

## Protocol for taking a verbal test – **student**

You will soon be taking a (face-to-face or online) verbal test. This protocol contains a number of rules that apply to all verbal tests. Read these rules carefully before taking the verbal test.

- 1) The Exam Fraud Regulations and Rules of Conduct also applies to verbal tests. Make sure you know well in advance which items you may and may not use during the verbal test. The use of unauthorised items will be considered fraud. Any student recording a verbal test in any way is considered fraudulent. Recording a verbal test is reserved to the examiner.
- 2) In the case of an online verbal test, it is necessary that you know and can use the functionality in which the test is taken.
- 3) In the case of an online verbal test, it is important that you are not disturbed when taking the test. Therefore, choose a quiet room in which no other people are present.
- 4) It is important that the test can start on time. After all, the end time is fixed. So please be in time. In the case of an online verbal test, make sure you are online at the agreed time in the agreed functionality.
- 5) You must be able to show your original and valid legal identification document at the request of the examiner. Therefore, keep your legal ID at hand. This can be a valid passport, a valid Dutch ID card, a valid ID card of a EEA country, a Dutch driving license or a valid Dutch foreign national's document (for example a Residence document or a Foreign Nationals Identity Document). Identification with a copy or a photo of a identification document is not possible.
- 6) In the case of an online verbal test, for a valid assessment, your camera must also be switched on, so that you can be visually identified by the examiner and so that can be checked whether you are not using unauthorised items. Make sure your head and ears are visible. The examiner can ask you to use your camera to show your surroundings.
- 7) If the (face-to-face or online) verbal test is administered by one examiner, the test will be recorded in image and sound. The recording is kept for 6 weeks after the test date and is intended to enable an evaluation of the assessment by a second examiner and to enable a reassessment by a second examiner, if the result so requires. By participating in the assessment you agree to the recording. If, due to personal circumstances, you do not want or cannot be recorded at home or at all, you can contact the student counsellor. The student counsellor will then examine whether there is a risk for which HZ must take a measure and include this in an education agreement and submit it to the Domain Director for signature. This procedure is described in the policy Studying with a need for support.

A measure could be, for example: facilitating a room in which the test can be recorded at HZ or an administration of the test by two examiners.

- 8) If – in the case of an online test – the connection is lost and restored, the test can continue. The last question that was asked and not yet answered does not count. The examiner will make a note of the interruption on the test protocol. If the connection is not restored, the test is invalid. If the connection with one or more group members is not restored, when testing a group of students, the test is invalid for all members of the group.
- 9) If the examiner notices a peculiarity during the test (for example, the loss of the connection), he/she must mention this in the official report of the test. If you have noticed a peculiarity and you want it to be reported, you can indicate this to the examiner. He/she will then mention this in the official report of the test.

*From September 1, 2023, this protocol replaces the protocol for offering a verbal test - student of March 1, 2023.*