

	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	1 van 13

**Examination regulations for all Profiles in accordance  
with the electrical certification schemes, Industry  
Certificates End users  
STIPEL**



 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	2 van 13

## 1. Objective, status and general provisions

These examination regulations provide procedures relating to the development, updating, preparation and conduct of examinations and the assessment of examinations and periodic evaluation of examination results in accordance with ISO 17024 relating to certification examinations.

These regulations are an elaboration of the STIPEL 10001 Central Scheme and the requirements in Aestimavi's quality system.

The examination regulations apply to the examination organisation, the examination committee, the examination secretariat, the examination candidates, examiners and supervisors.


These examination regulation apply to all certification examinations for the competence profiles named on the title page which fall under the responsibility of Aestimavi. The examination committee decides on matters within its remit in an examination committee meeting and submits any amendments to the board for approval.

The STIPEL certification schemes are continuously updated by the board of experts and STIPEL based on market developments, improves and advancing insight.

The exam regulations are available for insight (digitally) during each STIPEL exam and can be downloaded from the Aestimavi website.

The candidate is informed of this through the invitation which the candidate receives through the candidate portal.

The examination can only be validly taken if the conditions as stated in these examination regulations are met. The examinations regulations are reviewed by the board for content, updating and applicability.

	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	3 van 13

## 2. Terms and definitions

### 2.1 Examination organisation

Aestimavi, on behalf of STIPEL, ensures the proper conduct of the preparation, conduct and processing of the examinations. The exam results are sent to STIPEL with a positive or negative opinion. STIPEL assesses the results and takes the certification decision.

### 2.2 Examination board for STIPEL

STIPEL has set up an examination committee consisting of persons who are independent of an examination organisation, with expertises, tasks and wording methods laid down in the examination committee's regulations.

### 2.3 Aestimavi as examination institution (EI)

Aestimavi conducts examination of Professional Competence in accordance with ISO 17024 for: All professional competence profiles "Electrical Industry" in accordance with the STIPEL applicable schedules.

Certificate decision-maker; the certificate decision-maker is employed by STIPEL and makes the final decision to issue a certificate or not.



### 2.4 Certificate of Competence

A Certificate of Competence (also called a "person certificate") is issued by STIPEL for a specific area of competence.

The certificate of Professional Competence is issued on the person. The certificate holder undertakes towards STIPEL to comply with the validity conditions attached to the certificate of competence. These validity conditions are stated on the certificate and established by the central board of experts STIPEL. To receive the certificate, the candidate must sign STIPEL's application form before the start of the examination in which the candidate also agrees to STIPEL's General Terms and Conditions.

### 2.5 Board of Stakeholders and College of Experts

For the purpose of carrying out certification of professional competence for the development of certification schemes STIPEL set up a Stakeholders council (BoS). The BoS mandates the College of Experts for the development and maintenance of certification schemes for the "certificates industry". The STIPEL Stakeholder Board has defined its duties, responsibilities and powers in its STIPEL 10001:1202B Central schedule.

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	4 van 13

## 2.6 Examiner

The person authorised by Aestimavi to give examination (practical) assignments to the candidate, assess for correct safe working practices, and if necessary intervene in a dangerous situation. He is in overall charge during the exam and ensures the correct running of the exam.

## 2.7 Supervisor

The person authorised by Aestimavi to supervise the correct conduct of the theory examination.

## 2.8 Candidate

Exam / re-exam participant. A person who has duly registered and is therefore admitted to the examination.

## 2.9 Competence profile

Scope determined by the Central College of Experts STIPEL to which the certificate of professional competence relates. The competence profile is described in the certification scheme and specified by means of final attainment levels.

## 3. Admission requirements

### 3.1 Registration



The applicant should apply for the examination through the STIPEL application form. The applicant's application must be made in writing/by email to the examination organisation of his/her choice. The applicant must have completed the application form in its entirety, in case of missing data, STIPEL will not proceed with certification.

### 3.2 Basic tests

Candidates wishing to qualify for STIPEL Industry certification take a basic test. If passed, it has a validity of 5 years.

