



EXAM REGULATIONS

SUMMA COLLEGE

2020-2021

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Foreword

The Education and Vocational Education Act (Wet Educatie en Beroepsonderwijs, WEB) stipulates that rules are laid down at an educational institution for vocational education with regard to the proper conduct of examinations for students and exam participants. You will find the rules for all MBO programmes of Summa College in these exam regulations.

The examination regulations apply to vocational training and vocational training covered by the revised qualification structure. The examination regulations also apply to the diploma-oriented programmes carried out by the Ster College (education).

Where explicit requirements have been formulated within the WEB, these can be found in the relevant article.

The centrally developed examinations (CE) in Dutch, calculus and English are subject to the regulations as stated on the website of the Board of Tests and Examinations, www.examenbladmbo.nl. This website contains the rules associated with the examinations in question and - just like the 'Examination Regulations Summa College' - deals with the rules concerning exemptions, irregularities, results, objections and appeals, right of inspection and right to a debriefing, retention period, confidentiality, adjusted examinations and occasions.

These examination regulations enter into force on 1 August 2020 and have been adopted by the Executive Board of Summa College.

Chapter 1

Examination Regulations

- art. 1.1**
Education and Examination Regulations
These examination regulations form part of each Teaching and Examination Regulation (OER) as referred to in Section 7.4.8 of the WEB.
- art. 1.2**
reach
The exam regulations apply to all parts of the exam that contribute to the result of the exam.
- art. 1.3**
examination
The examination is valid: the examination includes an examination on the basis of the qualification requirements in the qualification file and the requirements of the selection part(s).
The examination is reliable: it includes multiple examination forms and/or multiple assessors and/or multiple examination moments.
- art. 1.4**
opportunity
7.4.2 WEB
The competent authority of an institution shall give the candidate the opportunity to take an examination. The number of opportunities the candidate has is mentioned in Article 2.4 of the examination regulations.
- art. 1.5**
access and admittance
8.1.1 WEB
1
Those who have been admitted to an educational institution as students or exam participants have access to the examination facilities.
Access to certain examination parts may require that other examinations or examination parts have been passed, or that other conditions have been met. This is described in the OER.
- exam part - taker*
8.1.1 WEB
2
Anyone who wishes to be admitted to the examination facilities only may register as an exam participant.
The competent authority may refuse a request for registration as an exam participant. Registration as an examiner is subject to costs.
- art. 1.6**
exam-commission
7.4.5 WEB
7.4.8 paragraph 1 WEB
The competent authority ensures a good organisation and quality of the educational programme and the examination. The competent authority sets up an examination board and examination committees for the organisation and conduct of the examinations.
- art. 1.7**
examination board
The Examination Board of Summa College guarantees equal rights and obligations for the candidates for all study programmes and ensures central agreements on policy, accountability and supervision with regard to examination. The responsibility at operational level lies with the examination committees, see articles 1.6 and 1.8.
The examination board has its own regulations.

