

## **Examination Ordinance for the Examination Committees of the German-Arab Chamber of Industry and Commerce (AHK Egypt)**

This exam regulation is applicable to the execution of exams in the scope of initial vocational education and training based on the DIHK qualification concept

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## **Section one: Examination bodies**

### **§ 1 Responsible bodies for the organization and implementation of the examinations**

A total of three bodies are responsible for organizing and carrying out examinations:

- the Executive Board
- the Examination Committee
- the Examination panels.

### **§ 2 The Executive Board**

There is one Executive Board (EB) per industrial sector, appointed by the AHK. It consists of minimum three and maximum ten members. Besides technical and advisory tasks, the EB is responsible for the preparation implementation and follow-up of the examinations. The recording and the implementation of the decisions of the examination panels are regulated by the AHK in agreement with the chairman of the examination committee.

The regular members of the Executive Board can observe the meetings of the examination committee. Members of the EB are informed via email. If a full member cannot participate in a meeting of the Executive Board, he or she should immediately inform the AHK. The board is quorate if at least three members are present.

The minutes of the meetings shall be shared via email and a respective platform and members will be asked to comment within one week. If no comments received, the minutes are approved.

### **§ 3 The Examination Committee**

Under each Executive Board is one Examination Committee, whose members were appointed by the AHK. The Examination Committee is essentially responsible for the proper selection and composition of exam questions and tasks. The selected exam questions and tasks must meet the requirements of the curriculum and training plan.

The members of the Examination Committee are obliged to maintain the greatest secrecy and confidentiality.

Members of the Examination Committee may also act as examiners or observer in an examination panel. The members of the committee elect a chairman.

### **§ 4 The Examination Panels**

Members of the Examination Panels are personally and professionally qualified persons who supervise and carry out the interim and final exams on their own responsibility and guarantee their technical accuracy.

#### **(1) Formation of Examination Panels**

The AHK forms panels of examiners for conducting exams in the scope of the vocational development.

## **(2) Composition and appointment**

- a) The examination panels are composed of at least three full members. The members must be competent for the subjects of the examination and must be suitable for the participation in the examination system. The members of the examination panels are independent as regards the evaluation of the examination performances and are not bound to instructions.
- b) The examination panels must have representatives from the industry as members and at least one teacher of a vocational school or similar institution.
- c) The members are appointed by the AHK for a standardized period.
- d) The members of the examination panels may be dismissed, after consultation, due to important reasons.
- e) The work in the examination panel is voluntary. The AHK can pay a reasonable compensation, the amount of which is fixed, for cash expenses for a period of time.
- f) Deviations from subparagraph b) and e) may only be made if the required number of members of the examination committee cannot be called.

## **(3) Exclusion from participation**

- a) Relatives and former or current colleagues of exam participants are not allowed to be part of an examination panel that conducts the exam of the respective candidate.
- b) If a member of an examination panel is considered for exclusion as per subparagraph a) or there is doubt about whether the prerequisites of the subparagraph a) are fulfilled, then the AHK must be informed during the verification of the examination panel. The decision on exclusion from participation shall be taken by the AHK, during the verification of the examination panel. In the latter case, the member concerned may not participate. Excluded persons may not be present during the examination, result consultation and decision-making.
- c) If there is a suitable reason to justify distrust towards an impartial exercise of the examination office, or if an examiner asserts the existence of such a reason, then the person concerned shall inform the AHK accordingly, during the verification of the examination panel. The subparagraphs 2 clause b) to d) are applicable respectively.
- d) Instructors or lecturers/teachers of the exam participants shall not participate, unless special circumstances allow or require participation.
- e) If, in the cases referred to in subparagraphs a) to d), a proper appointment of the examination committee is not possible, then the AHK may delegate the conducting of the examination to another examination committee.

## **(4) Chairmanship, quorum, casting of votes**

- a) AHK will select a member who presides over it and an additional member, who shall act as chairman's proxy.
- b) The examination panel constitutes a quorum if two-thirds of the members participate.  
Provided that the overall result of the examination is determined, then the examination panel has quorum when all members of the examination panel are involved. The examination panel decides with a majority of the votes cast. In case of a tie, the chairman's vote is decisive.

## **(5) Confidentiality**

Without prejudice to existing information requirements, in particular about the German Egyptian Vocational Education and Training Board (GEVET-Board) the members of the examination panels and other persons involved in the examination have to maintain secrecy about all examination procedures against third parties.

