

# Exam Regulations - Nipex

**These regulations only relate to the exams that Nipex  
has developed exclusively for the courses of IMK Opleidingen BV**



## **Preface**

These exam regulations only relate to the theory exams that are taken online by Nipex, on behalf of IMK Opleidingen.

IMK Opleidingen is responsible for providing the training and practical exams, Nipex is responsible for providing the theory exams. The application of these exam regulations, as well as the content of the examinations, is supervised by an examination committee from Nipex and IMK Opleidingen.

This version of these exam regulations is valid from 1 January 2021, which means that all previous exam regulations relating to the programs listed in Appendix 1 will automatically expire. These exam regulations are valid until the moment Nipex declares an updated version of exam regulations applicable.

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## **Article 1 - Responsibility**

Each online theory exam is the responsibility of the Nipex board. The final result of each of these exams taken is determined by Nipex. Each practical exam is the responsibility of the Nipex management. The final result of each of these practical exams is determined by IMK Opleidingen.

## **Article 2 – Admission**

The opportunity to take exams is only open to everyone who is at IMK Opleidingen is registered as a participant and has fulfilled his or her payment obligations for both the training and the examination fees.

## **Article 3 - Period**

Every participant, as referred to in Article 2, can participate in exams from the last lesson date of the relevant modules, which will be examined up to and including 1 year after the last lesson date of the programme. After this examination period of a maximum of 1 year, the right to take examinations lapses, whereby a refund of the examination fee is not possible. The exams can be taken throughout the year on working days within the opening hours of the test centres.

## **Article 4 – Re-exams**

All similar exams that are taken again after the first exam are considered as re-exams. Participants can take unlimited re-examinations up to a maximum of one year after the training, i.e. within the period set as described in Article 3.

A re-examination must be requested separately by means of the appropriate registration form on [www.Nipex.nl](http://www.Nipex.nl). Nipex will charge costs for each re-examination by means of an invoice that must be paid on time. After you have submitted your application form for the re-examination, you will receive a registration code, which you can use to plan your exam date, time and location yourself.

## **Article 5 – Registration for regular exams**

- a. When you register for a course at IMK Opleidingen, you are automatically registered as an exam candidate for the regular exams associated with that course.
- b. When the lessons of the modules being examined have almost all been given, IMK Opleidingen will instruct Nipex to send each candidate a registration link for the exam. The candidate receives this automatically from the domain andriessen.nl. It may be useful to place this domain on the 'whitelist' and/or to keep a close eye on your 'junk e-mail' or spam box around that time.
- c. With this registration link, the candidate must then make a reservation for a desired location, date and time. The choice of exam place, date and time is flexible. You can choose from various test locations in the Netherlands. The date and time can also be freely selected. The date can be chosen up to a year after the completion of the lessons. Please note that you must have successfully completed your exam or re-exam within one year of the last lesson date. Although you may not be ready for the exam yet, it is wise to make a reservation in advance! This prevents problems with fully booked exam locations or losing the registration link.
- d. After you have chosen an exam location, date and time, you will receive a confirmation by e-mail, which you must take with you to the exam location. You must also bring a valid proof of identity.

## Article 6 – Registration for re-exams

- a. Registration for a re-examination is possible by submitting the application form for re-examination from Nipex. You can find this at [www.Nipex.nl](http://www.Nipex.nl)
- b. Costs are associated with re-examinations.
- c. The application form must be completed in full and duly signed.
- d. Application forms that are unclear/incomplete will not be processed. Where appropriate, candidates will be notified of this, stating the reason.
- e. After you have signed and returned your registration form, you will receive another e-mail with the request to register, as stated in Article 5.
- e. After you have chosen an exam location, date and time, you will receive a confirmation by e-mail, which you must take with you to the exam location. You must also bring a valid proof of identity.

## Article 7 – Examination fees

- a. For the regular exams, the exam fee is already included in the agreement entered into with IMK Opleidingen for participation in the course.
- b. The exam fee for the re-exams is charged separately by Nipex via an invoice.
- c. You must ensure that the invoice is paid on time, i.e. within 14 days after the invoice date and before the start of the re-examination, as participation without payment is not possible. In addition, you may have to pay earlier than 14 days in order to participate.
- d. If the candidate does not meet the payment obligation in whole or in part, the application will lapse and administration costs will be charged. In that case, a possible diploma or certificate of participation will not be issued. In the event of payment arrears, the candidate is not entitled to the diploma.