<p>art. 1.8 <i>tasks of the examination committee</i></p> <p>7.2.3 paragraph 1 WEB 7.4.5 WEB 7.4.5a WEB7 .4.8 paragraph 5 WEB 7.4.6 paragraph 1 WEB 7.4.6a WEB</p>	<p>The examination committee shall lay down rules with regard to the good course of events during the examination or the examination parts.</p> <p>Among other things, the examination committee is responsible for the following tasks:</p> <ul style="list-style-type: none"> • Ensuring the quality of the examination and of the institutional exams, • establishing guidelines and directions for assessing and establishing institutional examinations, • setting the institutional exams, • determining objectively and expertly whether a participant satisfies the conditions for obtaining a diploma, certificate or institutional declaration as referred to in Article 7.4.6a as well as issuing or issuing it, • granting exemption from an institutional examination or a central examination, • the inclusion in the results of an optional part in which the participant has passed an examination in the context of a vocational training course previously followed by him but which he has not passed, • acting in case of fraud, • drawing up for the competent authority a report on the examination quality per training course and its own activities.
<p>art. 1.9 <i>privacy</i></p> <p>AWB (General Administrative Law Act)</p>	<p>Anyone who is involved in the performance of the examination and who has access to information of which he knows or should reasonably suspect to be confidential, and who is not already subject to an obligation of confidentiality in respect of that information by virtue of office, profession or statutory regulation, shall be obliged to keep it confidential, except in so far as any statutory regulation obliges them to disclose it or in so far as the need for disclosure arises from his task in the performance of the examination.</p>
<p>art. 1.10 <i>monitoring</i></p> <p>7.4.4 WEB</p>	<p>The Education Inspectorate supervises the examinations on behalf of the Minister. This is done on the basis of national standards for the quality of examinations of vocational training established by ministerial regulation.</p>
<p>art. 1.11 <i>external tests</i></p> <p>7.4.4a WEB + 7.4.8 paragraph 6 WEB</p>	<p>If the candidate has to deal with other examination rules (in case of external examinations), this will be communicated to the candidate beforehand. If a candidate takes external exams, the regulations of the (examination) institution in question will apply.</p>
<p>art. 1.12 <i>calamities, unforeseen circumstances</i></p>	<p>The examination committee decides in cases not provided for in these examination regulations and in which an immediate decision is necessary. The examination committee communicates its decision to all those involved.</p>
<p>art. 1.13 <i>glossary</i></p>	<p>These regulations are accompanied by a glossary of terms. The glossary (see appendix 1) is part of the Rules of Procedure.</p>

Chapter 2 Organisation and taking of exams

art. 2.1
exam-programming
7.4.8 paragraph 2 WEB
7.4.8 paragraph 5 WEB

The competent authority ensures that students are fully and timely informed about the curriculum and examinations. Students are informed of the education and examination regulations, including the examination plan, annually at the start of the study programme. The examination plan contains, among other things, an overview of the examinations that are part of diplomacy and how they are divided over the qualification requirements in the qualification file. An examination plan is published for each selection section.

art. 2.2
taking of examinations before the start of the examination

When taking the examination, the following rules will be observed:

- The course of events before, during and after the examination shall be made known to the candidate in good time.
- The exam administration will ensure that the date, location and time of the exam are announced in good time.
- Candidates are informed prior to the examination, by means of the 'instruction for the student', of the aids they are allowed to use for the examination (part).
- The employees of the examination administration give supervisors instructions on how to carry out supervision.
- The assessor/surveillance officer checks whether the set-up of the examination location is in accordance with the instructions for organising the examination (part);
- The assessor/surveillance officer checks and records the presence of the candidates on the list of candidates;
- At the request of the examination board, the assessor or the invigilator, each candidate must identify himself/herself. Identification documents are a valid passport, a valid identity card, a valid (moped) driving licence, and a valid Dutch alien document. If the candidate fails to identify himself or appears to be present on unjustified grounds, he will be removed from the examination room.

during examination (for classroom exams)

- Expert assessors/surveillers ensure peace and order;
- The assessor/supervisor mentions details and irregularities on the report and informs the examination board of the irregularities;
- A candidate may not leave the examination room while taking the examination without the permission of the invigilator and/or assessor. If a candidate has left the examination room without the consent of the invigilator and/or assessor, he must leave the examination work behind and may not return to the examination room.
- The candidate will be informed in the instruction for the examination(s) of the aids he may use for the examination(s). A candidate may not bring any items into the examination room other than those required for taking the examination. Assessors/surveillants may give further instructions in this respect.

