

## VI: VCA CBT exam regulations

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### 1. Registration conditions

- a. **Closed** VCA exam
  - i. The client fills in the online application form (when, where, how many persons, types of exams, etc.).
  - ii. A specific appointment is then made (e.g. with regard to the required login details for participants on the basis of an Excel list!).
- b. **Open** exam
  - i. Registration of an organisation/a company: online registration form.
  - ii. At the VI reception desk (Coveliersgebouw).

(the candidate must pay the exam fees, due in cash, at the VI desk before he/she can take the exam; the candidate receives a proof of payment)

The candidate (or his/her assignor) must state whether this is a resit.

### 2. Admission requirements

The only conditions imposed by the VI with regard to participation in VCA exams is of a financial nature:

- a. in the case of a private registration, the candidate is required to pay in advance;
- b. in the case of a 'registration via an organisation/a company', the client only receives the diploma after payment of the invoice.

We also expect the candidate to comply with the exam regulations and to be able to present an identity card or other identity document with photo. If he/she is unable to present a valid identity document, participation in the exam will not be allowed.

### 3. Exam types, final attainment levels and test levels

The VI only uses the CBT exam issued by BeSaCC-VCA vzw.

The VI organises the following exams:

Type of exam/exam language	Dutch	French	English	German
Basic VCA multiple choice	X	x	x	x
Basic VCA aural	X	x	x	x
Basic VCA voorlees	X	X	X	---
VOL-VCA multiple choice	X	x	x	x
VIL-VCU multiple choice	X	x	---	---

Candidates for an oral exam must register at the vzw.

The duration of the CBT exams is:

- Basic VCA multiple choice: 60 min.
- Basic VCA aural: 75 min.
- VOL-VCA/VIL-VCU multiple choice: 75 min.

#### **4. Conditions for participation in an exam**

The identity of each participant is checked before, during and after the exam using the login code and the CBT exam screen display.

If the participant is unable to present an official proof of identity with photo (identity card, driving licence, etc.), he/she will be excluded from participation.

In addition to their identity card, participants must have a ballpoint pen and, if desired, their own earphones for the basic VCA aural exam.

#### **5. Assessment and proclamation**

A CBT exam consists of several types of questions: multiple choice questions, multiple answers, matrix questions, ranking questions, matching questions and pull-down answers.

Points are awarded per specific question type; for some types of questions, a 'guesswork correction' is applied.

In order to pass, a candidate must attain at least:

- 2,580/4,000 (64.5 %) for the basic VCA exam;
- 4,515/7,000 (64.5 %) for the VOL-VCA and VIL-VCU exams.

Results are not open to discussion.

The diploma is valid for 10 years from the date of the exam.

The successful candidate (or his/her assignor) receives one diploma. Successful candidates will be registered in the central diploma register (CDR). The following data are mentioned on the diploma and (partly) automatically included in the CDR: surname, first name, date of birth, place of birth, as well as diploma number, type and language of exam and validity period.

The candidate can at any time request correction of the CDR data via the VI; he/she can report whether registration in the CDR is permitted or not.

The CDR collects all VCA diplomas (B-VCA, VOL-VCA and VIL-VCU) issued by accredited VCA exam centres. Via the CDR, a search function (diploma number or combination of date of birth and family name) can be used to check whether a specific person has a valid VCA diploma.

In case of loss, the candidate may request a copy of the diploma; the diploma delivered explicitly mentions 'duplicate'; see [www.provincieantwerpen.be/VI](http://www.provincieantwerpen.be/VI) for the relevant process and costs (4 € for invoicing and shipping; 16€ cash for collection at the VI desk).

#### **6. Rights and obligations of the candidate**

- a. Participation in an exam presupposes that the participant has registered in advance (paid in advance in the case of personal registration) and has been allocated a date/time for the exam.

It must also be stated whether this is a resit or not.

