



Examination Regulation

MBO-Saba Comprehensive school

2015-2016

This document is a part of the education and examination regulation (EER)

This examination regulation senior secondary vocational education (mbo) SCS is applicable to the examination of students who started as of August 2013.

See annex 1 of the education and examination regulation (EER) for an explanation of the definitions. This document is written in the HE form. He also entails SHE.

Article 1 General

- 1.1 The Skills Demonstration comprises an inquiry into the core tasks, the work processes, and skills that the student must have made him familiar with when rounding off the course.
- 1.2 Qualifying exams comprise skills and knowledge that the student must made himself familiar with when completing the course.
- 1.3 By participating in an examination, the student indicates to be abreast of the tenor of this regulation.

Article 2 Examination board

- 2.1 The competent authority institutes an examination board for the purpose of holding examinations. The examination board consists of the school director, the examination secretary and the internship coordinator.
- 2.2 The tasks, responsibilities and competences of this board are described in the 'Examination handbook'.

Article 3 Examiners

The examination board appoints the examiners.

Article 4 Admission and registration

- 4.1 *Student*
The student has, after correctly registering himself, access to all components of the examination of the course for which he has signed an educational agreement with the mbo SCS. The following criteria have been set for admission to an examination;
 - The student is in possession of a valid educational agreement;
 - The student has complied with conditions to participate in qualifying exams and aptitude exams as described in the EER.
- 4.2 Participant in the examinations
He who only wishes to be admitted to the examination provisions, can be registered as participant in the examinations.
Registration of the participant in the examinations can be done under the following conditions:
 - The participant in the examinations complies with the conditions set for participation in the examinations, as described in the EER.
 - The participant in the examinations pays the examination fee approved by the institution, as mentioned in the EER.

Article 5. Examination program

- 5.1 The general information regarding the planning, content and organization of the examinations is described in part 1 and part 2 of the EER.

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- 5.2 Data regarding the program and the implementation of the examinations for the academic year in question shall be made known to students in a timely manner via an examination planning.

Article 6 Participation

- 6.1 Students participate in the examinations of the course for which they are registered.
- 6.2 Students who have registered for an examination, are compelled to be present on the set date, time and place.

Article 7 Deviating tests

- 7.1 With regards to specific target groups and handicapped persons the EER may allow that a Skills Demonstration or a qualifying exam be examined in a variant manner. As general criteria for the deviating form applies that it must comply with exam-related technical criteria of validity and trustworthiness and that the level and the objective of the deviating exam does not differ from the regular objective and level of the regular exam.
- 7.2 The request for a deviating examination form must be submitted in writing to the examining board on production of a declaration of a physician or another specialist, from which it appears that deviating examinations, if need be, ought to exist.
- 7.3 The deviating form of examining is no longer valid when the situation ceases to exist or when the declaration expires.

Article 8 Exemptions

A student or career coach of the student may submit a request to the examination board for exemption of a Skills Demonstration or qualification exam. This is possible on the basis of a diploma or certificate achieved earlier in the senior secondary vocational education or higher professional education. The criteria for exemption differ per course and per student. The Examination Board will take a decision on the request for exemption.

Article 9 Procedures during the examination

- 9.1 A student can be asked to identify himself prior to or during the examination.
- 9.2 During the distribution and writing of an examination there should be complete silence in the examination room.
- 9.3 A student must at all times follow the instructions of the examiner and/or overseer while writing an examination or doing an aptitude test.
- 9.4 Participating in a Skills Demonstration or qualifying exam implies that work once written keeps its validity. In exceptional cases the Examination Board can decide otherwise.
- 9.5 A student who during the examination or the Skills Demonstration falls ill or becomes unwell, can leave the examination location with the permission of the examiner/overseer. The examination board will determine the continuation of the examination in question.(see Article 9.13 up to and including 9.16)