<i>at the end of the examination</i>	<ul style="list-style-type: none"> • Candidates submit (if applicable) made examination work to an assessor/surveillance officer. The assessor/surveillance officer checks and records the receipt of the material on the candidate list. • The assessor/supervisor ensures that the examination work has been produced by the candidate.
art. 2.3 <i>latecomers</i>	Candidates who are not (yet) present at the start of the tests will not be admitted to the tests, so as to ensure that the rest of the candidates have peace of mind.
art. 2.4 <i>more exams opportunities</i>	1 The Summa College candidate has two opportunities for an exam. The candidate applies to the examination board for a third opportunity.
<i>don't show up / illness / force majeure</i>	2 Candidates who do not take part in a scheduled examination opportunity or in an examination opportunity for which they have registered in advance (e.g. due to no-show, illness or force majeure) will use one opportunity. In special situations, the candidate may submit a written request to the examination board in order to qualify for an exception rule. (retention of examination rights: art. 2.4.5)
<i>second opportunity</i>	3 Participation in a second opportunity is only possible if the first opportunity has not been successfully completed.
	4 Article 2.4.3 does not apply to written knowledge examinations. In this case the highest result obtained is valid.
<i>retaining examination rights (additional opportunity)</i>	5 An extra opportunity for an exam will only be granted if there has been an absence with a valid reason. The candidate must prove that there was a valid reason for the absence and submit a substantiated application to the examination board. Taking an extra opportunity may lead to an extension of the duration of the study.
<i>new opportunity</i>	6 If, due to unforeseen circumstances, an examination has been cancelled or negatively influenced, the examination committee shall grant a new examination opportunity for the examination in question. This opportunity does not affect the right to any additional or third examination opportunities.
<i>third occasion</i>	7 If, after all regular examination occasions (including any extra and new occasions), the candidate has not met the minimum conditions for the examination, the candidate may - with reasons - request a third examination opportunity from the examination board. The examination board will only grant the third examination opportunity if the student can still qualify for certification in the event of a positive result for the

examination. Taking a third opportunity may lead to an extension of the study duration.

maximum number of occasions

8
If the candidate has not passed the examination (part) after the maximum number of examination opportunities allowed, the candidate can talk to the career counsellor or team leader about any options the candidate still has.

art. 2.5
exam irregularities
7.4.5a
paragraph 4
WEB

1
The Examination Board may take measures against candidates who are involved in irregularities in the field of examination. Before the measure is imposed, the candidate will be heard by the examination board. A minor candidate is obliged to be represented by a legal representative; an adult candidate may be assisted by an adult.

2
An irregularity shall in any case be regarded as an irregularity:

- fraud;
- failure to follow instructions from assessors/surveillers;
- the use of unauthorised aids.

Furthermore, it is at the discretion of the examination board which conduct, actions and the like are to be regarded as irregularities within the meaning of this article.

3
The measures referred to in this Article may include, inter alia:

- declaration of invalidity of the result of the examination(s) in question;
- total or partial exclusion from (further) participation in examinations for a maximum period of one year.
- nomination to the competent authority for definitive termination of enrolment in the programme of study¹.

4
The examination board will notify the candidate in writing of the decision and any measures taken within ten school days after the irregularity has been reported. In doing so, the examination board will inform the candidate of the possibilities for objection and appeal.

5
All parties involved in an educational agreement applicable to the training shall be informed of the measures in writing.

staff

6
Where the irregularity is due to the conduct of staff of the institution or of auxiliaries recruited by the institution, whether through conduct or through misinformation, measures referred to in paragraph 3 shall be applied only to the extent that the candidate is himself or herself responsible for the origin of that irregularity.

¹ The Director will decide (on behalf of the competent authority) whether to terminate the tender.