## Article 8 – Confirmation

- a. The reservation for the exam will be confirmed by e-mail. This confirmation contains the details under which the candidate is registered. In addition, this confirmation contains the date and time of the examination and the details of the examination location. The confirmation must be brought to the exam. You must also bring a valid proof of identity.

## Article 9 – Reschedule an exam or re-exam

- a. This article is valid for both exams and re-exams. In the following we refer to exams, which also means re-exams.
- b. Reschedule the exam means that you wish to reschedule the date of the already scheduled exam. You have the right to do this **once** per exam free of charge. Canceling an exam means that you definitively waive participation in the already scheduled exam. See article 10 for this.
- c. All requests to reschedule exams must be made in writing by e-mail to [info@Nipex.nl](mailto:info@Nipex.nl) In a simple e-mail you indicate that you wish to reschedule your already scheduled exam. You do not have to enter a new date or period. The reason is also irrelevant. However, you must state the training and modules and, of course, your details, with full initials and date of birth.
- d. If you submit your request to reschedule by e-mail in time, i.e. more than 7 working days before the start of the exam, you have the right to register once free of charge within the exam year as stated in Article 3. To determine the 7 working days the date of receipt of your written message at Nipex is leading.
- e. After your request to reschedule has been approved, you will receive a message with a new registration link, after which you can plan a new date, time and location yourself.
- f. If you submit a request to reschedule too late, i.e. within 7 working days before the start of the exam, this is no longer possible free of charge. Your current date cannot be changed, so any other date will be considered a 2nd (or subsequent) exam. You will then no longer be subject to the paid re-exam procedure, as described in Article 4.
- g. Examination fees cannot be refunded under any circumstances, such as illness or force majeure. If you deregister more than 7 working days before the start of the exam (i.e. in good time), you retain the right to enroll once free of charge within the exam year as stated in Article 3.

- h. A participant may reschedule a maximum of once free of charge per exam type, provided this takes place more than 7 working days before the start of the exam. In the event of a subsequent request to reschedule or cancel the same exam, a paid re-exam must be requested.

### **Article 10 – Cancellation of an exam or re-exam**

- a. This article is valid for both exams and re-exams. In the following we refer to exams, which also means re-exams.
- b. Canceling an exam means that you definitively waive participation in the already scheduled exam. If you nevertheless wish to participate in the exam at a later time, there is no question of cancellation, but of rescheduling. See article 9 for this.
- c. All requests to cancel exams must be made in writing by e-mail to [info@Nipex.nl](mailto:info@Nipex.nl). In a simple e-mail you indicate that you wish to cancel your already scheduled exam. A reason is irrelevant. However, you must state the training and modules and, of course, your details, with full initials and date of birth.
- d. When canceling the unplanned or scheduled exam, no refund of exam fees is possible, regardless of the reason, such as illness or force majeure.
- e. If you cancel more than 7 working days before the start of the exam, you retain the right to register once free of charge within the exam year as stated in Article 3. This can be useful if you change your mind later and still want to take the exam. You must make this known in due course. The date of receipt of your written message at Nipex is leading for determining the 7 working days.

### **Article 11 – Exam information, method of administration and background noises**

For an overview of available exams, see appendix 1. The number of exams and their structure may change over time. Consult Nipex for the most recent overview.

You have 60 minutes for the exams consisting of 30 multiple choice questions. The exams are taken via the computer at a test location of your choice at one of the test locations in the Netherlands designated by Nipex. These test locations are also used by other examination institutes. The way of organizing can cause background noise and noise, such as people entering and leaving, explanation of working method, leafing through books, typing, printing results and possibly other things. Although the inconvenience is kept to a minimum, this can mean a loss of concentration for some participants. Nipex assumes that participants must also be able to answer the questions under this (minor) pressure. You are allowed to bring earplugs to reduce background noise.

