

Examination regulations Hobéon SKO for WOD

General

The purpose of examinations is to determine in a systematic and objective manner whether the candidate meets the attainment targets.

Composition of exams

An exam can consist of one or more of the following parts:

- Portfolio Review
- Theory exam
- Practical exam

Examination staff (examiners)

The management of Hobéon SKO appoints the examination staff, the examiners, on the recommendation of the WOD registration coordinator. Examiners of Hobéon SKO sign (among other things) a declaration of confidentiality and impartiality.

Examiner practical exam

In addition to the requirements set in the professional field-specific registration schemes (WSCS), Hobéon SKO may impose additional requirements on the examiner.

Supervisor theory exam

Hobéon SKO appoints a supervisor for the theory exam. This supervisor does not need any specific knowledge of the field. The supervisor does have:

- organizational qualities
- communication and interpersonal skills
- the ability to act in a regulatory and decisive manner

The supervisor is expected to:

- supervises compliance with and implementation of the examination regulations and the examination requirements
- correctly handles the established procedures

A supervisor performs the following tasks:

- checking the candidate's personal details and registrations
- checking and subsequently preparing the theory exam so that the candidate can start immediately after the start of the exam
- exercising supervision to prevent fraudulent actions
- collecting the exam documents and delivering them to Hobéon SKO

Exam application procedure

The applicant applies for the exam at Hobéon SKO, whether or not through the employer, the training institution or the RI.

Confirmation of exam participation

If applicable, Hobéon SKO will send the candidate a confirmation of participation in the exam. In this letter Hobéon SKO shall state at least the following:

- Location of the exam
- date and time when the candidate must report

The candidate will be admitted to the exam if the entrance requirements are met.

Theory exam requirements

The requirements for the exam location for the theory exam are:

- sufficient peace and quiet and a pleasant and ventilated indoor climate with sufficient lighting
- sanitary facilities for use during breaks
- sufficient space for the reception of the candidates before, during and after the exam
- individual work tables with chairs for the candidates with sufficient space between them

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- work table with chair for the examiner or supervisor, so that the assignments can be handed out without any problems and the elaborations can be carefully examined.

In principle, the theory exam is taken digitally using ICT resources in the Dutch language. The theory exam can also be taken in writing (on paper).

Practical exam requirements

The facilities for the practical examination must meet at least the following requirements:

- processes are set up on the basis of a risk inventory and evaluation and a task risk analysis, the description of which has been made known to Hobéon SKO
- adequate accommodation, sanitary facilities, relaxation area, food and beverages, to be used by the applicant before and after the operations
- adequate diving equipment and tools for various operations as well as equipment for emergencies
- complete and qualified diving team, whose members are in possession of the legally required personal certificates

Conditions practical exam for a conditioned environment:

- visibility at least 4 meters
- Depth at which the practical exam is carried out is a minimum of 6 meters and a maximum of 9 meters
- possible to make free ascent
- flow of up to 0.5 m/s.

Conditions practical exam for a non-conditioned environment:

- visibility at least 2 meters
- Depth at which the practical exam is carried out is a minimum of 6 meters and a maximum of 9 meters
- Flow is up to 0.5 m/s
- wave height is up to 0.5 meters

Admission to the exam

A candidate must be present fifteen minutes before the start of the exam. If a candidate is present at the exam location more than five minutes after the official start time of the exam, the right to participate in the exam expires. The candidate who is not admitted must then register for a new exam through the regular procedure.

Candidate identification

The exam is open to candidates who can show a valid ID. Valid proof of identity is understood to mean only one of the following documents:

- valid passport
- Valid identity card
- valid Dutch residence document
- valid Dutch driver's license

When identification, the candidate signs an attendance list proving his presence during the exam and the personal identification.

Impartiality and independence

The candidate also signs for the independence of the examiner(s). This means that the candidate has not received any instruction in the relevant examination subject from the examiner(s) in the past 24 months.

Denial of participation

The examiner/supervisor of the practical/theoretical examination may deny the candidate participation in the examination if the candidate:

- arrive late at the exam location
- cannot provide a valid ID
- disturbs the order at the exam location in any way or is under the influence of alcohol or narcotics
- commits (attempted) fraud with regard to the exam

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- does not comply with instructions from the supervisor of the theory exam with regard to the exam

In the case of the above, the examiner will report this in writing to the Hobéon SKO. Hobéon SKO can declare the exam invalid on the basis of this report.

Arrangement in case of absence

A candidate who is unable to participate in the examination due to special circumstances will be given the opportunity to take the examination at another time. Special circumstances include:

- Illness of the candidate
- death of a family member up to the second degree
- other circumstances to be determined by the CB.

The candidate must invoke this scheme in writing (e-mail) at Hobéon SKO.

