



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

Applicable in Egypt, Jordan, and Lebanon

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



Section one: Examination bodies

- § 1 Responsible bodies for organizing and carrying out the examinations
- § 2 The Executive Board
- § 3 The Examination Committee
- § 4 The Examination Panels
- § 5 Confidentiality

Section two: Preparation of the examination

- § 6 Examination dates
- § 7 Admission requirements for the final examination qualification
- § 8 Admission to the examination
- § 9 Examination fees
- § 10 Examination subject and language of the examination
- § 11 Exam questions
- § 12 Disadvantage compensation for people with disabilities
- § 13 Non-public nature

Section three: Conducting the examination

- § 14 Management, supervision, and documentation
- § 15 Obligatory identification and instruction
- § 16 Acts of deception and non-compliance
- § 17 Withdrawal, non-participation
- § 18 Examination evaluation scale

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

- § 19 Assessment procedures, verification of the examination results
- § 20 Record of the results, notification of pass or fail
- § 21 Examination certificates
- § 22 Written information about failed examination

Section five: Re-examination

- § 23 Re-examination
- § 24 Extension of training period for failing apprentices

Section six: Final provisions

- § 25 Examination papers
- § 26 Commencement, approval

Prepared by DEInternational, Egypt, the service unit of AHK Egypt



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 AHK Egypt (multidisciplinary boards may also be appointed as per the need of the sector). The board consists of a minimum of three and a maximum of 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 AHK Egypt 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 AHK Egypt. 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. Members will be asked to comment within one week. If no comments are received, then minutes are automatically approved.

§ 3 The Examination Committee

Under each Executive Board is one Examination Committee, whose members were appointed by AHK Egypt. 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, if needed.

§ 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

AHK Egypt 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 to 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 AHK Egypt 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. AHK Egypt can pay a reasonable compensation, the amount of which is fixed, for 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 AHK Egypt must be informed during the verification of the examination panel. The decision on exclusion from participation shall be taken by AHK Egypt, 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 AHK Egypt 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 AHK Egypt may delegate the conducting of the examination to another examination committee.

(4) Chairmanship, quorum, casting of votes

- a) If needed, AHK Egypt shall select a member who presides over it and an additional member, who shall act as the chairman's proxy.
- b) The executive board responsible for the approval of the results constitutes a quorum regarding the examinations, if three members approve the results. The executive board 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. Communication with the executive board, examination committees, and examination panels during the examination time should be through AHK Egypt only.

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Section two: Preparation of the examination

§ 6 Examination dates

- (1) AHK Egypt 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) AHK Egypt shall announce the examination dates, including the application deadlines, at least one month before the end of the application deadline. AHK Egypt 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 AHK Egypt,
 - e. who has his/her report book available for inspection
 - f. who has not exceeded 10% absence of the practical part of the apprenticeship.

Apprentices 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 and must be approved by the respective EB.

- (2) One can be admitted to the examination if he/she proves that he/she 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 registration for admission to the examination must be submitted in writing by the contractual partner of AHK Egypt in accordance with the deadlines and forms specified by AHK Egypt.

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- (2) The registration for admission shall be accompanied by particulars concerning the person (name, date of birth, ID number) and the information about the prerequisites specified in § 7.

§ 9 Examination fee

The examination fee must be paid to AHK Egypt according to the billing requirements. The amount of the examination fee is determined as per AHK Egypt fees regulation approved by the GEVET board.

Section three: Conducting the examination

§ 10 Examination subject and language of the examination

- (1) AHK Egypt 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) The written examination questions are prepared by AHK Egypt in consultation with the examination committee. The scope, degree of difficulty, and selection of questions and tasks are defined in the regulations of the respective quality categories of the DIHK. For A and B levels, examinations must be requested from Germany and translated in Egypt, if needed. All examination questions and tasks must be treated with the utmost secrecy.
- (2) All parts of the examination (written/practical/oral) are selected and approved by the examination committee in consultation with AHK Egypt. The respective sectoral executive board may be consulted.