<p>art.2.6 <i>custom examination with regard to handicapped persons</i> AWGB (General Equal Treatment Act)</p>	<p>1 The Examining Board may allow candidates with disabilities, who are unable or reduced in their ability to take the examination, to take the examination in another manner, place or time. Where disability is present, it may also read: long-term or chronic illness or learning disability.</p> <p>The modified form must meet the examination technical requirements such as validity, reliability and transparency. The level and purpose of the adapted form must not deviate from the intended objectives and the level of the original examination.</p>
<p><i>Adapted examination for non-native speakers</i></p>	<p>2 The Examination Board may allow a candidate who has completed less than six years of education in the Netherlands and for whom Dutch is not his native language, not to sit the examination in accordance with the examination regulations. The adjustment as referred to relates to the subject Dutch or to any other (part of an) examination in which the use of Dutch is predominant. The adjustment may consist of extending the duration of a (part of an) examination part by a maximum of 25% and a maximum of 30 minutes and/or permission to use a dictionary.</p>
<p><i>custom examination</i></p>	<p>3 A candidate who wishes to be considered for an adjusted examination must submit a written request to this effect to the examination board. In consultation with his career counsellor and/or the care coordinator, the candidate will describe which adjustment will benefit him most. If the wish for adjusted examinations is not determined at the start of the training, it is important to do so as soon as possible after the disability has been determined. The application must be in the possession of the examination board at least 30 school days before the start of the examination. In incidental cases (e.g. due to a recent accident), it is possible to deviate from this deadline. If necessary, the examination committee will consult the career counsellor.</p> <p>In the case of a candidate with a disability, the request must be accompanied by a statement from an expert doctor or other competent person (an authorised research institute, remedial educationalist, psychologist, etc.) on the nature and extent of the disability, showing that the adapted examination method is desirable/indicated and possibly what this adaptation should consist of.</p> <p>If the candidate submits an expert's statement with advice, the examination board will adopt this advice and notify the candidate in writing, unless this means that there can no longer be any question of an equivalent examination. In that case, the examination committee will reject the request in writing, stating its reasons. The candidate may lodge an objection or appeal against the procedure followed and the decision taken.</p> <p>The adjustment is valid until:</p> <ul style="list-style-type: none"> • the education agreement is terminated, or

- the indication ceases to exist or the statement expires.

art. 2.7
regulation for top athletes

Candidates who meet the criteria for top sportsmen and sportswomen as mentioned in the Summa College Scheme of Top Sports are entitled to change the examination schedule applicable to them if this enables them to participate in limit competitions, training camps, national and international championships or other activities within the framework of the Scheme of Top Sports. In consultation with the Summa Board's top-level sports coordinator, the candidate shall submit a written request to the Examination Board to accommodate the time and, if necessary, the manner of examination. A suitable solution will be sought based on the expectation that the candidate will be able to function at the level for which he is being trained in terms of content and level as referred to in the Teaching and Examination Regulations.

Chapter 3 **Assessment of exams**

art. 3.1
objectivity

All candidates will be equally assessed against the same standards.

art. 3.2
evaluation criteria

Each candidate will be assessed against standards laid down in an assessment regulation.

art. 3.3
transparent

Candidates must be aware of the standards used in the assessment and of the consequences of an unsatisfactory assessment.

art. 3.4
fair

Assessors must be able to motivate their assessment. The assessment must be consistent and in accordance with the assessment criteria.

art. 3.5
results

The established result of each examination (part) will be announced within 15 school days after taking the examination (part). Determined results will be announced to candidates in writing or digitally.

art. 3.6
results-rules

1
For each examination (component), the examination committee determines whether a candidate has achieved this or not.

The final score for an exam (component) is shown as follows:

- 'good, sufficient, insufficient' or
- a number from '1 to 10

The numbers from 1 to 10 stand for:

10 = excellent	5 = almost sufficient
9 = very good	4 = insufficient
8 = good	3 = small
7 = more than sufficient	2 = bad
6 = sufficient	1 = very bad

On completion of a grade for a qualifying assessment, if the first decimal place is 4 or lower, the grade is rounded down and if the first decimal place is 5 or higher, the grade is rounded up.

successful
7.4.6 WEB

2
For cohorts up to and including 2019:
The course is not successfully completed until the qualification has been passed, the examination in the optional part(s) has been passed and the professional practice has been completed with a positive assessment in so far as it relates to the qualification.

