

CC-02

Ver 0.2

Examination Regulation





DOCUMENT HISTORY

Version and date of approval	Reason for revision	Revision Scope	Ultimate application date
0.0 12/01/2015	Changes to structure and contents based on the former examination regulations (OVC-02)	Entire document	12/01/2015
0.1 21/10/2016	New lay-out	Entire document	21/10/2016
0.2 26/11/2018	Precision on the duration of the exams	Point 3	26/11/2018



Table of contents

1. DEFINITIONS	4
2. PRINCIPLES	4
2.1. GENERAL	4
2.2. CHANGES TO DOCUMENT 'CC-02: EXAMINATION REGULATION'	4
2.3. CONFIDENTIALITY	5
3. COURSE OF THE EXAMS	5
4. COMMUNICATION OF THE EXAMINATION RESULTS	7
5. ORGANISATION AND DELIBERATION BY MEMBERS OF A JURY	7

CC-02 : Examination Regulation

1. Definitions

Bureau:

Is a delegation that is composed of members of the OVOCOM Board of Directors.

Examiner:

Is a person who is responsible for the exams, and is acting on behalf of OVOCOM. The tasks of the examiner are: preparing of the questions, supervision during the exams, informing participants and assessment of the answers. Tasks as regards the examiner may, for a same exam, be performed by different people.

Jury:

A body taking up a position in case of divergence of the interpretation relating to answers given by a participant.

2. Principles

2.1. General

The exam regulation in question, is the Regulation governing all texts, hereinafter referred to examinations, given by OVOCOM and intended for:

- Candidate-auditors and candidate-inspectors, wishing to be approved by OVOCOM;
- Auditors and inspectors, wishing to remain approved by OVOCOM;
- Consultants wishing to be included in the list of 'Registered ~~GMP~~-FCA consultants' and consultants, and wishing to remain being referenced by OVOCOM;
- Other participants to the exams.

These rules shall be applicable whatever the nature, form, content and objective of the exams may be.

This document describes the requirements imposed on participants who are taking part in all exams organized by OVOCOM.

OVOCOM considers the examination rules as a minimum framework for all the assessments.

Derogations from the examination rules can only be granted, by the Board of Directors, on the basis of a motivated request introduced by a participant, and this following the advice provided by the OVOCOM Secretariat.

The Board of Directors shall explicitly determine the validity of the granted derogation. Derogations granted by the Board of Directors shall be communicated to the participant in a written manner and/or electronically.

Other documents may also be applicable:

Application scope	Title of OVOCOM document
Dispute and sanction procedures	OV-05
GMP -FCA Certification Regulation	CC-01
Inspection Regulation - verification of meat stores	CC-03
Inspection Regulation - verification of inland waterway companies	OV CC-04

2.2. Changes to document 'CC-02: Examination Regulation'

When necessary, the examination regulation will be updated. Any changes made to the examination regulation will be highlighted in grey. This document is also available in a version without indicated changes.

OVOCOM will fix a date in order to implement the new version of the examination rules. If the implementation date is not specified, the changes must be implemented no later than with 6 months starting from the date of revisions of the document.

2.3. Confidentiality

OVOCOM shall, all levels of its organization, guarantee the confidential nature of any information obtained from participants in the context of the exams. Unless stated otherwise this document, no confidential information as regards a participant to the exams shall be disclosed to a third party without the written consent from the employer of the participant in question (e.g. certification body or a consultancy bureau), or failing that, the participant itself.

If, information involving the identification of the participant seems impossible to obtain (e.g. General Statistics regarding the results per session and / or per employer) may, without prior authorization, be communicated to third parties and possibly subject to a publication by OVOCOM (e.g. ~~Activity~~ Annual Report).

Every complaint communicated to OVOCOM will be treated confidentially and anonymously (cf. OV-05 document).

3. ~~Course of the~~ Exams

The exams are organized according to a frequency which is determined by OVOCOM, and which consists of two sessions (first session and a second session (or repeat exams)).

OVOCOM organizes at least one exam session per calendar year, and is intended for Auditors, Inspectors and / or referenced consultants. The material, that is the subject of the exam session, is defined in documents and regulations published by OVOCOM.

All (candidate) auditors, (candidate) inspectors and consultants as well as any possible interested parties, may participate in the exams. The OVOCOM Secretary shall fix a date for the exams, and shall communicate these dates through means of a newsletter, email and/or shall publish them on the website: www.ovocom.be.

