



# Examination Regulations 2026

## Associatie voor Examinering

## Foreword

These examination regulations are legally valid from 1 January 2026 to 1 January 2027.

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## Chapter 1 Concepts

### Article 1.1

When the word *he* is used in a reference, it is intended to mean both *he* and *she*.

### Article 1.2

The following definitions apply in these examination regulations:

#### Associatie

Associatie voor Examinering, trade name of Stichting eX:plain Chamber of Commerce number 41189888.

#### Objection

A written and substantively reasoned objection to the result of the examination.

#### Certificate

Official proof that an examination, being the completion of a part of the diploma, has been passed with a satisfactory result.

#### Pass mark

The boundary between passing and failing.

#### Board of Appeal

Board responsible for handling and settling disputes concerning decisions made by the Board of Examination or the examiners.

#### Diploma

Official document proving that a person has met all the requirements of all components of the examination program.

#### Examination

Unless otherwise stated, the word *examination* mentioned in these regulations, refers to an examination administered by the *Associatie*.

#### Examination supervisor

Person with a supervisory role during examinations.

#### Fraud

The action of a candidate, or an attempt to do so, in which forming a correct opinion about knowledge, insight and/or skills is wholly or partially impossible, as well as plagiarism or self-plagiarism if this is not stated.

#### Inspection

The candidate's review of their own examination work, together with the correct answers, the number of points to be awarded per question and the points obtained per question.

#### Item Bank

Database containing examination questions from which an examination can be generated on the basis of a test matrix.

#### Candidate

The person who has registered to take the examination and for whom the examination fee has been received.

#### Complaint

A written expression of dissatisfaction with the course of events.

Oral examination

Examination conducted individually by means of oral questions.

Online examination

Digital examination taken at an examination centre via an internet connection, with answers entered on a computer.

Circumstances beyond one's control

Unforeseen situation beyond the candidate's control.

Official Report

A written record in which the supervisor/examination supervisor reports on any unusual circumstances occurring during the examination.

Proctored Examination

Digital examination taken at the candidate's own location via an internet connection and which is supervised remotely by means of a camera during the examination.

Written examination

Written examination administered on paper, with answers submitted on paper.

Test matrix

A schematic overview of the distribution of topics and proficiency levels in the exam.

Exemption

Exemption for an Associatie examination, granted on the basis of predefined prior education and after approval by the Associatie.

Webinar

A knowledge session organised by the Associatie.

Website

The website of the Associatie voor Examinering: [www.associatie.nl](http://www.associatie.nl).

## Chapter 2 Examinations

### ***Article 2.1***

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These regulations relate to examinations leading to an Associatie Diploma and Certificate.

### ***Article 2.2***

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Examination material is described in the examination programmes published on the website.

### ***Article 2.3***

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Examinations may contain questions about articles of law. Laws are subject to change. From six months after the effective date of a change in legislation or regulations, questions about these new laws or regulations may be included in the examination. If the legislative changes have consequences for the final and test criteria, the Associatie will implement the changes in the examination programmes before examinations based on the new legislation are conducted. In exceptional cases this period may be deviated from. When this is the case, this will be communicated via website and newsletters for educators.

The current (permitted) tools are leading, unless otherwise communicated.

### ***Article 2.4***

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The Associatie may decide to discontinue offering a certain examination. However, the possibility to take the examination will remain until at least one year after this decision.

### ***Article 2.5***

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Associatie examinations are open to everyone. There are no admission requirements. For partner examinations, admission requirements may be in force, this is stated on the website.

### ***Article 2.6***

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As per 1-4-2026, the Associatie will no longer grant exemptions based on certificates obtained at other institutes.

## Chapter 3 Registration, payment and refunds

### General terms and conditions

#### *Article 3.1*

The rules for registration and payment may differ per examination. The rules for each examination are listed on the website.

#### *Article 3.2*

If a candidate participates in an examination unlawfully, the examination will be declared invalid.

#### *Article 3.3*

Candidates who are unable to take the examination may, in the event of demonstrable force majeure, request a refund of the regular examination fee minus administrative costs. The force majeure must be substantiated by a written statement from a doctor or supporting documentation. The Associatie will determine on a case-by-case basis whether the force majeure results in a refund. A refund of the examination fee may be requested up to 20 working days after the examination date.

If a candidate has registered using a voucher code, it is only possible to request a refund from the training provider.

#### *Article 3.4*

In countries outside Europe, Dutch nationals have limited opportunities to take an exam at a Dutch diplomatic institution (embassy or consulate-general). In principle, it is not possible to take an examination at an honorary consulate.