## **Section two: Preparation of the examination**

### **§ 6 Examination dates**

- (1) The AHK determines the examination dates as required. If possible, the dates should be coordinated with the relevant training institutions (companies, vocational schools or similar institutions).
- (2) The AHK shall announce the examination dates, including the application deadlines, at least one month before the end of the application deadline. The AHK may refuse to accept the application if the deadline is exceeded.

### **§ 7 Admission requirements for the final examination**

- (1) Admission to the exam is granted, to someone
  - a. who has completed the training period,
  - b. who has participated in the required intermediate examinations,
  - c. who has successfully completed the training,
  - d. whose apprenticeship is registered with the AHK,
  - e. who has his report book available for inspection.

Trainees may be admitted to the final examination before the end of their training period, after consultation with the vocational schools or similar institutions, if their performance justify it and the training establishment agrees with it. A shortening of the training period is only allowed to a maximum of half the intended training period.

- (2) One can be admitted to the examination if he proves that he has been employed in the profession, for which the examination should be set, for a period that is one and half times than that which is stipulated as training period. If it is demonstrated by the production of certificates or by other means that the professional capability has been acquired to the extent that admission to the examination is justified, then the proof of this minimum period may be waived in whole or partially.

### **§ 8 Admission to the examination**

- (1) The application for admission to the examination must be submitted in writing by the contractual partner of the AHK in accordance with the deadlines and forms specified by the AHK.
- (2) The application for admission shall be accompanied by particulars concerning the person (name, date of birth, ID number) and the information about the prerequisites specified in § 8.

## **§ 9 Examination fee**

The examination fee must be paid to the AHK according to the billing requirements. The amount of the examination fee is determined as per the AHK fees regulation and the agreement with the contractual partner.

## **Section three: Conducting the examination**

### **§ 10 Examination subject and language of the examination**

- (1) The AHK regulates the objective, content and requirements of the examinations, the examination procedure and the description of the examination completion.
- (2) The language of the examination is Arabic, English or German according to the respective agreement with the contractual partner.

### **§ 11 Examination questions**

- (1) For the written examination questions are submitted by the AHK in consultation with the examination committee of the AHK. The scope, degree of difficulty and selection of questions and tasks are defined in the regulations of the respective quality categories of the DIHK. All examination questions and tasks must be treated with the utmost secrecy.
- (2) The oral and practical examination questions and tasks are selected and approved by the examination committee in consultation with the AHK.

### **§ 12 Disadvantage compensation for people with disabilities**

While conducting the examination, the special circumstances of people with disabilities should be taken into account. This is applicable in particular to the duration of the examination, to the approval of technical aids and to the use of third-party assistance such as sign language interpreters for the hearing impaired. The nature of the disability must be verified to the AHK with the application for the examination.

### **§ 13 Non-public nature**

The examinations are not public. Representatives of the AHK, the members of the AHK GEVET-Board and representatives of local authorities may be present. Additionally, the examination committee may, in agreement with the AHK, allow other persons as guests if the exam participants are in agreement with this. Only the members of the examination committee may be involved in the discussion and decision-making of the examination result. For data protection, filming and recording during the examination, even for PR purposes is not permitted.

### **§ 14 Management, supervision and transcript**

- (1) The examination is conducted by the entire examination panel under the management of the AHK.

- (2) The AHK, in agreement with the examination panel, regulates the supervision of the exams, which must ensure that the examinations are conducted independently and only with permitted work- and technical aids.
- (3) Disturbances caused by external influences must be expressly criticized by the exam participants to the supervisory authority or the chairmanship of the examination panel. The exam participants shall continue the examination subject to the decision of the supervisory authority or the examination committee.
- (4) An evaluation sheet about the results of the examination must be drawn up.

### **§ 15 Obligatory identification and instruction**

- (1) The exam participants display their identification at the request of the chairman or the AHK.
- (2) They must be informed about the course of the examination, the time available, the permitted work- and technical aids, the consequences of deceptive actions, breaches of the regulations, withdrawal and non-participation before the start of the examination.

