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## Examination regulations for Aestimavi certificate



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These examination regulations apply to all Aestimavi examinations where the certification schemes are managed and under the responsibility of Aestimavi. The Aestimavi certification schemes are updated on the basis of market developments, improvements and progressive insight.

## **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 examination regulations apply to all Aestimavi exams where the certification schemes are under the management and responsibility of Aestimavi. Management decides on matters within its scope of responsibility and submits any changes to the Board for approval.

The Aestimavi certification schemes are continuously updated based on market developments, improvements and advancing insight.

The exam regulations are available for insight (digitally) during each Aestimavi 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 examination regulations are reviewed by the board for content, updating and applicability.

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## **2. Terms and definitions**

### **2.1 Examination organisation**

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

### **2.2 Examination board for Aestimavi**

Aestimavi 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: Aestimavi exams where the certification schemes are under the management and responsibility of Aestimavi.

Certificate decision-maker; the certificate decision-maker is employed by Aestimavi 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 Aestimavi for a specific area of competence.


The certificate of Professional Competence is issued on the person. The certificate holder undertakes towards Aestimavi 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 Aestimavi. To receive the certificate, the candidate must sign the Aestimavi certification agreement before the start of the examination in which the candidate also agrees to the Aestimavi General Terms and Conditions.

### **2.5 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.

### **2.6 Supervisor**

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

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## 2.7 Candidate

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

## 2.8 Certification agreement

Agreement which the candidate enters into for the purpose of taking the examination.

## 3. Admission requirements

### 3.1 Registration

The applicant should apply for the examination through the Aestimavi applicationform. 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 applicationform in its entirety, in case of missing data, Aestimavi wil not proceed with certification. For the initial examination, the educator will ensure registration with the examination office.

### 3.2 Basic tests

Candidates wishing to qualify for Aestimavi certification take a basic test. If passed, it has a validity of 5 years. The certificate has a validity period of 3 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.


### 3.4 Invitation

The candidate who has validly registered will be notified before the exam, of where and when the exam will take place. From the client portal, several automatically generated e-mails follow after registration, which the candidate must read and perform the required actions such as digitally signing (via two-step verification) the certification agreement.

Without a signed certification agreement, the candidate has not properly registered for the examination and may therefore be refused and/or failure to fill in/change personal details correctly and completely as indicated on the certification agreement may result in the certificate not being issued and/or with incorrect details on the certificate. Changing an already issued certificate due to a change in personal details will result in additional costs for the candidate.

### 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.

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### 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. Examination committee

### 4.1 Terms of reference

Established by Aestimavi, 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.

### 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.

### 4.3 Composition of exams

Exams are composed with the questions/assignments approved by the 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. 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 date and will be assessed by Aestimavi.

### 4.4 Language

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

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#### 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 examination.

For the examiner/supervisor a minimum of:

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


#### 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 Aestimavi and conducted via a digital environment by an external agency (Teelen). The quality of the item database with refresh rate is guaranteed.

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## 5.2 Location of practical exams

The exam will be held at a location that meets at least the legal safety requirements and requirements as described in the relevant Aestimavi schemes, requirements for the practical location for the NEN 3140- NEN 3840 application area and according to NEN-EN 50110 (all laid down in the Aestimavi quality management system)


- 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 of the examiner(s) requirements, which are part of the quality system.
- The examination room and practice set-up should be approved by Aestimavi.

To this end, a representative of Aestimavi 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 to Aestimavi for approval.

## 5.3 Examer/supervisor

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.

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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 independence and confidentiality
- Proof of two internships taken
- Assessment of 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 committee present or representatives of Aestimavi, determines what to do in case of emergencies or irregularities.

#### 5.4 Duration of the examination

The duration for the practical exams will be stated e.g. on the exam document including the required Césura.

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.



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

Your late, than 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

### 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.

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## 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.


## 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 the certificatemanager from Aestimavi. The examination result obtained is confirmed in writing. If the candidate has passed, Aestimavi proceeds to issue the Certificate of Competence

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## 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 Aestimavi 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.

## 5.16 Size of item bank

Aestimavi provides an item database.


## 5.17 Delivery of portfolio

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 the Aestimavi "Portal".

The "Portal" indicates which documents are required per profile.

## 5.18 Issue of certificate

Excluding other possible manifestations, the certificate is only digitally enhanced by Aestimavi. Alternative forms which are hereby explicitly excluded are: paper certificates and stickers for the purpose of a security passport.

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## **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 Aestimavi.

### **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 stores the results of the assessed files into the Aestimavi Portal.

### **6.3 Evaluation of examination results examenresultaten**

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

## **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, procedure for complaints-objections as described on Aestimavi's website. If the candidate wishes to file a complaint, this procedure must be followed.

### **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, Aestimavi will decide, possibly after consultation with the examination committee.

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