3
For cohorts from 2020 applies:
The course is not successfully completed until the qualification has been passed, the examination in the optional part or parts of the optional part has been passed - with due observance of the compensation rules - and the professional practice to the extent that the qualification has been completed with a positive assessment.

4
The same applies to the diplomat-oriented pathways:
The course is not successfully completed until all examinations included in the examination plan have been passed.

vocational training
7.2.8 paragraph 3 WEB

The competent authority shall assess whether the part of the qualification which includes professional practice has been obtained.
The competent authority shall include the opinion of the training company or training organisation in the assessment.

art. 3.7
retention period

Candidates' examination work, if the nature or scope of the examination work allows it, together with the examination instrument and the (completed) assessment criteria, will be retained by the competent authority.

A distinction is made between three categories for the retention period:

- The adopted examination instrument. It concerns the format (the 'empty' or original) examination assignment, the instruction for the candidate, the assessment form, the instruction for the assessors, the answer model, the accountability matrix and the assessment document.
- The exam work done. This includes the verbal process (including an attendance list), the examination work (if the nature or scope of the examination work allows it) and the completed assessment form. It also includes the completed assessment form of the BPV.
- Documents concerning the central examination of Dutch, arithmetic and (for level 4:) English. This concerns the verbal process (including the attendance list) and the exam results (the assessment list).

For the relevant retention periods, the guidelines of the Structure Document Plan are followed by Summa College.

In the event of an objection, appeal or judicial procedure, the storage period will be extended accordingly.

art. 3.8
right of inspection

The candidate has the right to inspect the examination made in order to check the processing of personal data and adjust an incorrect examination result. The course informs the candidate about the way in which the right of inspection is organised. The right of inspection and the right to request adjustment of an incorrect examination result exists for 10 school days after publication of the examination result. The right of inspection shall exist for the entire retention period of the data concerned.

Chapter 4 Diplomacy

art. 4.1
Supervision framework ESO 2017 Examination standard 1: The examination board guarantees proper examination and certification

1
Based on the student's examination results, compared to the examination requirements in the qualification file and the Examination and Qualification Decision, the examination committee decides to grant exemptions for parts of the examination and to issue diplomas and (if applicable) certificates. The examination committee takes sound decisions on the basis of the judgements on the examination parts and is accountable on the basis of the registration of the decision making.

2
At the candidate's request, the examination committee will issue an institution statement if the candidate has passed an examination (component) and leaves the programme. If all the required components (diploma requirements) have been obtained, the candidate has passed the programme of study and the diploma will be awarded.

The examination committee only issues a candidate with a certain diploma, certificate or institution statement once. The examination board will authenticate (upon request) copies of diplomas.

3
For the requirements on the supporting documents, reference is made to the 'Regeling model diploma mbo'.

art. 4.2
cum laude

1
The examination board determines whether a student meets the conditions for 'cum laude' as part of taking a diploma decision.

2
The student is eligible for the endorsement 'cum laude' on the diploma if the following conditions are met:

- a. The average of the final evaluations (rounded off) in figures or words in the result list accompanying the diploma is at least 8,0 or higher or their equivalent (Good).
- b. When determining the average of the final grades, only those final grades that count towards the passing/bag decision to be taken by the examination board will be taken into account.

- c. For all examinations that are relevant to Article 4.2.2.b the student has obtained at least 7.0 or 'Good'.
- d. The student has obtained a satisfactory result for all examinations taken at once and has not made use of second or third examination opportunities.
- e. The student graduates within the nominal duration of the course.

3

Additional provisions:

- a. If the final valuation is expressed in words, the following values are used to determine the average of the final valuations:
Sufficient - 6
Good - 8
- b. If the final result for a core task is the valuation 'exemption', the *judicium cum laude* cannot be granted.
- c. If, in order to arrive at the final result of a core task, the valuation 'exemption' is used for one or more examinations, the *judicium cum laude* cannot be granted.
- d. A student who has been found guilty of fraud during examination is not eligible for the *judicium cum laude*.