- 9.6 The student shall remain in the examination location until the end of the examination. Only with the permission of the examiner/overseer may a student leave the location during the examination.
- 9.7 The student may only have about him during the examination objects, tools, apparatus and aids which have been prescribed or admitted for that examination. Thus candidates are not allowed to take into the examination room any of the following : books, notes, boxes of instruments bearing data or any other article bearing data and paper for rough work. Electronic calculators are forbidden unless stated in advance. Mobile phones and other electronic devices are strictly forbidden.
- 9.8 The student is compelled to take along with him objects, tools, apparatus and aids listed on the invitation form of the aptitude test.
- 9.9 A student who arrives tardy for an Skills Demonstration(expected), shall contact the first assessor. The first assessor shall determine whether the assessment of the Skills Demonstration will continue.
- 9.10 A student who arrives tardy for a written or digitally qualifying test, reports at the examination office and may be admitted no later than 30 minutes after the start of the qualifying test.
- 9.11 Students are not allowed to leave the examination room during the first 30 minutes unless exceptional circumstances.
- 9.12 Students who arrive late will not be allowed extra time to make up for the lost time.
- 9.13 At a centrally developed examination the student may be admitted no later than 30 minutes after the start of the examination. The student, however, hands in the completed work at the time for it.
- 9.14 At an oral examination the examiner determines whether a student can still participate in the examination. If the student can no longer participate in the examination, it will be considered as absent. (see Article 10.7)

Falling ill at a centrally developed examination

- 9.15 If a student fall ill during the examination, a member of the examination board shall consult in first instance with the student regarding the question whether the examination can be continued. If the student is unable to complete the examination, the examination board will ascertain whether the student may continue with the examination later on the same day. The examination board shall report this in the written report.
- 9.16 If the student is allowed to continue the examination that same day, the student shall be kept in quarantine until such time.
- 9.17 If the student cannot to continue with the examination that same day, the examining board shall declare the examination work done during the examination as invalid. The reason shall be mentioned in the written report. A student is allowed though to leave the examination anytime after the first 30 minutes providing he/she surrenders his/her question paper and/or answer book/paper. No re-admittance of the student is allowed.

Where a student is allowed to leave the room, he/she is accompanied by a member of staff or attendant.

- 9.18 Examination material must not be removed from the examination room by the student.
- 9.19 The examination board shall inform the student or- in the case of a minor-his/her parents/guardians in writing regarding the method in which the examination shall be completed.

Other rules for the Skills Demonstration

- 9.20 Further rules regarding the course of events during the Skills Demonstration are included in the EER.

Article 10 Irregularities

Student

- 10.1 Certain conduct and actions of a student before or during the examination may be considered by the examiner/overseer as an irregularity. This applies in any case for:
- Making use of information of non authorized sources;
 - Committing plagiarism and/or using falsified documents;
 - Not following (correctly) indications and instructions by an examiner or overseer;
 - Not showing up for or participating in an examination set for a certain date, time and place, with mentioning any valid reason.
- Conduct, actions, and so on, can be considered as an irregularity in the spirit of this article based on a founded decision of the examining board.
- 10.2 The examiner/overseer is entitled to bar a student who commits an irregularity from entering the examination location or to have him removed.
- 10.3 If an examiner or overseer detects an irregularity during a test, he shall report it on the official reports and gives, if need be, a verbal elucidation. The examination board shall determine based on this, if there is indeed any question of an irregularity in the spirit of this article. The examination board may impose a sanction afterwards.
- 10.4 The sanctions referred to in this article are:
- Exclusion from the next (regular) examination opportunity;
 - Declaring the result of the Skills Demonstration in question or qualifying exams invalid;
 - Exclusion from (further) participation in the examination of the component in question;
 - Complete exclusion from further participation in examinations.
- 10.5 Before the sanction is imposed by the examination board, the student shall be heard. The student can be assisted by an older person, in the case of a minor, this person will be his legal representative.
- 10.6 In the case of being absent during an examination the student shall submit a written declaration, within 5 schooldays, after the planned examination to the employee at the examination office, containing the reason for his absence.

- 10.7 The examination board shall take a decision within 10 days after having heard the student or having received the written explanation of his absence. The examination board may decide that the absence was legitimate or illegitimate.