Examinations are administered in cooperation with the Ministry of Foreign Affairs, Directorate of Consular Affairs and Migration Policy. Candidates may submit a request to sit an examination at a Dutch institution to [klantenservice@associatie.nl](mailto:klantenservice@associatie.nl). Once the application has been approved, an examination date will be set in mutual consultation. The Ministry of Foreign Affairs will charge mediation costs which will be passed on to the candidate.

### Online exams

#### *Article 3.5*

There is no closing date for registering for an online examination, unless stated otherwise on the examination page.

#### *Article 3.6*

The candidate will receive the invitation for an online examination immediately after registering via the website. If the invitation is not received on time, the candidate or the training provider (if the registration was made by them) must report this to the Associatie. If the candidate is unable to present the official invitation at the location, access to the examination may be refused.

### ***Article 3.7***

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Within 14 calendar days after registering for an online examination, a registration may be cancelled and/or changed free of charge. After that period, the following applies:

- Up to 7 calendar days prior to the examination date, administrative costs will be charged.
- From 7 calendar days prior to the examination date, cancellation and/or changes are no longer possible. Then the refund policy applies, see Article 4.3.

If a candidate registers within 7 calendar days before the examination, it is no longer possible to cancel and/or change the registration (with or without administrative costs). By registering, the candidate waives the right to cancel and/or change the registration within 14 calendar days. For each registration, the candidate explicitly agrees to the above mentioned terms and conditions.

### ***Article 3.8***

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Candidates may be eligible for extra examination time and/or other adaptations under certain circumstances. This must be requested. This request must be submitted at the same time as the registration. The Associate reserves the right to refuse the registration. Adaptations may be requested when a candidate:

- Has a physical and/or mental disability
- Has Dutch as a second language and has been residing in the Netherlands for less than five years

## **Examination via proctoring**

### ***Article 3.9***

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An examination via proctoring is only possible if the candidate is unable to come to a regular examination location. Registration for an examination must be completed no later than 7 calendar days before the desired examination date.

### ***Article 3.10***

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The candidate will receive the invitation for a remote examination immediately after registering via the website. In addition, the candidate will receive a message with a link to start the system check. The mandatory system check must be completed no later than 3 days before the examination date. During the system check, it will be verified whether the candidate's computer is suitable for taking the examination via proctoring. A candidate who does not successfully complete the system check will not be allowed to take the examination.

### ***Article 3.11***

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Within 14 calendar days after registering for a proctored examination, a registration may be cancelled and/or changed free of charge. After that period, the following applies:

- Up to 7 calendar days prior to the examination date, administrative costs will be charged.
- From 7 calendar days prior to the examination date, cancellation and/or changes are no longer possible. Then the refund policy applies, see Article 4.3.

If a candidate registers within 7 calendar days before the examination, it is no longer possible to cancel and/or change the registration (with or without administrative costs). By registering, the candidate waives the right to cancel and/or change the registration within 14 calendar days. For each registration, the candidate explicitly agrees to the above mentioned terms and conditions.

### **Article 3.12**

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Candidates may be eligible for extra examination time and/or other adaptations under certain circumstances. This must be requested. This request must be submitted at the same time as the registration. The Associatie reserves the right to refuse registration. Adaptations may be requested when a candidate:

- Has a physical and/or mental disability
- Has Dutch as a second language and has been residing in the Netherlands for less than five years

### **Article 3.13**

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Throughout the examination, you will be monitored by an examiner. These recordings will be stored and, if necessary, reviewed by the Associatie. At the time of registration, the candidate explicitly agrees to the provisions of the privacy statement relating to proctoring.

## **Oral exams**

### **Article 3.14**

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There is a closing date for each examination session for registering for an oral examination. Registration at the regular examination fee is possible up to 15 calendar days before the examination date in the relevant session. Closing dates for the various registration periods are listed on the website for each exam.

### **Article 3.15**

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The candidate will receive the invitation for an oral examination no later than 10 working days before the examination date.

If the invitation is not received on time, the candidate or the training provider (if the registration was made by them) must report this to the Associatie.

### **Article 3.16**

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Within 14 calendar days after registering for an oral examination, a registration may be cancelled and/or changed free of charge. After that period, the following applies:

- Up to 28 calendar days prior to the first examination in the relevant session, administrative costs will be charged.
- From 28 calendar days before the first examination in the relevant session, cancellation and/or changes are no longer possible. The refund policy applies, see Article 4.3.

If a candidate registers within 14 calendar days before the examination, it is no longer possible to cancel and/or change the registration (with or without administrative costs). By registering, the candidate waives the right to cancel and/or change the registration within 14 days.