4.

In occasional cases, the examination board may deviate from the above terms and conditions.

5.

The following addition shall be made to the diploma:

'The judicium cum laude is awarded on the basis of the Examination Regulations of Summa College'.

Chapter 5 Exemption scheme

- | | |
|--|---|
| art. 5.1
<i>exemption</i> | 1
At the candidate's request, the examination committee may, on the basis of previous education or experience, recognise study or experience results obtained at another institution and grant exemption from taking one or more examinations and/or examination parts. The examination committee will draw up an exemption regulation for this purpose. |
| art. 5.2 | Summa College distinguishes between exemption based on recognition of acquired qualifications and exemption based on recognition of acquired competences. |
| <i>exemption on the basis of evk (Recognition Acquired Qualifications)</i> | A candidate who can demonstrate by means of a legally recognised diploma or proof that he or she has already mastered the work processes associated with a core task is eligible for an exemption for education and examination(s). |

exemption on the basis of evc (Recognition Acquired Competencies) A candidate who is able to demonstrate by means of an experience certificate (formerly: EVC report) that he has already mastered the work processes associated with a core task, is eligible for an exemption for education and examination (parts).

art. 5.3 The examination board describes common exemptions on the basis of evk.

art. 5.4 request If the candidate thinks he or she is entitled to an exemption, he or she must submit a written request to the examination board. The examination committee must receive the application for the examination component in question at least 30 school days before the start of the programme of study.

evk request In the case of an evk, the application will be submitted to the Examination Board together with certified copies of diplomas, marks and other evidence on which the possible exemption is based. These copies will be checked for authenticity by the examination committee.

request for evc In the case of an EuVC, the application shall be accompanied by a certificate of experience (formerly: EVC report) and underlying evidence.

art. 5.5 decision exemption The examination board will decide on the exemption within 20 school days after receipt of the application. The applicant will be informed of the result in writing. The applicant may lodge an objection or appeal against the procedure followed and the decision taken.

art. 5.6 weighting With regard to the weighting of the exempted examinations, the examination board gives up:

- in the case of a EuP: the result obtained by the person concerned in that EuP as stated in the numerical list/evidence accompanying the legally recognised diploma or certificate.
- in case of an evc: for the examination part in question, the obtaining of an exemption.

Chapter 6 Objection and appeal

art. 6.1 complaints mechanism exams If the examination regulations are not correctly or carelessly applied, use can be made of the **complaints procedure - Examinations** published on www.summacollege.nl.

ANNEX 1

Glossary of exam regulations

additional diploma requirement	<p>Part of the diploma requirements that are taken into account in the pass/fail decision but do not need to be completed with a pass or fail examination.</p> <p>After 1 August 2016, the following additional diploma requirements apply:</p> <ul style="list-style-type: none"> • meet requirements for Career and Citizenship; • BPV has been completed with positive assessment involving the judgement of the training company; • took the examination in the optional part or parts of the programme of study which are part of the optional part of the programme of study in question. The examination result of the optional part (sufficient or insufficient) has no influence on the pass/fail decision. (HKS to cohort 2019)
supplementary requirements	<p>From 1 August 2016 (HKS).</p> <p>Exception of an element in the basic part of the qualification file to differentiate the level and/or context for the qualification. Additional requirements may apply to: responsibility and independence, complexity, professional knowledge, skills and work processes (description, outcome and behaviour).</p>
response model	<p>A list of good, less good and wrong answers per question, accompanied by an assessment rule. This rule contains both the maximum achievable score and the score points per question, as well as the general guidelines for the assessment of exam candidates' answers.</p>
assessor	<p>Person entitled to score the performance of an examination and record the results, using the established assessment protocol. Sometimes also called assessor or examiner.</p>
basic part	<p>From 1 August 2016 (HKS).</p> <p>Part of the qualification file describing the common of the qualifications in the qualification file. The basis consists of a generic and occupation-specific section. The basic part may also include additional requirements per qualification.</p>
reviewer	<p>See assessor</p>
review	<p>Valuing an examination candidate's performance on the basis of an assessment protocol.</p>
evaluation requirement	<p>Described procedures by which the assessor or proofreader values an examination with a score. Sometimes also referred to as assessment protocol</p>
appeal	<p>Protest against the failure to comply or to comply in full with an objection to a decision. This protest is addressed to a body that is independent of the person who took the initial decision.</p>
vocational training	<p>Vocational training is based on core tasks and work processes. The profession-oriented qualification structure consists of qualification files that describe the requirements that a starting professional must meet when he or she leaves the training course with a diploma.</p>