External causes

- 10.8 External causes may also lead to irregularities. In the case of irregularities caused by unexpected external causes the examiner or overseer shall act in accordance with his findings and reports it in the official reports.
- 10.9 In case the irregularity was caused by the conduct of personnel of the institution or by helpers hired by the institution, either by action or neglect, or by giving wrong information, sanctions referred to in paragraph 5, shall not be imposed.
- 10.10 Anyone involved with the examination and suspects that there is mention of irregularities is compelled to report same to the examination board.

Article 11 Determining of the results

11.1 *Examination file*

Pieces of evidence are kept in the student's examination record by means of which the student can demonstrate of having completed the examination successfully. It concerns in this case:

- the results of the Skills Demonstration;
- the results of qualifying exams among which the language and arithmetic examinations;
- having achieved applicable legal professional criteria;
- the assessment of professional practical formation;
- the assessment of career and citizenship;
- the assessment of activities of the optional part

11.2 *Skills Demonstration*

A Skills Demonstration shall be evaluated by more assessors. The result of the Skills Demonstration may be: 'passed', 'passed with excellent results' or 'failed'. When one does not achieve the exam, the student will receive a summary of the assessment containing at any rate the aspects that were insufficient.

11.3 *Qualifying exams*

Qualifying exams are about knowledge and skills that form a necessary part of the qualification but are not assessed in the Skills Demonstration. The caesura of an exam can be found on the participant's information.

11.4 *Professional Practical Training*

The examination board shall determine whether the Professional Practical Training has the required scope, expressed in days. The assessment of each Professional Practical Training ought to be sufficient.

11.5 *Career and citizenship and unspecified teaching time*

Both Career and Citizenship will be judged satisfactory if the obligation is fulfilled. If one or both are evaluated insufficiently, the student will receive a summary of the assessment containing at any rate the aspects that were insufficient

11.6 *Determining results*

The examining board determines the results of each component/examination.

Article 12 Announcement of the results

- 12.1 The preliminary results of the Skills Demonstration shall be made known directly after the exam by the first assessor. The definitive results of a Skills Demonstration shall be announced in writing to the student by or on behalf of the examining board within 15 school days thereafter.
- 12.2 The results of a qualifying exam shall be made known to the student in writing within 15 days thereafter.
- 12.3 The results of the Professional Practical Training shall be made known to the student within 15 school days.
- 12.4 The results of Citizenship and career planning shall be made known to the student in writing within 15 school days
- 12.5 In very exceptional cases may one deviate from the terms mentioned above, if one deviates from it, a written declaration shall be sent.

Article 13 Perusal right and storage terms

- 13.1 During 10 school days after the results of an examination the interested parties have the right of discussing and if possible perusing the examination work.
- 13.2 A request to discuss and/or peruse the examination work can be submitted at the examining board.
- 13.3 Perusal of examination work with reference to qualifying exam is only possible in the school building supervised by or on behalf of the examining board.
- 13.4 Pieces of evidence regarding examinations are kept after writing the Skills Demonstration or qualifying exams up to and including one year after the certificates have been handed out.
- 13.5 After the storage period has expired, the pieces may be destroyed.

Article 14 Resit

- 14.1 The student has the right to resit an Skills Demonstration or qualifying exam for which an insufficient mark was achieved at the first sitting. The examination board may attach conditions to a resit, and informs the student of this in writing.
- 14.2 The examining board determines whether or not an extra session will be held or whether the resit can be done by participating in (components of) examinations during the next regular session and informs the students regarding it. The right to resit by students is described in the EER.
- 14.3 The right to a resit for the component Professional Practical Training consists of a one time extension. The examining board determines its scope.