### 3.3 Examination fees

To qualify for certificate, the candidate must have fulfilled all payment obligations in relation to examination and certification. If these are not met, Aestimavi may have the issued certificate withdrawn by STIPEL on the basis of STIPEL's General Terms and Conditions Article 15.

  	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	5 van 13

### 3.4 Invitation

The candidate who has validly registered will be notified before the examination of where and at what time the examination will take place.

### 3.5 Presence

The candidate must be present in good time before the start of the examination, all-in accordance with Aestimavi's instructions send by email.

### 3.6 Identification

Candidate is required to identify himself with a valid identification document. Digital or copy ID, driving will not be accepted as valid proof of identity. The candidate will be excluded from the examination. (see also article 5.6)

## 4. Central examination committee STIPEL Industry



### 4.1 Terms of reference

Established by STIPEL, the exam committee consists of members approved and appointed on the basis of their expertise and independence from the examination organisations.

Examination committee members may be assisted by external experts for the performance of its duties. Members of the examination committee may attend examinations by virtue of their responsibilities. The examination committee has defined its duties and responsibilities in the STIPEL 10001 Central Schedule. The procedure for the assessment of examination papers by the examination committee is laid down in the same document.

### 4.2 Confidentiality

The examination committee shall ensure the absolute confidentiality of examination documents (such as examination papers, examinations, exam work, results and evaluations), insofar as the right of inspection by other bodies or persons has not been established and is known.

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	6 van 13

### 4.3 Composition of exams

Exams are composed with the questions/assignments approved by the STIPEL Central examination committee. There should be 5 different practical exams, which together cover all test items. Compilation of the exams takes place by Aestimavi on the basis of the established test matrix. STIPEL assesses the composed exams on the test matrix and final tem. Changes in/to previously approved questions/assignments and composite examinations have to be approved by the examination committee. Changes in/to previously approved composite examinations be kept up to dat and wille be assessed by STIPEL.

### 4.4 Language



Examinations are conducted in the Dutch language. Upon request, an exam may bet taken in the English language.

### 4.5 Examination resources

In addition to the requirements for the examination venue, sufficient resources must be made available for the candidate and examiner/supervisor at each examination for the correct conduct of the examnination.

For the examiner/supervisor a mininum of:

- Table and chair
- Instructions
- Examination regulations
- Sufficient examination documents
- Log-in data for online exam
- Attendance list
- Clock

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	7 van 13

## 5. General rules when conducting the examination

Listed below are the minimum requirements that the conduct of an exam should meet.

### 5.1 Location of written/digital examinations

The examination will be held at a location that meets the following criteria as a minimum:

- Each candidate should be seated at a table with at least 50cm x 70cm free working space.
- Candidates should sit at least 75cm from the nearest other candidate.
- The location should be free of disruptive influences (noise, draughts, high/low temperatures, unwanted access)
- The location should be adequately lit and comply with legal safety regulations.
- The location must comply with the requirements laid down in the work instructions, which are part of the quality system.
- The theory exams are supervised by STIPEL and conducted via a digital environment by an external agency (Teelen). The quality of the item database with refresh rate is guaranteed.

### 5.2 Location of practical exams

The examination is held at a location that meets at least the legal safety and requirements as described in the relevant STIPEL schemes and according to the following standards:

General:

NEN-EN 50110

Standards for low-voltage practica



NEN 3140 en STIPEL 10001 par 15

Standards for high-voltage practica

NEN 3840 en STIPEL 10001 par 16

- The examination room and practice set-up should be approved by STIPEL.

To this end, a representative of STIPEL or delegate of, assesses the space and set-up using a checklist. Aestimavi is and remains at all times responsible for ensuring that the space and set-up comply with the above-mentioned (legal) requirements. Changes to the space and/or set-up must be documented and submitted by Aestimavi to STIPEL for approval.

