

VI: VCA CBT examination regulations

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. Arrangements are then made (e.g. with regard to the login details for participants on the basis of an Excel list!)
- b. **Open** exam
 - i. Registration of an organisation/company: online registration form.
 - ii. At the campus LNI reception desk (Payconiq payment)

2. Admission requirements and conditions for participation in an exam

- a. Candidates registering privately should do so via <https://www.ap.be/veiligheidsinstituut>. After receiving a confirmation email, the candidate pays at the LNI campus desk before taking the exam.
- b. For 'registration via organisation/company': similar to a. After receiving a confirmation email, the candidates present themselves for the exam session at the LNI campus desk.
- c. 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 and signature. A candidate who is unable to do so will not be able to take the exam. The identity of each participant is checked before, during and after the exam using the login code and the CBT exam screen display.
- d. Participants should have a ballpoint pen and, if desired, their own earphones/headphones (not Bluetooth) for the basic VCA aural exam.

3. Exam types, final attainment levels and test levels

The VI only uses the CBT exams listed below, issued by BeSaCC-VCA vzw (henceforth 'the vzw').

Type of exam/exam language	Dutch	French	English	German
Basic VCA multiple choice length: 60min.	x	x	x	x
Basic VCA aural Length: 75min.	x	x	x	x
Basic VCA oral	x	x	x	---
VOL-VCA multiple choice Length: 75min.	x	x	x	x
VIL-VCU multiple choice Length: 75min.	x	x	---	---

Candidates for an oral exam must register at the vzw.

4. Assessment and proclamation

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

Points are awarded per specific question type; for some types of questions, a 'guesswork correction' is applied. The minimum score per question is '0 points', and the maximum score is '100 points'.

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

- 2580/4000 (64.5 %) for the Basic VCA and Basic VCA aural exams
- 4515/7000 (64.5 %) for the VOL-VCA and VIL-VCU exams

Results are not open to deliberation.

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

The successful candidate (or his/her assignor) will receive one diploma. Successful candidates will be registered (surname, first name, date of birth, place of birth and diploma number, type and language of exam) in the central diploma register (CDR). In addition, the diploma will state the period of validity.

If the candidate does not want the personal data to be accessible to third parties, he/she may indicate this to the exam centre, which will take the necessary action.

The candidate is responsible for the accuracy of his/her personal data. Corrections may only be made before the start of the VCA exam.

If adjustments need to be made, for example due to a name change, the candidate must provide proof of this to the exam centre by means of official court documents, which the exam centre will in turn forward to the vzw; the vzw will oversee any adjustments.

The CDR records all VCA diplomas (B-VCA, VOL-VCA and VIL-VCU) issued by each accredited exam centre. 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.ap.be/veiligheidsinstituut for the relevant process and costs (€52 for invoicing and shipping; €37 cash for collection at the VI desk).

5. 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.
- b. The candidate must be able to identify himself/herself on the basis of an official proof of identity with photo and signature (e.g. identity card, passport, driving licence) and must have writing materials. The candidate will switch off/silence his/her mobile phone during the exam period and leave it in a place separate from the exam location, together with any bags, study material, etc.
The candidate's face must be visible during the identity check.
- 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 will 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 - submitted within 5 calendar days (marked 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.
- 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).

6. 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 beforehand. The client may view the VCA exam regulations at any time via the website www.ap.be/veiligheidsinstituut in order to check whether all provisions for holding VCA exams can be met.

- 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 and the CDR will be explained. The examination regulations in the various exam languages are available at all times for inspection.
- e. If the VI does not keep to what it has agreed regarding the exam date, the candidate is entitled to a (free) new exam date.

7. Arrangement of participants and infrastructure of the exam room

Note

- different notebooks/laptops are used in each exam session.
 - the examiner will arrange these notebooks/laptops in accordance with the regulations of the 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 m² per candidate) 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. is 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 (not Bluetooth).
 - 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).

8. Complaints/objections - remarks - suggestions for improvement - fraud

- a. The VI systematically submits any objections to the vzw regarding the content of exam questions (see also the document 'protocol VCA-examens') and/or the conditions for examination.
- b. The VI informs the vzw of any fraud relating to VCA diplomas. In the event of fraud regarding VCA diplomas issued by the Veiligheidsinstituut, the file is automatically sent to the AP management 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 director of the VI; he/she will decide within 10 calendar days on the merits of the complaint and provide a written motivation thereof.