professional practice	The compulsory part of vocational training which takes place in an approved training company.
competent authority	The competent authority of Summa College is the Board of Governors of Summa College.
objection	Objection to a decision. That protest is addressed to the authority that made the decision.
industry requirements	Requirements defined by the industry which the novice professional must be able to fulfil in order to pursue the profession. Sector requirements may be included in or alongside the qualification file.
central examination (CE)	Nationwide (digital) form of examination in which, in centrally determined examination periods, the final level is examined at agreed reference levels for the generic requirements for Dutch (reading and listening), arithmetic and English (level 4).
caesura	Limit between the highest score awarded a pass and the lowest score awarded a pass.
appeal committee	The Examination Appeals Board is responsible for dealing with the appeal that may be lodged by a candidate against a decision of the examination board or an assessor. This procedure is preceded by an appeal procedure. The Appeals Committee is an independent committee that works with its own regulations. The Examination Appeals Board is also authorized to handle an appeal against a binding study advice for entrance courses. In that case a prior objection procedure is not necessary.
participant	The WEB does not speak of student, but uses the term participant: someone who participates in the educational activities of a study programme on the basis of an educational agreement. Summa College uses the term student instead.
degree	A diploma is a document recognised by law by which it is demonstrated and recorded that the holder has obtained a defined qualification.
EVC Recognition of Acquired Competencies	Recognition of acquired competences. EVC is a system for identifying, assessing and, if possible, recognising and certifying core tasks and work processes, not being examination.
EVK Recognition of Acquired Qualifications	A candidate who can demonstrate, by means of a legally recognised diploma or certificate, that he already has mastered the core tasks or work processes, is eligible for exemption from examination(s).
exam	<ol style="list-style-type: none"> 1. The set of generic and profession-specific examination components and units intended for one qualification or programme of study. 2. Examination by which a competent authority reliably and validly assesses whether an examination candidate meets the pre-defined examination requirements.
exam administration	The examination administration is ultimately responsible for the distribution, management and archiving of established examinations, the provision of the facilities and logistics surrounding the taking of

	the examinations, the administrative processing of the candidates' results and other tasks that can be found in the process description.
exam committee	Organisational unit, set up by the competent authority, which is ultimately responsible for the (quality of) examination and certification within the MBO school.
examiner	The person who is enrolled at Summa College for the sole purpose of taking one or more exams (exclusive use of the examination facilities).
Examinations and Qualifications Decree for Vocational Training WEB	This decree lays down the rules for examinations in secondary vocational education (mbo). The decree elaborates the relationship between the central examination and the institutional examination and determines the result of the pass/fail decision. It also regulates the responsibility of the various actors in the examination, such as the Examination Board.
examination body	The body which can provide the examination in relation to vocational training.
examination tool	Concrete elaboration of an examination unit and examination form that is used to assess the performance of the examination candidate. This consists in any case of a defined set of: <ul style="list-style-type: none"> • order(s) with associated purchase conditions; • instructions for the examination candidate; • criteria and instructions for examiners and others involved; • the assessment model, the assessment criteria and the caesura; • exam matrix.
examination part	A coherent whole of knowledge, skills and attitude that is demonstrably derived from concrete actions and/or tasks that occur in professional practice (or in a continuing study programme or in social functioning) that is assessed using one or more examination instruments.
exam plan	The total number of examinations needed to gain a full picture of the candidate's professional competence according to a qualification file. This indicates which examinations are taken, where the assessment takes place, the assessment scale used and how examinations are weighed against each other. (decision rules)
examination programme	The coherent set of examination instruments, with which the core tasks and work processes that the student has to master as a starting professional are examined, is provided with a classification in time.
fraud	Intentionally influencing (parts of) the entire examination process with the aim of obtaining a different result from the examination.
generic examination parts	Level-related examination components that apply to all students and that relate to the examination of general qualification requirements for Dutch language, arithmetic (and English for students of level 4 programmes).
HKS	Revised vocationally oriented qualifications structure. From 1 August 2016, it will be compulsory to register new students in files of this new qualification structure.