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	8 van 13

### 5.3 Examer/supervisor see also STIPEL 10001 par 14

The duties and responsibilities of the examiner/supervisor are:

- Recieve and verification of examination paper and examination materials from the examination organisation.
- Supervision of the examination and related organisation work.
- Verifying (or having verified) the identity of examination candidates.
- Monitor the confidentiality of examination papers.
- Beoordeling inrichting/veiligheid van examenlocatie.
- Assessment of examination site set-up/security.
- Issue and take the exam papers and resources.
- Ensuring good order during the exam.
- Examiner must be independent of candidate and must not have any (working) relationship with candidate in teh past two years.



The examiner must submit his competences when registering with Aestimavi:

- A current CV demonstrating sufficient practical experience
- Certificates and diploma's; (valid certificate is not compulsory, but equivalent knowledge must be demonstrated)
- IF certificate not present evidence of current knowledge and understanding of subject matter
- Declaration of independece and confidentiality
- Proof of two interships taken
- Assessment if examiner by responsible Aestimavi

The approval should be done by the certification manager based on documents submitted.

The examiner, possibly in consultation with members of the examination committe present or representatives of Aestimavi, determines what to do in case of emergencies or irregulaities.



 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	9 van 13

#### 5.4 Duration of the examination

For the duration of certification exams, see STIPEL's Certification Schemes.

An examiner may, in consultation with the candidate, terminate the examination early if:

- The examiner believes that the candidate can not pass, given the scores achieved so far.
- The candidate agrees. If the candidate wants to finish the exam, he or she may.
- It's not a DUO exam.

#### 5.5 Order when conducting an examination

As far as organisational intelligence is not concerned, contact between candidates or between the candidate and the examiner/supervisor is not allowed during an examination.

Candidates are not allowed to foretell each other.

Smoking is prohibited in the examination room. During the examination must all communication devices be switched off/on aeroplane mode.

The candidate is not allowed to leave the examination room during the examination, except with permission of the examiner/supervisor.

If a candidate finishes the examination earlier, the candidate will be allowed to leave the examination room only after 15 minutes.



Otherwise, you will not be admitted after the first candidate has finished and left the examination room.

#### 5.6 Identification during the examination

Prior to the examination, candidates must be able to present a **valid and original** proof of identity (passport, European identity card, driving licence). Other proofs such as bank or company cards etc. will not be accepted. A candidate who cannot provide identification in a manner determined by the examination committee will not receive a result of the examination. The certificate will not be granted until the candidate has proven adequate identification.

#### 5.7 Collection of examination papers

The examiner/supervisor takes the examination papers and ensures their unambiguous identification and confidentiality.

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	10 van 13

## 5.8 Measures in case of attempted fraud than irregularities

A Candidate who unlawfully participates in an examination or commits fraudulent acts prior to, during, or after the examination affecting the examination may be sanctioned, at the discretion of the examiner/supervisor. Sanctions are:

- the candidate will be excluded from further participation in the examination.
- the candidate will be deemed not to have taken part in the exam. The exam work will not be assessed and no result will be given.
- the candidate's result will be revoked and any certificates issued will be invalidated.

The examination fee of this examination is non-refundable.

However the candidate retains the option to reapply for a new exam. For this new examination, fees must be paid again.


If cheating or attempted cheating or irregularities are found, the examiner/supervisor will report this on the record. The candidate will be reported as failed.

## 5.9 Arrangements in case of absence

A candidate who is unable to participate in an exam due to special circumstances will be given the opportunity to take the exam at another time.

Special circumstances include:

- Death of a family member up to the second degree; (Scan of) the funeral card must be
- Other circumstances to be determined by Aestimavi
- The candidate himself must make a written appeal to this provision to Aestimavi, submitting a supporting document. Upon notification of absence by the candidate, Aestimavi must inform the candidate of this provision
- If the candidate cancels within two weeks prior to the exam or is absent without one of the above reasons, 100% of the examination fee due will be charged, after which the candidate must apply himself/herself for a new exam
- If the candidate cancels between three and four weeks prior to the exam or is absent without one of the above reasons, 50% of the examination fee due will be charged, after which the candidate must apply himself/herself for a new exam
- Application can be made at: [herexamens@aestimavi.nl](mailto:herexamens@aestimavi.nl) by means of a fully completed application form which can be downloaded from the [Aestimavi](https://www.aestimavi.nl) website.