- b. The candidate must be able to identify himself/herself on the basis of an official proof of identity with photo (e.g. identity card, passport, driving licence) and must have writing materials; the candidate will switch off his/her mobile phone during the exam period.
- c. The candidate will follow the guidelines set by the examiner (and supervisors) without discussion. If the candidate does not follow instructions/guidelines, cheats, etc., his/her exam may be declared invalid (in such case, the examination session is terminated). The examiner shall decide whether the candidate is to be immediately excluded or, possibly, receive a warning.
- d. The candidate has the right to formulate a written complaint within 5 calendar days for attention of the director of the VI, if he/she believes that the proper procedure for organisation of the exam has not been followed. Such candidate will receive an answer within 10 calendar days of the complaint. A complaint must be submitted via the website of the province.
- e. The VI itself is not competent to deal with objections, remarks, etc. concerning the content of the exam (questions and answer possibilities). Any objections will be collected by the examiner in accordance with the 'protocol' and immediately passed on to the vzw.
- f. The VI does not impose any additional requirements (beyond payment of the exam fees) on the candidate (e.g. text book purchases).

## **7. Rights and obligations of the VI**

- a. If a candidate refuses to follow the examiner's instructions or commits fraud during the exam, the examiner may decide to terminate the exam in question; this will in any event be mentioned in the protocol (and the candidate's employer, if any, will be informed).
- b. The CBT programme announces the result to the candidate immediately after the end of the exam. If necessary, the VI will provide the candidate or his/her employer, within 10 working days, with a definitive answer with regard to the attained result (pass or failure).
- c. The VI ensures that the candidate can take the exam in a room suitable for this purpose; in the case of closed exams in transit, these specific requirements are discussed with the client.
- d. Before the start of the exam, the VI will brief candidates on the exam conditions, in the language in which the exam will be taken. In addition, the various types of questions will be explained. The exam regulations are also available for candidates who wish to read them.
- e. If the VI does not perform its obligations regarding the exam date, the candidate is entitled to a (free) new exam date.

## **8. Arrangement of participants and infrastructure of the exam room**

Comment

- different notebooks/laptops are used per exam session;
- the examiner will arrange these notebooks/laptops in accordance with the regulations of BeSaCC-VCA vzw.
  - a. General requirements for a multiple choice and aural exam:  
the exam will take place in a room that:
    - i. offers sufficient space (at least 1 m<sup>2</sup> per candidate) to all candidates and where the tables and chairs can be arranged in such a way that candidates cannot read each other's screens;
    - ii. is well ventilated, lit and heated in winter;
    - iii. accessible to disabled people, if necessary;
    - iv. is clean and free of posters related to the subject matter;
    - v. contains a chair and table for each candidate, who has writing materials;
    - vi. meets wi-fi requirements specific to VCA CBT exams.
  - b. Additional requirements for an aural exam:
    - vii. participants must be able to sit sufficiently apart from each other; they must not be able to read the screens of the candidates seated next to them;
    - viii. if desired, candidates may use their own earphones/headphones.
  - c. If the above requirements are not met, the examiner will decide on the further course of the exam (e.g. dividing it into different groups, cancellation of the exam).

## **9. Complaints/objections - remarks - suggestions for improvement - fraud**

- a. The VI systematically submits any objections to BeSaCC-VCA vzw regarding the content of exam questions (see also the document 'protocol VCA-examens') and/or the conditions for examination.
- b. The VI informs BeSaCC-VCA vzw of any fraud relating to VCA diplomas. In the event of fraud regarding VCA diplomas issued by the Provincial Executive (VI), the file is automatically sent to the Permanent Deputation together with a recommendation to file a complaint against the fraudulent party/parties.  
The person reporting the fraud will in any event be informed of the action taken by the VI and of any results.
- c. Complaints about the organisation of the exam must be made in writing within 5 calendar days after the exam date to the engineer director of the VI; he/she will decide within 10 calendar days on the merits of the complaint and provide a written motivation thereof.