§ 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 AHK Egypt with the application for the examination.

§ 13 Non-public nature

The examinations are not public. Representatives of AHK Egypt, the members of AHK Egypt and GEVET-Board and representatives of local authorities may be present. Additionally, the examination committee may, in agreement with AHK Egypt, allow other persons as guests if the exam participants are in agreement with this. Only the members of the examination committees and panels 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 documentation

- (1) The examination is conducted by the entire examination panel under the management of AHK Egypt.
- (2) AHK Egypt, 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 chairperson of the examination panel. The exam participants shall continue the examination subject to the decision of the supervisory authority, the examination committee or the respective executive board.
- (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 chairperson/supervisor or the staff of AHK Egypt.
- (2) They must be informed in any form (physical or online) 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 AHK Egypt. 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 supervisor or the chairperson of the exams. 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.
- (6) The grievance management committee, which was previously approved by the GEVET board, could be involved, if needed.



§ 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 the examination date, provided there is an important reason for the non-participation and AHK Egypt is well informed in writing beforehand, then the exam can be repeated without considering it a lost trial. The already attended examination parts and their results will be considered.
- (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). The exam is considered a lost trial.
- (4) The important reason must be communicated immediately in writing. 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. If any part of the examination is not passed, then only this part must be repeated to pass the overall examination.



§ 19 Assessment procedures, verification of the examination results

- (1) Each exam result (written/practical/oral) must be independently assessed by each member of the examination panel. Decisions about the assessment of individual examination results, 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, the weightings of the examinations in the various sectors are enclosed as an attachment to this ordinance.
- (3) Apprentices will be allowed to review their examination paper and remonstrate the results according to the rules and condictions defined by AHK EGYPT in agreement with the GEVET Board. In the case that the examinee proves error in the result, the fees of the remonstrations process will be reimbursed to him or her.

§ 20 Record of the results and notification of pass or fail

- (1) A record on AHK Egypt 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 AHK Egypt without delay.
- (2) The examination is passed if at least adequate performance in each part of the examination (e.g., written/practical/oral) has been achieved and according to the weighting sheets defined for each sector.
- (3) The contractual partner will be informed as soon as possible about the final result of the examination.

§ 21 Examination certificates

When the examination is passed, the exam participant receives an AHK EGYPT or AHK EGYPT-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 printed certificates are provided by AHK Egypt.

§ 22 Written information about failed examination

- (1) In case of a failed examination, the exam participant will receive written information from AHK Egypt through the contractual partner. It should indicate which examination result 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 or a part of the examination (written/practical/oral) which is not passed, can be repeated twice in agreement with the contractual partner. In mid-term and intermediate exams, the make-up exams are highly recommended by AHK Egypt.
- (2) If the exam participant has acquired at least adequate performance in some parts of the exam, then these parts must not be repeated at the request of the exam participant, provided that the exam participant registers 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 defined by AHK EGYPT.
- (4) Exceptions may be decided by AHK Egypt in consultation with the examination committee and the executive boards.
- (5) Rules in case of insufficient marks in the intermediate examination/in the first part of the final examination
 - a. Professions/programmes with separate intermediate and final examination:
Passing the intermediate examination is not a prerequisite for admission to the final examination, which must, however, be passed in order to successfully complete the training.
The intermediate examination does not have to be repeated even if the grades are insufficient.
 - b. Professions/programmes with part 1 and part 2 of the final examination:
Passing part 1 of the final examination is not a prerequisite for admission to the final examination, which must, however, be passed in order to successfully complete the training.
Part 1 of the final examination does not have to be repeated even if the grades are insufficient.
Depending on the profession/programme, the results from Part 1 are included in the overall examination result by the percentage defined in the weighting sheet of the sector.

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 updated examination regulation has entered into force on 01.01.2024 by the decision of AHK Egypt GEVET-Board. This update will be applicable on all exams conducted as of 1st of January 2024.

Cairo,
German Egyptian Vocational Education and Training Board

Prepared by DEinternational, Egypt, the service unit of AHK Egypt