### **Article 12 - Special circumstances**

In case of a disability, such as dyslexia, Nipex can, upon written request, after presentation of a statement from a specialist, allow the candidate additional time, being 75 minutes instead of 60 minutes. It is up to the Nipex board whether or not to grant such a request. The decision of the Nipex board is one-off and binding.

### **Article 13 - Supervision during examinations**

- a. A supervisor is present at each test location and is responsible for the smooth running of the exam.
- b. The supervisor performs its task on the basis of instructions issued by Nipex.
- c. Decisions taken by the supervisor regarding candidates who do not meet admission and/or identification requirements must be confirmed in writing by Nipex.

### **Article 14 - Commissioners**

If a examiner from an external independent supervisory organization is present at the exam, Nipex ensure that he is given the opportunity to do what is necessary for the fulfillment of his duties.

### **Article 15 - Access to exams/ID**

- a. Admission to the exam takes place on presentation of a written confirmation as referred to in Article 8.
- b. During the exams, an attendance list is available in the exam room, on which the candidate's name, initials, date of birth and exam number are stated. The attendance list must be signed by the candidate in front of the supervisor, after the candidate has identified himself by means of a proper proof of identity.
- c. Only a valid proof of identity is recognized as:
  1. passport;
  2. tourist card;
  3. drivers license;
  4. European identity card;
  5. municipal identity card;
  6. residence document from the Immigration Service
- d. If a candidate cannot identify himself, the candidate cannot participate in the exam. The costs do not expire and are the responsibility of the candidate.

### **Article 16 - Rules for the candidate**

- a. During an exam, the candidate is not allowed to have any business on the table.
- b. Tools are not allowed, unless stated otherwise in the information and confirmation of the relevant exam. For example, the right to a simple calculator, scrap paper and a pen applies to financial modules.
- c. Instructions from the supervisor must be followed by the candidate.
- d. The candidate who has followed the directions referred to in paragraph c. does not follow, the supervisor may, after consultation with Nipex, be excluded from (further participation in) the relevant examination. The work created by the candidate up to that point will be considered unmade. The exclusion means that no result of the examination in question will be determined.
- e. The candidate is required, on the instructions of the supervisor, to use material as referred to in paragraphs a. and b. to hand over to him. This material will be returned to the candidate at the end of the exam. In special cases, the supervisor may retain the material until a decision as referred to in paragraph d. has been taken.

### **Article 17 - Problems of a technical nature**

If, at the start of the exam, no online exam is possible due to technical problems, written exams will take place by means of a paper exam present at the exam location, provided this is actually present.

Should a failure occur after the exam has started, preventing the candidate from completing their exam, the candidate has the choice to:

- immediately take a written exam;
- take a new test on another day, at no extra cost.

No rights can be derived from the exam work already completed.

### **Article 18 - Force majeure**

If, for whatever reason, the planned exam cannot take place, both Nipex and IMK Opleidingen are not liable for any resulting costs for the candidate or third parties, unless this was caused by intent or gross negligence on the part of Nipex. In that case, Nipex undertakes to give the candidate the opportunity to take the exam at no extra cost on an exam date and time to be determined by Nipex in consultation with the candidate.

### **Article 19 - Special circumstances on the exam day**

If situations arise on the exam day that concern the organization and require an immediate solution, Nipex will decide and pass on its decision to the exam management.

### **Article 20 - Fraud**

- a. Fraud is understood to mean the deceptive conduct of a candidate aimed at making it wholly or partially impossible to form a correct assessment of his knowledge, understanding and skills.
- b. Fraud, enabling it or promoting it, is prohibited.
- c. When during the exam if fraud is detected or suspected, the supervisor will inform you of this inform the candidate immediately and make a note thereof. The candidate is given the opportunity to complete the work. The supervisor will immediately report the detected or suspected irregularity a written report. This will be as soon as possible handed over to Nipex.
- d. Nipex can take the following measures:
  1. not announce any exam results at all, the results will be declared null and void;
  2. award a lower mark than the candidate would be entitled to on the basis of the correctly answered questions.
- e. If the irregularity is not discovered until after the exam has ended, Nipex can decide to declare an exam result invalid after all and even declare and reclaim any diploma that has been awarded.
- f. The measure taken will be communicated to the person concerned in writing and with reasons.
- g. Before the Board of Examiners takes any decision as referred to in paragraph d. or paragraph e. it shall give the person concerned the opportunity to be heard.