The examination registration can only be done via the registration form which is made available on the website: www.ovocom.be. Costs related to the participation are indicated on the registration form is established by the OVOCOM Board of Directors.

A participant may be declared inadmissible to participate in the exams:

- If he does not comply with the minimum requirements imposed by OVOCOM (diploma, experience, etc.); and/or
- If he has not paid the registration fees.

The inadmissibility regarding the participation request should preferably be determined before the start of the exams.

The exams itself will proceed as follows:

1. The exams will be in writing and consist of multiple-choice questions (MCQ). The number of questions posed per subject equals seven. The exams may, if necessary, take a different shape. In such case the participant should be informed at least 4 weeks prior to the scheduled date for the examination.
2. The participant shall sign the attendance list when handing over of the exams.

3. The exams will take place as an “open book” unless the participant has received a 4 weeks’ notice prior to the expected exam date. The participant is allowed to use any documentation provided by his care whatever its shape may be (e.g. paper, digital). The use of internet however is ~~not~~ allowed under the following conditions:
 - OVOCOM bears no responsibility on to the availability and performance of a possible internet access on the premises of the examination;
 - The participant cannot communicate with the outside world in any possible way (email or other application / technology).
4. The participant may only write or take notes on the questionnaire and on the paper distributed at the beginning of the review. All these documents, used or unused, must be returned to the examiner at the end of the exam.
5. The exam, including exam questions, is property of to OVOCOM vzw. It is forbidden to copy the review in any way (photo, photocopy, copy by writing or by computer, ...).
6. ~~3.~~ Duration of the exam

FCA exam

An FCA exam (initial session or repeat session) is composed of a 4 parts to be completed within 4 hours.

The participant receives all the parts in the beginning of the exam session and organizes his/her work as he/she wishes.

Other exams

The fixed timeframe for completing the exam depends on the standard:

Référentiel à évaluer	Durée totale de l'examen
CC-03 (incl. BC-10)	1h00
CC-04 (incl. BC-08)	1h00

~~3.~~

- 4.7. Unless stated otherwise the evaluation method shall be as follows:

Correct answer:	+1
Wrong or no answer:	0

8. Any form of fraud or plagiarism results in a 0 Score for the entire examination (for all questions and parts). As an example, the following cases are considered as fraud:
 - contact with third parties, whichever the form
 - (photo)copying exam questions in whichever way or form,
 - Not handing in the questionnaire and the note sheets within 4 hours.

5. The participant shall be notified immediately upon discovery of the fraud or plagiarism.

If requested, the participant should be able to identify himself before the start of the exams. The identification in question shall take place through presentation of one of the following official documents such as a passport, driver’s license or identification card.

The exams will take place in the OVOCOM offices located in Brussels, unless announced otherwise. The participant is required to adhere strictly to the established timetable and location of the exams. As a general rule, the exams shall take place on weekdays between 9 am and 17 pm, in accordance with the timetable specified on the application form.

There should be no relationship between a participant and the examiner, such as a spouse or a cohabitant, nor any family kinship up to and including the fourth degree. Any examiner may, because of ethical reasons, appeal to the jury to be replaced in relation to the questioning of the participant designated by him.

External experts may, under the responsibility of a member of the jury, intervene in the assessment of the examination.

4. Communication of the examination results

The exams will be corrected within a delay of maximum thirty days following the examination.

Per subject, a total is made of the different scores obtained for each question. The assessment of the exams shall take place as follows:

Result \geq 50%	Sufficient knowledge regarding the subject in question
Result $<$ 50%	Insufficient knowledge regarding the subject in question

The examination results shall be communicated to each participant individually through means of regular mail, fax or email. The exam results of an auditor/inspector shall also be communicated to the certification/inspection body for which the participant works. The exam results of a consultant shall also be communicated to the consultancy office for which the participant works.

In the context of the information session, organized by OVOCOM, regarding responses to exam questions, any participant has the right to consult their examination copy of the. However, copies of the exams shall never be circulated.

Delay for a possible appeal, in front of the Bureau, shall be 30 days starting from the date of reception of the results, by the participant.

5. Organization and deliberation by members of a jury

Appeal to a member of the jury is possible in the case of divergence of opinion on the interpretation of a response given to a question.

The jury must consist of at least two members. It is composed of one or more members of the Secretariat, possibly assisted by independent experts. If necessary, the members of a jury may pose prejudicial questions to the experts.

Deliberation by the members of a jury is confidential.

Any participant, who considers himself to be disadvantaged in the final assessment of their exams, may appeal to the Bureau in compliance with procedures described in document OV-05.