

**Examination Ordinance
of the
German - Arab Chamber of Industry and Commerce
in Further Education**

Applicable in Egypt, Jordan, and Lebanon

This exam regulation is applicable to the execution of exams in the scope of further vocational training (for example in-company trainer) based on the DIHK qualification concept.

Preamble

Further training programs are offered on the A and B-level in case of the training of in-company trainers (AdA) and according to the regulations set by the DIHK. Moreover, Further training can be offered on level C for programs that completed 240 hour or more, including the practical and theoretical parts. Any programs below 240 hours can be certified with a newly implemented level D, Fit for practice. The content to be examined is to be approved by the respective EBs.

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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 Examination Board
- the Examination Committees
- 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). 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 AHK Egypt in agreement with the chairman of the examination panel. The regular members of the Executive Board can observe the meetings of the examination committee, the trainings, and the examinations. 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 there are no comments received, the minutes are then automatically approved.

In addition, there is one AdA (training of in-company trainers) EB, whose members were appointed by AHK Egypt. The AdA EB, in collaboration with the AdA Examination Committee, is essentially responsible for the proper selection and composition of exam questions and tasks. The selected ADA exam questions and tasks must meet the requirements of the ADA syllabus and training plan of DIHK Bildungs GMBH. The members of all Executive Boards are obliged to maintain the greatest secrecy and confidentiality. AHK Egypt can also prepare national AdA programs according to the German model, however, the local context will be on the forefront. The AdA EB will be overlooking the content of such programs and will be involved of the approval of the results.

§ 3 The Examination Committee

Under each EB is one Examination Committee, whose members could be suggested by the EB and 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 observers in an examination panel. The members of the committee could 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 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 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. Such allowances and compensations are approved by the GEVET Board.
- 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 AHK Egypt, 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

If needed, AHK Egypt shall select a member who presides over the examination committees and panels and an additional member, who shall act as the chairman's proxy.

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, the examination committees, and the executive boards for ADA Board and other sectoral boards 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.

Section two: Preparation of the examination

§ 5 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 registration deadlines, at least one month before the end of the registration deadline. AHK Egypt may refuse to accept the registration if the deadline is overdue. For smaller training programs, AHK Egypt may communicate special registration dates with the involved training institutions (companies, vocational schools, or similar institutions).

§ 6 Admission requirements for the examination

- (1) The examinee is admitted to the examination for in-company trainers if he/she has fulfilled the conditions of participation in the further training (of the AdA course).
- (2) The participant is admitted to the AdA International examination if he/she is older than 21 years and has at least two years of professional experience.
- (3) The examinee is admitted to the examination of the further training programs if she/he has fulfilled the conditions of participation communicated by AHK Egypt.

§ 7 Admission to the examination

The registration for admission to the examination must be submitted in writing to AHK Egypt in accordance with the deadlines and forms specified by AHK Egypt. 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 § 6.

§ 8 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

§ 9 Examination subject and language of the examination

- (1) AHK Egypt regulates the objective, content in agreement with DIHK Bildungs GMBH 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.

§ 10 Examination questions

The questions of the written examination are provided by DIHK Bildungs GMBH in the case of AdA. Local question banks can be prepared by experts and approved by the executive board. The usage of the local question banks should not exceed 50% of the examination questions. The practical exam may be outlined with the ADA executive board, if needed. All examination questions and tasks must be treated with the utmost secrecy.

The question and task banks in other sectors are provided by the training institutes after guaranteeing a minimum of 240 hours for teaching and training as per the DIHK quality categories, level C. The sectoral boards and examination committees may suggest and add to the question and task banks.

The question and task banks are also to be prepared by the training providers of the level D, according to the length of the training, and the complexity of the topic.

§ 11 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.

§ 12 Non-public nature

The examinations are not public. Representatives of AHK Egypt, the members of the GEVET Board, and representatives of local authorities may be present. Additionally, the executive board and the examination committees 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 panels may be involved in the discussion and decision-making of the examination result. For data protection purposes, filming and recording during the examination, even for PR purposes is not permitted.

§ 13 Management, supervision, and documentation

- (1) The practical examination is conducted by the examination panel under the management of AHK Egypt.
- (2) All regulations of the DIHK Bildungs GMBH and the DIHK regarding the ADA examinations, awarding of AdA certificates, and trainers' cards, must be adhered to.
- (3) All regulations regarding the DIHK level C and D stated in the DIHK manual must be adhered to in the further training programs.

- (4) AHK EGYPT, in agreement with the examination panel, regulates the supervision of the practical exams, which must ensure that the examinations are conducted independently and only with permitted work- and technical aids.
- (5) Disturbances caused by external influences must be expressly criticized by the examinee to the supervisory authority or the chairmanship of the examination panel or executive board. The exam participants shall continue the examination subject to the decision of the supervisory authority or the examination panel. Appropriate compensatory measures (e.g., granting an extension of time) may be granted by the examination panel.
- (6) In the case of AdA, an evaluation sheet about the results of the practical examination is provided by AHK Egypt, the evaluation sheet of the written exam is provided by DIHK Bildungs GMBH. Both sheets must be signed by the members of the examination panel and executive boards.

§ 14 Obligatory identification and instruction

- (1) The exam participants display their identification at the request of the chairman of the examination panel or the staff of AHK Egypt.
- (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.

§ 15 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 a deception exists.
- (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 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.
- (6) The grievance management committee, which was previously approved by the GEVET board, could be involved, if needed.

§ 16 Withdrawal and/or 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 defined by AHK Egypt. 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 then 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

§ 17 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 practical and written results. If any part of the examination is not passed, then only this part must be repeated to pass the overall examination.

§ 18 Assessment procedures and verification of the examination results

- (1) Each exam result (written, practical, and oral) must be independently assessed by the members of the examination panel. In the training of in-company trainers (AdA), only practical and written exams are assessed. Decisions about the assessment of individual examination results, the overall examination, as well as the passing and failing of the examination or parts 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 by the examination panel. All results must be approved by the executive boards prior to their announcement with a quorum of three votes.

- (2) The individual results are weighted 50% for the written and 50% for the practical exam. The examination weighting for further education is to be approved by the GEVET and presented to the Executive Boards beforehand.
- (3) GEVET -approved weightings shall be part of this examination ordinance as an annex.
- (4) Apprentices will be allowed to review their examination paper and remonstrate the results according to the rules and conceptions defined by AHK in agreement with the GEVET Board. In the case that the examinee proves error in the result, the fees of the remonstrance process will be reimbursed to him or her.

§ 19 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 examination panel and submitted to AHK Egypt without delay.
- (2) The examination is passed if at least adequate results have been achieved in each part of the exam (written/practical/oral).
- (3) The examinees will be informed as soon as possible about the final result of the examination.

§ 20 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.

§ 21 Written information about failed examination

- (1) In case of a failed examination, the exam participant will receive written information from AHK Egypt. 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

§ 22 Re-examination

- (1) A final examination or a part of the examination (written/practical/ oral) which is not passed, can be repeated twice.

- (2) If the exam participant has acquired at least adequate performance in the one part of the exam and failed the other part, then the passed part of the exam must not be repeated. The results obtained in the re-examination shall apply after the repetition.
- (3) The examination can be repeated at the earliest during the next examination date announced by AHK Egypt.
- (4) Exceptions may be decided by AHK Egypt in consultation with the examination board.

Section six: Final provisions

§ 23 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.

§ 24 Commencement, approval

This examination regulation has entered into force on 01.01.2024 by the decision of the GEVET-Board.

Cairo,

German Egyptian Vocational Education and Training Board