### **Article 21 - Ownership of exam material**

All exam material belonging to the exam is the property of Nipex. Taking or copying (a part of) examination material without permission from Nipex is regarded as theft of Nipex property. In the event of theft, a report will be made to the police and the damage will be recovered from the offender.

## Article 22 - Standards for passing and failing

A candidate passes the exam when at least 70% of the multiple choice questions are answered correctly. With 70% correct answers, the exam result is 5.5. All scores from 5.5 and higher are considered sufficient.

The table below indicates which number corresponds to the number of correctly answered questions.

Number of correct answers in a 30-question exam	Result
30	10
29	9.5
28	9
27	8.5
26	8
25	7.5
24	7
23	6.5
22	6
21	5.5
20	5
19	4.5
18	4
17	3.5
16	3
15	2.5
14	2
13	1.5
0-12	1

A candidate must have passed all theory exams associated with the course in order to be eligible for the diploma. Compensation for failures due to high marks for another exam is not possible. In addition, most programs also have a practical exam in the form of a final assignment or thesis that is conducted and assessed under the management of IMK Opleidingen. If all results are satisfactory, the candidate is entitled to the diploma associated with the course. The diploma is issued by IMK Opleidingen.

If it turns out afterwards, for example after an objection or appeal, that a question is so incorrect that it should be eliminated from the exam, this will take place on the basis of the principle of positive elimination. This means that a candidate's grade can never go down. An eliminated question is considered 'correctly answered'.

## Article 23 – Cum laude

If a student has achieved an 8 or higher as the average of all exam results of the program, this candidate has passed cum laude (with honours). The grade obtained for the practical assignment or thesis also counts. If re-examinations have been made, the highest mark obtained for the relevant examination will apply. Cum laude will be stated with the diploma.

## Article 24 - Availability of exam work

No copy of the completed exam work will be provided. There is, however, the possibility to inspect the completed exam work. The correct alternatives/correction models are only presented for inspection when the workpiece is inspected. You can submit a request for this to your training institute. (see article 27)



### **Article 25 - Announcement of the result and issue of the diploma**

The provisional result of an exam is announced on the screen immediately after the exam, stating the provisional final mark. You can get a printout at the desk at most test locations when you check out. This is your only confirmation. You will not receive any additional confirmation via Nipex or IMK Opleidingen after this. If the candidate has not received a message from Nipex within four weeks after the announcement of the provisional result at the test location, the result will automatically be final.

The final result may deviate from the provisional result on the basis of compelling arguments, at the discretion of Nipex, with regard to the course of the examination or with regard to test-technical aspects and/or subject-related aspects. Nipex receives a report from the supervisors about the course of the exams. In the event of problematic progress, the candidate will be notified of this within 4 weeks after the provisional grade has been announced. Without notification, the provisional figure is final.

After successful completion of all your theoretical and practical exams, you will receive a message via IMK Opleidingen that you have passed the training and IMK Opleidingen will provide you with the diploma.

### **Article 26 - Storage of exam data**

- a. All documents regarding the online exams are placed in the custody of Nipex after the exams.
- b. Nipex permanently stores the following data of all participants:
  - the initials, first name and surname of the candidate;
  - the candidate's date of birth and place;
  - the candidate's e-mail address
  - the name of the course and modules;
  - the name of the exam;
  - the date of the exam;
  - the result of the exam;
  - the completed exam with the answers to the questions.

### **Article 27 - Possibility to inspect the work made**

Up to six weeks after the announcement of the final result, it is possible to inspect the exam at the offices of IMK Opleidingen. For this, an appointment must be made with IMK Opleidingen at least seven working days before the desired date.

- a. The candidate must identify himself upon inspection with a proof of identity in accordance with article 15.
- b. The candidate is given the examination work, the examination and the associated alternatives/correction models for inspection by the supervisor present.
- c. Only the examination candidate is allowed to view his paper.
- d. For inspection purposes, the candidate may use any documentation he deems necessary.
- e. The duration of an inspection is a maximum of one hour.
- f. It is not permitted to copy and take home assignments and answers from Nipex (see also Article 21).

