

1

BEFORE THE EXAM

- ✓ ID - passport
- ✓ mobile phone OFF
- ✓ Report retake



2

DURING THE EXAM

- ✓ Examination rules available
- ✓ Fill in personal information
- ✓ DO **NOT** write on the questionnaire
- ✓ BASIC - VCA:
 - 40 questions: 1h
 - 28 or more correct answers → you have passed
- ✓ VOL – VCA :
 - 70 questions: 1h 15min
 - 49 or more correct answers → you have passed
- ✓ forms : suggestions and complaints
- ✓ Only **one** answer is correct
- ✓ Changing an answer ? → erase answer and correct



	A	B	C
25	●	○	○
26	○	○	●



3

AFTER THE EXAM

- ✓ Inform the examiner
- ✓ Hand in all documents + Sign the attendance list

FRAUD = ! exclusion !

4

CORRECTIONS & CERTIFICATE (if passed)

- ✓ on Monday or Tuesday (10:00h)
- ✓ sent by post – valid for 10 years, duplicate: ask by writing (€20)
- ✓ can be found in the central register <http://www.be-consult.be/vca-examens/diplomaregister>



EXAM RULES BE-CONSULT (candidate)

1. BEFORE THE EXAM

- 1.1. The candidates submit their **identity card or passport** to allow control of their identity.
- 1.2. **MOBILE PHONE** are asked to be turned off.
- 1.3. Report retake
- 1.4. The tables need to be empty: **no books** or papers other than those required for the exam are admitted.

2. DURING THE EXAM

- 2.1. there may be 2 types safety-exam:
 - 2.1.1. **Basic Elements of Safety**: This exam counts 40 questions. The candidates get 1 hour time for this. 28 questions are to be answered correctly to have succeeded.
 - 2.1.2. **Safety for Operational Supervisors**: This exam counts 70 questions. The candidates get 1.15 hours. They must have correctly answered 49 questions to pass.
- 2.2. the candidates fill in their **personal information** at the top of the answer sheet. They place their signature in the box provided. During the exam, this information is subject to the proof of identity.
- 2.3. the exam consists of a questionnaire, an answer list and a scratch sheet. You will be asked to **NOT WRITE** on the questionnaire. The answers are indicated on the **answer list** by the filling of the right scoop.
- 2.4. only **ONE** answer is correct. The points are counted by the number of correct coloured answers.
- 2.5. There is **silence** during the exam and the examiner will **not answer** questions. If there are suggestions or comments regarding a specific question or regarding the exam, the candidate can write this down on a suggestion or complaint form. Such a form will be provided on simple request.

3. AFTER THE EXAM

- 3.1. The applicant must **inform the examiner** that he/she is ready and delivers all the documents, formed in the bundle as he/she has received this.
- 3.2. The applicant **signs the attendance list** at the front of the room and leaves the room in silence.

4. CORRECTION OF THE EXAM AND DIPLOMA

- 4.1. The exam will be **corrected** on the first business day following the exam. The result will be communicated to the applicant before 10.00h at that day.
- 4.2. If successful, the certificate will be sent to the applicant **by postal service**, after payment of the invoice has been received. A duplicate is asked by writing.
- 4.3. the diploma is valid for 10 years.
- 4.4. The data are accessible via the Central Diploma Registry at the following address: <http://www.be-consult.be/vca-examens/diplomaregister>
- 4.5. If your data are not correct, you can request a **correction** of the diploma at the exam Centre.

5. FRAUD

- 5.1. In case of fraud during the exam, the candidate will be **suspended** and he/she must leave the exam Centre. The Centre will inform this fraud to the Technical Commission.
- 5.2. In case of fraud with the diploma, the diploma **will be void**. The Centre will inform this fraud to the Technical Commission.