Theory exam resources

For the supervisor theory exam is at least present:

- a table and chair
- Instructions
- Examination regulations
- Attendance

For the candidate there is at least the following present:

- a table and chair
- Assignments (digital or on paper)
- any regulations and dive tables necessary for the elaboration of the
- calculator
- scrap paper

The candidate brings the following things:

- valid proof of identity
- writing materials

The following information is stated in the theory exam:

- Maximum duration
- Number of questions
- Assessment standard
- any tools to be used

The theory exam takes place under the guidance of one or more supervisors. The supervisor is responsible for the course of the exam and the administrative settlement. Candidates must follow the instructions of the supervisor(s).

Resources practical exam

Means used in the practical exam meet the legal requirements. The legal requirements regarding certifications and inspections are described in the WOD-SOE document. Responsibility for the use of approved/certified products lies with the diving team leader. If the examiner finds that the means used do not meet the set requirements, he must cancel or stop the exam.

The candidate must have knowledge of and experience with the basic equipment with which he takes the practical exam. The examiner has the right to prohibit the use of any aids.

Rules of conduct for candidates

During the administration of the exam, candidates are prohibited:

- Leaving the exam location without the permission of the examiner/supervisor
- Consult tools other than those permitted in the confirmation
- having contact with fellow candidates without the permission of the examiner
- use or have enabled means of communication in any form whatsoever
- copy or copy the content of the exams (in part) or have resources available for this
- websites other than the testing system, if the exam is taken digitally.

The examiner shall ensure that any documents handed in are submitted by the candidate after the examination has been taken and before leaving the examination room, as well as any notes made by the candidate.

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Fraud and irregularities

Fraud is understood to mean the act or omission of a candidate that makes a correct assessment of his knowledge, insight and skills completely or partially impossible. Fraud is in any case understood to mean:

- the possession or use of unauthorized aids
- copying or exchanging information (both inside and outside the exam location)
- impersonate someone else during the exam or be represented by someone else
- enabling or promoting fraud by others.

Fraud or giving cause to do so is prohibited before, during and after the exam. Both the perpetrator and any co-perpetrator of fraud (can) be punished. If fraud is detected or suspected, the candidate will be informed immediately.

Irregularities include things like arriving late at the exam location, becoming unwell during the exam, not showing up for the exam or other things that hinder the normal course of the exam. If irregularities have been or are found or suspected before, during or after the exam, the examiner/supervisor will report this in writing to Hobéon SKO. In the notification, he must include at least the following:

- the name of the candidate for whom irregularities have been detected
- date of birth candidate
- a detailed description of the irregularities that have been reported
- general details of the exam such as the name, date, location, examiner/supervisor
- whether the candidate has completed, interrupted or failed the exam

A candidate who unlawfully participates in the examination or commits fraudulent acts in relation to the examination before, during or after the examination may be sanctioned. This is at the discretion of Hobéon SKO. The following sanctions may be imposed:

- the candidate is excluded from further participation in the examination, or
- the candidate is deemed not to have taken the test, the test script will not be assessed and no result will be recorded, or
- The candidate's result, if already stated, will be revoked

Any exam fee paid will not be refunded in the above cases. The candidate does retain the option to register for a new exam. For this new exam, exam fees must again be paid.

Adapted exam regulations

A candidate who is unable to participate in the regular assessment due to special circumstances (e.g. due to dyslexia) must submit a written request to Hobéon SKO to take the special circumstances into account when taking the exam. This written request must be in the possession of Hobéon SKO at least one week prior to the planned exam date. In consultation with Hobéon SKO, an attempt will be made to find a solution. The candidate in question will receive the outcome as soon as possible.

The extra facilities only relate to the form and/or duration of the (re)exam.

Assessment and results of exams

The examination staff will assess the candidate's theory exam no later than ten working days after the examination date. Hobéon SKO determines the result of the exam. The four-eyes principle applies to the practical exam. This means that at least one examiner is present at the exam. The second pair of eyes can be formed by video recording. The second examiner will then assess the exam from a video recording, possibly at a later time.

In the case of diving medical and diving team leader practical exams, one examiner can play the role of victim or another role related to this exam, provided that this does not affect the assessment.

Hobéon SKO will pass on the final results of the theory exam and the practical exam to the candidate in writing (e-mail) within twenty working days.

Right of access

Each candidate has the right to inspect his own exam. Hobéon SKO registers the inspection. The purpose of this right of inspection is to give the candidate a chance to see where he has made mistakes and to give an idea of where his shortcomings lie. Inspection of the exam is done by appointment at the Hobéon SKO office under the supervision of the exam staff. Copying, taking notes and taking documents is not allowed.

Validity period of exam result

The result of the exam remains valid for one year and six months.

Chances and resits

A candidate is entitled to three chances to pass an exam: a first chance and two resits. The two resits must be requested by the candidate.