## Article 28 - Objections

- a. The candidate who does not agree with the provisional or final result of the examination can submit a written objection to this to the Board of Examiners within 6 weeks of the announcement of the provisional examination result. The objection must be submitted by e-mail ( [info@nipex.nl](mailto:info@nipex.nl) ) to Nipex, attn. the Board of Examiners.
- b. There are no costs associated with the objection for the relevant examination of the candidate in question.
- c. A notice of objection can only be submitted once per candidate and per examination.
- d. An objection is only submitted individually by the candidate himself, clearly stating his full name, address details, education, training location and exam name. Incorrect and incomplete objections will not be processed.
- e. To be eligible for consideration, the notice of objection must be substantively motivated and focus on one or more questions and/or the associated correction model(s)/answer key.
- f. The following arguments do not constitute grounds for adjusting the examination result:
  - the teacher has treated the material differently than the correct answer to the question
  - the textbook contains different terms or explanation than the questionObjections can only be made against actual substantive inaccuracies or incorrect questions.
- g. The evaluation of the questions to which no objection is raised cannot be changed.
- h. The appeal will be handled jointly by the Board of Examiners of Nipex and IMK Opleidingen. This only deals with objections, whereby the candidate has substantiated professionally why he believes that the stated question(s) and/or answer(s) are not correct.
- i. Handling the objection means that the Board of Examiners can maintain the original mark or adjust it upwards. The Board of Examiners explains why it has reached its decision.
- j. Within one month of receipt of the objection, the Board of Examiners will inform the candidate by e-mail of the result of the handling of the objection.
- k. The decision of the Board of Examiners with regard to the notice of objection is binding. It is not possible to correspond about the decision or to submit a second appeal.

## Article 29 - Complaints of a procedural nature

All complaints of a procedural nature, not concerning the content and result of the exam, must be submitted to Nipex for treatment. Complaints can only be submitted in writing. Go to [www.nipex.nl](http://www.nipex.nl) and use the complaint form. Complaints are only admissible if they are submitted with the complaint form via [info@nipex.nl](mailto:info@nipex.nl) and submitted within four weeks after the exam or incident to which they relate. Within four weeks after receipt of the complaint, the complainant will receive a written response from Nipex by e-mail. Complaints are not official objections and have no further influence on the result of the exam.

## Article 30 - Making payments on time

Where these examination regulations refer to periods within which payments must be made, the following applies. Payments are on time if they are credited to Nipex's account before the end of the term. If crediting has not taken place in time, the candidate must demonstrate by showing his account statement that the amount due has been debited from his account to the correct Nipex account in time.

### Article 31 – Final provision

In all cases not covered by these regulations, the Nipex Board of Examiners will decide IMK Training.

Address details for correspondence:

<b>Educational institution:</b>	<b>Examination office:</b>	<b>Examination Committee:</b>
<p>IMK Opleidingen</p> <p>Post box 2002 2400 CA Alphen aan den Rijn</p> <p>Henry Dunantweg 22 2402 NR Alphen a/d Rijn</p> <p>studieadvies@IMKopleidingen.nl www.IMKopleidingen.nl 0172 – 423 456</p>	<p>Nipex <i>Netherlands Institute for Practical Examinations</i></p> <p>Old Nieuwveenseweg 113B 2441 CT Nieuwveen</p> <p>info@Nipex.nl www.Nipex.nl</p>	<p>Joint initiative of Nipex and IMK Opleidingen.</p> <p>info@Nipex.nl</p>

## Appendix 1 – Exam overview in English as of January 1, 2023

### Middle Management

Code	Course	Modules	Duration	To ask	Kind
<b>MMA</b>	Middle Management A	Communication and Organisation	60 minutes	30	Multiple choice
	Middle Management A	Leadership and Human Resources	60 minutes	30	Multiple choice

In addition to the theoretical online exams mentioned above, each program also has at least one practical exam, consisting of a final assignment, reflection plan, role play or thesis. This practical exam is conducted by IMK Opleidingen under the approval of Nipex. The mark obtained for this also counts towards passing with Cum Laude and is stated separately on the list of marks that accompanies the diploma.