



## Exam rules EXIN Anywhere

1. After the Online Proctored Exam, the video, audio, and the screen shots will be checked in order to assess whether the Candidate has adhered to the exam rules as described below (see 2.) in more detail (hereinafter referred to as the "Online Exam Rules"). EXIN shall, at its own discretion, decide whether the violation of Online Exam Rules leads to nullification of the exam. EXIN reserves the right to modify its Online Exam Rules at its exclusive discretion. Notice of any Online Exam Rule changes will be provided before the Candidate commences the examination.
2. The Candidate declares to adhere to the Online Exam Rules of EXIN:
  - 2.1 The Candidate is obliged to provide valid proof of identification. This includes a webcam photograph of the candidate and a sufficiently legible webcam photograph of the identification document. Before the exam session the Candidate needs to prove their identity by means of (1) taking a photograph of themselves with the webcam (the face must be fully visible) and (2) taking a photograph with the webcam of a valid proof of identity including a closely resembling photograph. Only passports, European identity cards, driving licenses and aliens' documents are accepted as valid proof of identity. Other identity documents are not accepted by EXIN as proof of identity.
  - 2.2 The Candidate is obliged to show their environment by making a 360° film of their test environment with their webcam.
  - 2.3 The Candidate is obliged to meet the following exam requirements:
    - 2.3.1 Test Environment Requirements during the exam:
      - The Candidate's test environment must be quiet with an empty desk
      - No other people in the room
      - Nothing except computer on the desk
      - Removal of all materials, unless permitted (Photo ID) and no writing visible on desk or on walls
      - No music playing or television on or other disturbing sounds
      - No headphones or ear buds allowed
      - No other computers or other devices running in the room



- Lighting must be "daylight" quality and overhead is preferred if at all possible. If overhead is not possible, the source should not be behind the Candidate

#### 2.3.2 Behavioral Requirements during the exam:

- No communicating with anyone; with the exception of contact with an exam administrator or support in case of an emergency
- No leaving the room after starting the exam
- The Candidate's face must point at the computer screen during the exam
- The Candidate is not allowed to take screen shots during the exam
- The Candidate is not allowed to use other applications during the exam (see 6.2 for the exception)
- The Candidate is not allowed to surf on the internet during the exam and he must close any website which is not explicitly permitted
- Questions must be answered by clicking the mouse on the alternative. No keyboard is required and therefore the use of the keyboard must be avoided: No typing (see 6.2 for the exception)
- The Candidate must be dressed and behave decently at all times

#### 2.3.3 Computer/Webcam setup during the exam:

- The Candidate is not allowed to have desktop sharing software running on the computer
- Video and Audio devices must be enabled and running
- Webcam must be focused on the candidate taking the exam at all times
- The Candidate's face must be positioned in the center of the webcam view
- External cameras, when possible, must be placed on the lid of the laptop or where it will have a constant, uninterrupted view of the Candidate
- Nothing may cover the lens of the webcam at any time during the exam

- 2.4 The Candidate may not commit or attempt fraud which includes the use of any aids that are not explicitly allowed as well as any activity or behavior which leads to partly or fully impair a correct judgment on knowledge, understanding and skills of the Candidate.
  - 2.5 Behavior or activities which are not described as such in paragraph 2. above, but which lead to a similar result by creating an unfair advantage for the Candidate during the exam session or by making it impossible for EXIN to check the identity and/or knowledge, understanding and skills of the Candidate, will be regarded as being equally prohibited.
3. In case of nullification of the exam, the final result will not be announced to the Candidate. EXIN will notify the Candidate by email or writing about the nullification, stating the grounds.
4. In case EXIN discovers a violation of Online Exam Rules before the exam session takes place, EXIN shall, at its own discretion, decide whether the Candidate will be disqualified from and therefore not be admitted to the exam.
5. In case EXIN discovers a violation of Online Exam Rules after a certification has already been issued to the Candidate, EXIN may withdraw the certification.
6. Exceptions to the Online Exam Rules of EXIN

- 6.1 Requesting additional time

The Candidate can request extended exam duration in one of the following cases:

- Exam not available in native language
- Learning difficulty like dyslexia
- Physical disability like sight, hearing or mobility impairment.

The additional time can only be requested after making an exam reservation and before clicking on the Exam Link, by emailing to [candidatesupport@exin.com](mailto:candidatesupport@exin.com). The Candidate must supply their exam reservation number, the reason for additional time and if requested the proof for their reason. Extra time will only be granted once per exam reservation.

When additional time is granted, the Candidate will receive a confirmation email.



## 6.2 Use of dictionary

If the Candidate is taking an exam that is not in their native language, they are allowed to use an online translation dictionary. Explanatory and hard copy dictionaries are not allowed.

Only the following applications are allowed: Google Translate and Deepl.

When the Candidate is using an online dictionary, they are required to start the application after they have started the exam. Typing during the exam is only allowed for the use of the online dictionary. Copying/pasting exam questions is not possible.

### **More information:**

Our website: <https://www.exin.com/exin-anywhere>

EXIN Anywhere do's and don't's: <https://www.youtube.com/watch?v=gjEx96rUvj8>