

Examination Rules

1. The examination consists of one or more examination elements. If there are various examination elements, each element will be taken successively. Start and submission times will be announced by the examiner and these shall be observed. If the examination papers of the individual elements are not submitted at the specified time, the entire examination is considered not passed.
2. Use a document-proof pen (ball-point pen or a felt-tip pen). The use of Tipp-Ex and highlighters is not permitted.
3. The use of electronic recording and communication devices (e.g., cell phones, smart watches) is not permitted during the entire examination. Devices shall be turned off completely and may not be turned on while taking sanitary room breaks.
4. The permitted examination aids are indicated on the cover sheet of your examination papers. If you use aids other than those specified there or if you help yourself with information from other examination candidates, the invigilator can exclude you from the examination. The examination is then considered not passed and you may apply to retake the examination after 1 year at the earliest.
5. For the examination elements with multiple choice questions, you will receive question sheets and corresponding answer sheets. Please make sure that the examination papers are complete before you start filling in the answer sheet. Please write your surname, forename, date, and signature on the answer and question sheets. Each examination question is numbered and provided with 4 potential answers. Please read the question, all answers, and the question once again before marking an answer on the answer sheet. On the answer sheet, please mark one answer that corresponds to the question number as the correct answer according to your opinion. If you mark no answer, more than one answer, or if your marking is ambiguous, you will not receive a point for that question.
6. For a practical examination element, you will be given pre-formulated task definitions and specimens. You shall document the solution for the tasks on the protocol sheets. During the practical examination, the examiner may ask you questions as a part of the assessment which you shall answer. Please clean the specimens (if necessary, also conserve), the used calibration and/or control blocks and tidy up your workplace after submitting the specimens. This activity is also part of the assessment. Wear your personal NDT method specific personal protective equipment during the practical examination and follow the instructions of the examiner or examination assistant.
7. If you wish to leave your assigned seat during the examination, please indicate this to the invigilator. If the invigilator agrees, hand over the examination papers to him on his request and collect them back from him after you take your seat again. Please note that only one candidate can take a break during the examination at any time.
8. An examination element is considered passed if 70% or more is achieved. The entire examination is considered passed if 70% or more is achieved in each examination element. Normally, you will be informed of the provisional examination result verbally after completion of all examination elements. You will receive the official examination result in writing after approximately 10 days. Access to the graded examination shall be requested separately from **sectorcert®** and can be granted within 30 days after notification of the official examination result at **sectorcert®**.
9. If a result of at least 70% is not achieved for each of the examination elements, the examination may be retaken twice within 2 years, but not earlier than 30 days. A renewal/recertification examination may be repeated twice within 12 months, but not earlier than 7 days.
10. It is not permitted to take away the examination questions, examination tasks and answer sheets. In justifiable cases, **sectorcert®** will request reimbursement of the costs for the preparation of any substitute questions.

I confirm that I am in good health to take the examination. I understand and will comply with all 10 points of the examination rules. I am aware that if I violate the examination rules, I may be excluded from the examination, my paid fees will be withheld, and I have no right to retake the examination. I am equally aware that legal remedies against the decisions of the certification body are excluded.

☐ I consent to my employer being informed of the examination results in detail upon written and justified request. I may revoke this consent in writing to sectorcert® at any time without giving reasons.

Place, date

Forename and surname (in block letters)

Signature of candidate