Article 15 Request for reconsideration / complaint

- 15.1 If a student files a complaint, then the student will address himself to the examiner concerned or career coach in order to find a solution in consultation with each other. If this has not lead to a satisfactory solution for the student, the student can then file a written complaint with the examining board.
A complaint about an examination can be aimed at:
- A request to reconsider an assessment of a (component) an examination;
 - Other complaints about an examination.
- 15.2 When it concerns a request to reconsider, the student must submit the request in writing within five school days after the announcement of the assessment to the chairperson of the examining board.
- 15.3 When it is about other complaints regarding the examination, the student must submit the complaint in writing within five school days after sitting for an (component thereof) examination to the chairperson of the examining board.
A request/complaint shall comprise of at least:
- Name and address of the student;
 - Date when the complaint was sent;
 - Description of the complaint;
 - Signature of student (if a minor signature by legal representative)
 - Depending on the nature of the request/ complaint, mentioned under paragraph 1
 - date of examination (component) of the complaint in question;
 - date when the result was announced.
- 15.4 The examining board shall hear the parties concerned and takes a decision within ten days regarding the dispute and informs the student in writing about it. In the written announcement the possibility of entering an objection shall be indicated. A copy of the written announcement shall also be sent to the examination's office.

Article 16 Objection

- 16.1 The student may enter a written objection at the examination's bureau within five days of the date of the decision taken by the examining board. The petition shall at least contain:
- ❖ Name and address of the student;
 - ❖ Date of dispatch;
 - ❖ The decision against which the petition in question;
 - ❖ Explanation of the content of the objection
- 16.2 The examination's office examines the petition including the request/complaint and takes a decision within ten school days and informs the student in writing of this. The possibility of entering an appeal shall be indicated in the written announcement.
- 16.3 A copy of the written announcement shall also be sent to the examining board.

Article 17 Appeal

17.1 The student may enter within five days of the date of the decision by the examination's office on the petition, a written appeal with Commission of Appeal. The commission of appeal is a commission instituted by the school board of the mbo SCS with external members who are not employed by the SCS.

The commission shall consist of:

- ✓ The name and address of the student;
- ✓ The date of dispatch;
- ✓ The decision against the appeal in question;
- ✓ Explanation of the content of the appeal

The commission of appeal conducts an investigation and takes a decision within four weeks after receipt of the appeal, unless it has extended this term by no more than two weeks by motivating it.

17.2 If the commission of appeal deems that the appeal is well-founded, it shall destroy the decision of the examination's office either partially or completely and may order the examination's office to take a new decision. The commission of appeal may set a term in its pronouncement for this.

17.3 In addition, the commission of appeal may charge the examination's office to administer anew the examination or any component thereof. The commission of appeal may set conditions for this.

17.4 The commission shall announce its decision in writing to the student and to the examination's office.

Article 18 Complaints and appeal at the centrally developed examination.

18.1 The student shall follow the route of the mbo SCS as described starting with Article 15 in this regulation if there are complaints regarding the conduct of a centrally developed examination.

18.2 The student may start a civil suit procedure pertaining to complaints about (realization of) the mark for the centrally developed examination.

Article 19 Overview of achieved results

Students are responsible for keeping track of their examination results. Minimally twice a year, the student shall receive a summary of the results.

Article 20 Qualified for the course

20.1 A student is qualified for a course if he/she has complied with the diploma-criteria.

20.2 If the diploma criteria have been complied with and have been approval by the examining board has taken place, this will be communicated to the student within five school days.

Article 21 Pieces of evidence

Students who have passed for (parts of) the examination, shall receive when leaving the course, the pieces of evidence in question.

- ✚ A diploma accompanies a qualification with an overview of the Skills Demonstrations, the qualifying exams and the professional practical training.
- ✚ Part of a course shall be accompanied by one or more proofs of Skills Demonstrations achieved, the qualifying exams and the Professional Practical Training.
- ✚ If the student has completed the supplemental modules successfully, he/she shall receive a certificate/proof of participation.

Article 22 Secrecy

Anyone involved with the conduct of the examination and in doing so gets hold of data has to treat this confidentially and is sworn to secrecy.

Unless a legal stipulation obligates him to make such public or while conducting the examination the necessity to make it public ensues from his task.

Artikel 23 Strijdigheid bepalingen

Indien enige bepaling uit de OER strijdig is met de bepalingen uit dit examenreglement hebben de bepalingen uit dit reglement voorrang.

Article 24 Unforeseen circumstances

In case of circumstances for there are no provisions in this regulation of the EER (part 1 and 2), the competent authority in consultation with the examination's office, shall decide.