## **Written examinations**

### **Article 3.17**

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Four times a year, the Associatie organises an examination session for candidates who, for medical reasons, are unable to take the examination at the regular examination locations. This takes place in Amersfoort. Candidates who wish to submit a request should do so by sending an email to [klantenservice@associatie.nl](mailto:klantenservice@associatie.nl). The Associatie will decide on a case-by-case basis whether the request is granted.

## Chapter 4 Rules for participation

### General terms and conditions

#### **Article 4.1**

The candidate must be able to prove their identity before and/or during the examination. The examination supervisor must be able to objectively verify that the candidate present is the same person as on the identification document. A candidate who cannot provide valid identification will not be allowed to take the examination.

#### **Article 4.2**

The Associatie only accepts the following valid Identification documents:

- Dutch passport
- EU, EEA or Swiss passport
- Dutch driving licence
- Dutch identity card
- EU Identity card
- Dutch residence permit
- Dutch W-document
- International passport

#### **Article 4.3**

Candidates are responsible for correctly entering their personal details via their account on MijnAssociatie. The details on the identification document must match exactly the details provided during registration. If the details do not match, the Associatie has the right to refuse the candidate entry to the examination.

#### **Article 4.4**

After the examination, the candidate is not allowed to take any notes (or parts thereof) from the examination room. Scrap paper is never included in the assessment of the examination.

#### **Article 4.5.**

Candidates are not permitted to have a telephone, smartwatch, tablet or any other digital or other resources in the examination room.

#### **Article 4.6:**

A candidate must temporarily hand over personal belongings that can facilitate fraud to the examination supervisor.

#### **Article 4.7:**

The candidate must not cause any disturbance and must follow the examination supervisor's instructions.

#### **Article 4.8:**

Two types of sanctions are possible for violations of Articles 5.5 to 5.7:

- If the candidate causes a disturbance on site, they will be removed from the examination room.
- If there is no immediate disturbance, or if removing the candidate could cause further disruption, the examination may be declared invalid afterwards.

#### **Article 4.9**

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During the examination, it is not allowed to leave the examination room. If a candidate does leave the room, the examination will be declared invalid.

#### **Article 4.10**

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The following general aids may be used in every examination:

- Basic dictionary Dutch without notes or markings.
- Dictionary Dutch-foreign language/foreign language-Dutch without notes or markings.
- Calculator. For online examinations, a standard calculator is provided at the examination location. It is not allowed to use your own calculator.  
If candidates are allowed to use their own calculator for an examination, this will be indicated on the examination page of the Associatie's website.

#### **Article 4.11**

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Special permitted aids, such as books of law and regulations, are described per examination on the website.

#### **Article 4.12**

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The Associatie is not liable for any additional costs incurred by the candidate for the purpose of taking an examination or resit.

#### **Article 4.13**

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The content of the examinations is the property of the Associatie. Distribution and/or disclosure without prior permission from the Associatie is prohibited and constitutes an unlawful act. In the event of a violation, the Associatie is entitled to claim compensation on the grounds of an unlawful act. The compensation to be claimed will be at least €15,000.

### **Online examinations**

#### **Article 4.14**

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Candidates who arrive late for an online examination are not permitted to take the examination. The time at which the candidate must be present is stated in the invitation for the examination. The on-site supervisor will determine whether the examination can still be taken that day. This depends on the availability of the examination places concerning that day.

#### **Article 4.15**

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If a malfunction occurs during an online examination, the examination supervisor will compensate for the lost examination time.

If the examination cannot be continued due to a malfunction, the candidate may retake the examination free of charge. To do so, the candidate must make an appointment with the Associatie's customer service department.

#### **Article 4.16**

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If a supervisor detects or suspects fraud during the examination, he will immediately inform the candidate. The supervisor will make a detailed report. This will be done in the official report. Any evidence will be confiscated and attached. The candidate may complete the examination.

If fraud is detected before, during or after the examination, the examination work will not be assessed; the result of the examination in question will not be determined. An appeal may be lodged against this. See Article 7.7 for more information.

## Examinations via proctoring

### **Article 4.18**

The candidate is responsible for ensuring a stable internet connection. If the connection is lost during the examination through no fault of the Associatie (i.e. there is no known malfunction of the proctoring platform or the examination software), the Associatie will not be held liable.

### **Article 4.19**

If a malfunction occurs in the proctoring platform or in the examination software during the examination, the lost examination time will be compensated.

If the examination cannot be continued due to a malfunction in the proctor platform or in the examination software, the candidate may retake the examination free of charge.

To do so, the candidate must make an appointment with the Associatie's customer service department.

### **Article 4.20**

If the proctor detects or suspects fraud during the examination, this will be indicated in the proctoring software. The proctor will provide a detailed report. This will be done in the official report. The Associatie will determine within 10 working days whether fraud has indeed occurred .

