidate in the examination documents must be clearly worded and legible. Ambiguities and illegibility are at the candidate's expense. This applies in particular to subsequent changes to the labelling of solutions.

The examination rooms (presence) must be sufficiently large and there must be enough tables and chairs available. It must be ensured that it is not possible for candidates to look at each other's results (sufficient distance from the person in front and neighbours) and that they do not disturb each other.

A candidate must be alone in the room during the online examination, may not leave the room, the candidate's face must be continuously visible via the examiner's/ invigilator's camera and the candidate must also be audible.

The browser is to be used in full-screen mode and must be released for viewing by the examiner/invigilator upon request.

The candidate may not use any aids.

Comprehension questions from the candidate on individual examination tasks are permitted and may be answered by the examiner.

As soon as the candidate accepts the examination documents in person or, in the case of online examinations, enters the password and starts the examination, the examination is marked as "attended".

In special cases of impairment (physical, cognitive, etc.) of a candidate, an individual decision regarding the adaptation of the framework conditions of the examination can be made on a candidate-specific basis upon prior application to the certification body if appropriate medical evidence of the impairment is submitted.

By signing the individual report or entering the password and starting the examination, the candidate confirms that he/she has been informed of the examination rules and has had the opportunity to ask questions in advance. The candidate confirms that he/she will not obtain or pass on any confidential examination documents (photographing, filming or copying examination questions, etc.) and will not attempt to cheat or take part in any attempts to cheat. He/she accepts the rules of the certification body, including these "General Examination Regulations", by signing the cover sheet of the individual report or by entering the password in the examination tool.

## **5 Exam interruption**

If the candidate wishes to leave their allocated seat while working on the face-to-face examination papers, they must notify the examiner/invigilator. Several candidates may not leave the examination room at the same time.

If the candidate wishes to interrupt the examination while working on the online examination documents, they must end the examination. The examination is then finished and cannot be continued. The examiner/invigilator decides on exceptions, which are documented.

If the candidate's network connection is interrupted or the software crashes for reasons for which the certification body/examination centre is not responsible, the examination is deemed to have ended at this point and the result up to that point are considered.

## **6 Withdrawal from the examination**

If a candidate withdraws from the examination before the examination begins (handing over the examination documents or entering the password), the examination is deemed not to have been taken.

If a candidate withdraws during the examination, the examination is deemed to have been failed.

## **7 Deception or attempted deception**

A candidate who uses outside help or unauthorised aids, who attempts to deceive, helps other candidates or provides unauthorised help will be excluded from the examination by the examiner/invigilator. In the event of exclusion, the examination is deemed to have been failed. If the cheating was detected during the review, the examination is also deemed to have been failed.

If a candidate does not comply with the examination regulations (see point 4 for confirmation), this will be assessed as an attempt to cheat. The examination is deemed to have been failed.

The certification body reserves the right to exclude a candidate who has attempted or carried out cheating from further examinations of the certification body/examination centre.

## **8 Confidentiality**

All examination documents must be treated confidentially by the candidate. It is not permitted to appropriate and/or pass on the examination papers. This also applies to copying, photographing, filming or scanning the examination documents. Examination documents and examination tasks are and remain the property of the certification body. The examination documents must also be returned in full if the examination is cancelled.

The recording of online examinations with any type of recording device etc. by the candidate is prohibited. Infringements will be reported as copyright infringement and prosecuted accordingly under criminal and civil law (for confirmation see point 4).

The certification body reserves the right to exclude a candidate who does not comply with these rules from further examinations of the certification body/examination centre.

## **9 Completion of the exam**

During or at the end of the maximum processing time, the candidate must hand in all of his/her attendance examination documents and notes to the examiner/invigilator.

The candidate can end the online examination during or at the end of the maximum processing time. The examination tools used regulate the details.

## **10 Determination of the exam results**

The examiners analyse the result of the examination. In the case of online examinations, the evaluation can be carried out automatically by the corresponding tool.

After receipt of the examination documents evaluated by the examiner at the certification body/examination centre, they are randomly subjected to a second review.

In the case of online examinations, a provisional result may be announced by the tool. The candidate will be notified of their verified examination result by the certification body/examination centre shortly after the examination, but no later than six weeks after the examination.

If you pass the examination and provide all supporting documents, the certificate is the official confirmation of the examination.

Pass or fail grades are awarded.

## 11 Repeating the exam

An SHE examination can be repeated as often as required.

The repeat examination is not conducted with the same set of examination questions as in the previous examinations.

The application must be submitted within one year (12 months). Exceptions require the approval of the personal certification body.

Dates for repeat examinations are set by the certification body in consultation with the examination centre and training provider as required.

## 12 Inspection of the exam

Only candidates who have not passed their examination will be allowed to view the examination they have taken within 12 months on request and subject to the following conditions:

- The inspection is carried out by the candidate personally (and not by third parties) and only for the examination taken by the candidate.
- The examination may only be viewed in the presence of an examiner/invigilator authorised by the certification body. The certification body may offer online examination viewing options.
- Notes and recordings are only permitted for face-to-face examinations, but remain with the examination documents.  
No notes may be taken during online viewings.
- Inspection of the sample solution is not mandatory, the correction must be conclusive.
- The inspection time is limited to 20 minutes per examination.
- Reasonable fees may be charged for organised inspection.

Failure to comply with one or more of the above conditions or other behaviour that impedes the proper conduct of the inspection will result in immediate termination of the inspection and exclusion from further examinations at the personnel certification body.

### **13 Certificate utilisation**

The certificate may only be used in the form provided. It may not be used only in part or in extracts. No changes may be made to the certificate. The certificate may not be used in a misleading manner.

### **14 Examination fees**

Each examination is subject to a fee.

The amount of the examination fees can be found in the current documents of the certification body.

### **15 Archiving**

The examination documents are archived at the certification body/examination centre at least until the end of the certificate validity. Electronic archiving is permitted.