### **§ 16 Acts of deception and non-compliance**

- (1) If an exam participant decides to influence the results of the exam by deceiving or using unauthorized technical aids, or if the aid is a deception or an attempt to deceive, then there exists a deception.
- (2) If it is found during the examination that an exam participant commits a deception or causes a corresponding suspicion, the facts shall be determined and recorded by the supervisors. The exam participant continues the examination, subject to the decision of the examination committee on the deception.
- (3) In the event of a deceptive act, those affected by the deception may be assessed as "unsatisfactory" (= 0 points) in consultation with the AHK. In severe cases, in particular in the case of prepared deceptive act, the examination committee may assess the examination part or the entire examination as " unsatisfactory " (= 0 points).
- (4) If an exam participant impedes the examination so that the examination cannot be conducted properly, then he must be excluded from the participation. The decision may be taken by the supervisors. The final decision about the implications for the exam participant must be taken immediately by the examination committee. The subparagraph 3 is applicable correspondingly.
- (5) As per subparagraphs 3 and 4, the exam participant must be heard before decisions by the examination committee.

### **§ 17 Withdrawal, non-participation**

- (1) After the registration has been completed, an exam participant may withdraw from the examination in writing before the start of the examination (in the case of written examinations prior to the announcement of the examinations). In this case, the examination is considered as not taken.

- (2) If an exam participant misses an examination date, already attended independent examination performances are recognized, if there is an important reason for the non-participation. Independent examination performances are those which can be clearly defined thematically, and which are not related to another examination performance and which are also assessed independently.
- (3) If the withdrawal occurs after the start of the examination or if the exam participant does not participate in the examination without an important reason, then the examination is assessed as "unsatisfactory" (= 0 points).
- (4) The important reason must be communicated immediately. In case of illness, a medical certificate is required.

## **Section four: Assessment, verification and certification of the examination results**

### **§ 18 Examination evaluation scale**

The examination performances should be assessed as follows:

- A performance corresponding to a higher level of the requirements: 100-92 points = Excellent;
- a performance corresponding to the full level of the requirements: between 91-81 points = Good;
- a performance corresponding to a general level of the requirements: between 80-67 points = Satisfactory;
- a performance, which exhibits deficiencies, yet it still corresponds overall to the requirements: between 66-50 points = Adequate;
- a performance, which does not correspond to the requirements, but exhibits that certain basic knowledge is still present: between 49-30 points = Inadequate;
- a performance, which does not correspond to the requirements and also exhibits absence of even basic knowledge: between 29 - 0 points = Unsatisfactory.

The hundred-point key shall be used to assess all the examination performances as well as to determine the interim and overall results.

### **§ 19 Assessment procedures, verification of the examination results**

- (1) Each exam performance must be independently assessed by each member of the examination panel. Decisions about the assessment of individual examination performances, the overall examination as well as the passing and failing of the examination are made by the examination panel. The individual assessments of the members of the examination panel form the basis for the overall assessment of the results. All results must be approved by the respective sectorial boards prior to their announcement.
- (2) The individual performances are weighted according to the specifications of the training regulations or in joint agreement between the GEVET and Executive Board,

### **§ 20 Record of the results, notification of pass or fail**



- (1) A record on the AHK forms about the determination of the individual examination results must be created. It shall be signed by the members of the exam panel and submitted to the AHK without delay.
- (2) The examination is passed if at least adequate performance has been achieved.
- (3) The contractual partner will be informed as soon as possible about the total result of the examination.

### **§ 21 Examination certificates**

When the examination is passed, the exam participant receives an AHK or AHK-DIHK certificate. It contains the date of passing of the examination, the particulars of the exam participant (Name, First Name, Date of Birth) and the identification of the examination along with the date. The print copies for the certificates are provided by the AHK.

### **§ 22 Written information about failed examination**

- (1) In case of a failed examination, the exam participant will receive written information from the AHK. It should indicate which examination performances need not be repeated in a reexamination.
- (2) Reference to the special conditions of the re-examination must be made as per § 23.

## **Section five: Re-examination**

### **§ 23 Re-examination**

- (1) A final examination which is not passed, can be repeated twice in agreement with the contractual partner.
- (2) If the exam participant has acquired at least adequate performance in some parts of the exam in the case of a failed examination, then it must not be repeated at the request of the exam participant, provided that the exam participant applies within two years, from the date of the conclusion of the failed examination parts, to the re-examination. The results obtained in the re-examination shall apply.
- (3) The examination can be repeated at the earliest during the next examination date.
- (4) Exceptions may be decided by the AHK in consultation with the examination committee.

## **Section six: Final provisions**

### **§ 24 Examination papers**

- (1) The written examinations must be stored for one year, while the records must be saved for 10 years.
- (2) The storage can be done electronically.

## **§ 25 Commencement, approval**

This examination regulation has entered into force on 12.12.2019 by the decision of the AHK GEVET-Board. This update will enter into force as of 1<sup>st</sup> of May 2020.

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German Egyptian Vocational Education and Training Board