### **Article 4.21**

If fraud is detected before, during or after the examination, the result of the examination in question cannot be determined. The candidate will not receive a final examination result. An appeal may be lodged against this. See Article 6.7 for more information.

## Chapter 5 Assessment and processing of results

### **Article 5.1**

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Examinations with open questions are assessed by subject matter experts on the basis of established standards. The closed questions are assessed by the examination software on the basis of the correction model.

### **Article 5.2**

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The distribution of points and the determination of the pass mark are established in advance. This determination is not open to discussion.

### **Article 5.3**

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In examinations consisting exclusively or partially of closed questions, the probability of guessing correctly is taken into account when determining the pass mark.

### **Article 5.4**

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The final grade is calculated to two decimal places, whereby 5.49 results in a final mark of 5 and 5.50 results in a final mark of 6.

### **Article 5.5**

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Diplomas, certificates and marksheets will be sent to candidates by the Associatie within four weeks of the examination. Candidates who have failed will not receive their results on paper.

### **Article 5.6**

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Diplomas and certificates are signed on behalf of the board and/or examination board.

### **Article 5.7**

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The date stated on the diplomas, certificates and marksheets for oral and written examinations is the date on which the final results were determined. For online examinations, this is the date on which the examination was taken.

### **Article 5.8**

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Candidates who register for an Associatie examination indicate at the time of registration whether they agree to their details being included in the Associatie's diploma register.

## Chapter 6 Inspection, complaints, objection and appeal

### **Article 6.1**

Candidates and other stakeholders may submit complaints of a substantive or procedural nature by completing [the complaint form](#) on the Associatie's website. Complaints will be treated confidentially.

### **Article 6.2**

A complaint will be dealt with if it is received by the Associatie within two months of the incident in question.

Complaints will be dealt with within ten working days. Sometimes the investigation following a complaint will take longer than ten working days. If this is the case, the Associatie will notify the complainant.

### **Article 6.3**

Inspection of an online examination can be requested via the webshop within four weeks of receiving the email stating that the result have been posted on the dashboard. A fee will be charged for each examination.

Online examinations can be inspected at the Associatie's office. No questions and/or answers may be copied during inspection. However, notes may be made on the notepad provided by the Associatie, for the purpose of an objection. These notes are checked by the invigilator present.

### **Article 6.4**

Inspection of an oral examination can be requested via the webshop within four weeks of receipt of the e-mail with the results. A fee will be charged for each examination.

Oral examinations are recorded. For inspection of an oral examination, the relevant recording will be sent to the candidate by email within two weeks of receiving the request and payment.

### **Article 6.5:**

A candidate who disagrees with their result can only submit an objection after inspection of their examination. An objection is admissible if it is substantiated in terms of content.

Objections are submitted to the Examination Board. The Examination Board will notify the candidate of its decision within six weeks after receiving the objection.

### **Article 6.6**

The deadlines for an objection procedure are as follows:

- A candidate who disagrees with his or her assessment may submit a written objection within four weeks of inspecting the assessment.
- The outcome of the objection will be communicated by the Associatie within six weeks after receiving the objection.
- Refunds will be made within 30 days after the date of the new result.

### **Article 6.7**

A candidate who disagrees with the decision of the Examination Board on the objection, or if an examination has not been assessed after fraud has been established, may appeal against this to the eXplain Board of Appeals within four weeks of the date of this decision, via [collegevanberoep@explain.nl](mailto:collegevanberoep@explain.nl).

The procedure of the Board of Appeal is described on the [website of the Associatie](#). The decision of the Board of Appeal is binding.

### ***Article 6.8***

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An objection fee will be charged for any objection. If an objection is sustained, the costs for the objection and inspection will be refunded. An objection is sustained if 10% or more of the total amount of points to be obtained, are awarded or if a candidate's result changes from a fail to a pass.

When an objection is sustained, the fees for both the inspection and the objection are refunded. During an objection procedure, it is not possible to claim reimbursement for the costs of a newly booked examination.

## Chapter 7 Webinars

### **Article 7.1**

The student can register for a webinar via the website of the Associatie voor Examinering.

### **Article 7.2**

A student is authorised to have another natural person attend in their place, provided that this intention is communicated in writing to the Associatie voor Examinering no later than the day of the webinar, before the start of the webinar.

The participant is entitled to cancel or request a transfer of registration to another webinar date no later than 14 calendar days before the webinar.

In the aforementioned cases, the other party will be charged an administration fee of €39.93. If participation in the webinar is cancelled in good time, the webinar fees, if already paid, will be refunded to the other party.

In the event that cancellation is not made in a timely manner, the full webinar fees are payable to the Examination Associatie.