Examination subjects

This package includes all necessary documents for an exam, meant for the exam constructor, the assignee, the candidate and examiner.
Depending on the person in question, the whole or parts of the package will be used.
Texts which have to be altered per exam are printed in italics.

Content	- Exam overview - Exam syllabus - Exam cover sheet - Instructions for the candidate - Instructions for the examiner - Assessment form (with assessing rules and scoring rules) - Assignment for the student: exam questions with the scores to be obtained and cut-off score - The assignment form
Constructor	- Fills in the cover sheet as completely as possible - Formulates the text in the sections 'situation' and 'assignment. Uses the assessment criteria to write the assignment. The assignment should be written in such a way it can be assessed at the appropriate level - Writes the assignments - Fills in the section 'content' on the assessment form
Assignee	- Fills in the assignment form - Hands in the filled out assignment form at the sub-Board of Examiners
Candidate	- Makes the assignments and hands them in at the supervisor
Examiner	- Gets ready by reading the assignments and the instructions for the examiner - Assesses the exam and hands in the assessment form at the sub-board of Examiners, together with the assignments made by the candidate

Who uses which documents?				
	constructor	assignee	candidate	Examiner
Exam overview	X	X		X
Exam syllabus	X	X		X
Cover sheet	X	X	X	X
Instructions candidate	X	X	X	X
Assessment form	X	X		X
Assignment for the student: exam questions with the scores to be obtained and cut-off score	X	X	X	X
Assignment form		X		

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Name candidate	
Student number candidate	

Class		Department	
Date of exam		Time of exam	from .. . .. am/pm until .. . .. am/pm

KNOWLEDGE EXAM / COMPETENCE EXAM
<NAME OF EXAM>

Qualification name		Crebo code qualification	
Generation qualification file			
Name graduation differentiation		Crebo code graduation differentiation	
Exam unity	*core tasks / work processes*	Exam code (OER) (and version number)	

Cohort		Course of study	
Level			

Permitted aids		Exam format	knowledge test multiple choice / open-ended questions / written / practical cases test / competence test
Cut-off score		Number of questions/ assignments	

Number of pages including this cover sheet			

Assigned by SEC		Date of assignment	

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Het examenpakket

Instructions for the candidate

General	This exam consists of (fill in). You make the assignments (in writing/ on the computer, in Word). You add a footer in which you include your name and the date of the exam. You are allowed to use the spelling checker. Afterwards, the assignments will be printed out and handed in. You will be assessed on: You can find a closer interpretation of the assessment in the assessment form
Assignments	*(constructor, describe the nature of the assignments. Explain what will be expected of the student, how and where to answer, and what the result should be. Also indicate which aids are allowed to be used).*

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Instructions for the examiner

Who	The exam will be assessed by………..
	The examiner hands in the results at the sub-board of examiners. It determines whether the execution and assessment have been done properly. This sub-board of examiners determines if and how a second assessor should be used.
	According to procedure the sub-board of examiners saves the exam until six months after the assignment of the result.
Method of working	The examiner asseses this exam with the help of the assessment model below. Each reference has a description of specifications of that reference. The examiner uses these specifications as a direction of view and not as criteria which can be ticked off. It is possible not all specifications will come up in the exam. In the assessment criteria figures on a 10-point scale will be used. After the exam, as an additional foundation, the examiner gives a short, written explanation on the result. The examiner hands in the assessment form at the sub-board of examiners, together with the made assignments. This board assigns the result definitely and informs the candidate about this.

Assessment model	Here add the assessment model and the assessment instructions Indicate the cut-off score.

Number of credits	Grade