institutional exam	Examination set and taken by the mbo school where the final level is set at agreed levels. Currently, the term is reserved for the generic exams for Dutch (speaking, interviewing, writing) and English.
institutional statement	Official document that a school can issue upon request if a student has met a part of a study programme for which no certificate may be issued on the grounds of the relevant Order in Council. The issuance of an institution statement is the responsibility of the school's examination committee.
candidate	Student or exam participant who actually takes part in an examination (part)
selection part	From 1 August 2016 (HKS) a part of the vocational training that is next to the qualification. An optional part may be more in-depth or broadening, or may be aimed at progression to an advanced course. Only in the case of entrance courses, a choice component may also be remedial.
qualification	A qualification is a set of knowledge, insight, skills and attitude required for the exercise of a profession, further study and/or social functioning.
qualification file	A file containing the set of skills that a vocational training graduate qualifies for functioning in a profession/group of related professions, further education and as a citizen. A qualification file may contain several qualifications.
methodemix	Coherent system of examination instruments that together provide a valid and reliable assessment of the professional competence of the candidate to be qualified.
educational institution	The institution recognised by law to provide education in the form of (professional) training and whose competent authority gives candidates the opportunity to take an examination.
anomaly	Accidental or not, but in any case undesirable, influence on the course of (part of) the examination process. An irregularity may relate to individual students and groups of students or circumstances surrounding the taking of the exam.
training	The whole of educational activities, with the aim of achieving the qualification.
teaching and examination regulations (OER)	An arrangement - drawn up by or on behalf of the competent authority - for each training provided by the institution. The education and examination regulations describe the most important characteristics of a study programme, including the examination.
profile section	From 1 August 2016 (HKS) Part of the qualification file describing the specific parts of a qualification that do not apply to all qualifications in the qualification file.
results list	The overview in which the final grading of the examination components, as referred to in Article 3 of the Examination and Qualification Decree for Vocational Education and Training (Examen- en Qualificatiebesluit beroepsopleidingen WEB), is included.

school day	Any day other than Saturday, Sunday, recognised public holiday or a day falling within the periods of the school holidays determined by Summa College.
spanking-pocket scheme	Statutory provisions stipulating what the candidate must comply with in order to qualify for the diploma.
specific examination parts	Examinations that belong to a specific vocational training.
Student	See: participant
invigilator	Someone who supervises when exams are taken.
monitoring	The Minister supervises education. That supervision is carried out by the Education Inspectorate.
advisory commission	Committee which, in preparation for adoption by the examination board, has the task of guaranteeing the technical quality of the examination (parts/units) (including validity and reliability).
exemption	At the candidate's request and on the basis of previous education or experience/study or experience results obtained at another institution, the examination board may grant an exemption for taking one or more examinations.
WEB	Education and Vocational Education Act
weighting	<ol style="list-style-type: none"> 1. Relative weight of an examination part or unit in the examination programme; 2. Relative weight of an assessment criterion in an examination part or unit.
statutory occupational requirements	Requirements laid down in legislation and/or regulations which the novice professional must be able to implement in order to be able to carry out the profession.