	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	11 van 13

## 5.10 Additional forms of examination

Additional forms of examination approved by the examination committee are:

- Read-aloud exams. This involves the examiner/supervisor reading a regular examination aloud. At least a second examiner/supervisor is present for read-aloud exams. This “read-aloud exam” is subject to additional costs.
- If the candidate wishes to have a different examination format, he/she should make a request to Aestimavi in advance, at least 4 weeks prior to the scheduled examination date. Aestimavi will endeavour to find a solution. The outcome will be communicated to the relevant candidate as soon as possible.

## 5.11 Announcement of examination result

Examiner gives provisional results to candidate. Final certification decision is taken by STIPEL. The examination result obtained is confirmed in writing. If the candidate has passed, STIPEL proceeds to issue the Certificate of Competence

## 5.12 Abortion of examination

Should it appear during an examination, that a candidate is not going to pass it, the examination may be suspended and the examiner explain why the candidate has failed. The choice then remains with the candidate whether to complete the particular examination.

Examiner may also terminate the examination if there is danger to people or environment.

## 5.13 Re- examination



If a candidate is rejected, he/she can reapply for an examination. Examination fees are again payable for his/her new examination.

## 5.14 Re-certification

The STIPEL certificate is valid for 3 years. If a candidate wants to recertify, he can apply for an exam at least three months before the certificate expires. Examination fees are again payable for this examination.

## 5.15 Retention period

The examination work made will be kept for the validity period of the certificate. As long as person is certified + 5 years.

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	12 van 13

### 5.16 Size of item bank

STIPEL provides an item database.

### 5.17 Delivery of portfolio by examination office to STIPEL

The examination office should carry out the delivery AVG-Proof by using the “Portal”. In it, all data can be manually entered and the required documents uploaded. Or a digital link can be made by means of so-called “Apies”, which provide the connection between the software of exam office and STIPEL’s “Portal”.

The “Portal” indicates which documents are required per profile.

### 5.18 Uitgifte van het certificaat

Excluding other possible manifestations, the certificate is only digitally enhanced by STIPEL. Alternative forms which are hereby explicitly excluded are: paper certificates and stickers for the purpose of a security passport. In accordance with Article 7 of the STIPEL General Terms and Conditions.

## 6. Assessment exam result

### 6.1 Composition and caesura



The composition of the exams as well as the caesura of the exams is done under the responsibility of STIPEL.

### 6.2 Correction procedure and correction standards

The candidate’s examination work is assessed at least twice by Aestimavi in compliance with the established caesura. Of these, once is an independent assessor; the other may be an automated system. Aestimavi sends the results of the assessed files to STIPEL. Final assessment, weighting and determination of the exam result will be done by STIPEL.

### 6.3 Evaluation of examination results examenresultaten

Evaluation of exam results, adjustment of exams is done by the STIPEL examination committee and is done under responsibility of STIPEL.

 	Versie	1.0
	In gebruik	11-04-2024
AID-024 Examination regulations Aestimavi for STIPEL ENG	Pagina	13 van 13

## 7. Complains, objections and appeals relating to certification examinations and after certification during operations

### 7.1 Complains, objections and appeals regulations

Aestimavi is bound by the, Complaint handling procedure (Article 17), Objection procedure (Article 18) and Appeal procedure (Article 19) as described in the STIPEL General Terms an Conditions.

### 7.2 Suspension and revocation of certificate

The certificate shall be revoked if the certificate holder:

- No longer meets the certification criteria
- No longer meets its financial or other obligations
- Causes two complains of unsafe conduct in any period within a year which are declared founded by the certification body
- Does not cooperate with an investigation into complains made about him/her
- Misused or allowed the certificate to be misused
- Has died.

## 8. Other cases

In ad hoc cases not provided for in these regulations, STIPEL will decide, possibly after consultation with the examination committee and/or examiantion organisation.

Aestimavi adheres to the applicable RIVM guidelines set by the goverment. We exept you to take these into account. Please note that failure to respect these measures may result in exclusion from the exam.