

# Recommendation for the regulation of examination requirements in training regulations

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## Annex

Overview of examination instruments

### **Preliminary remarks**

The present recommendation replaces that of 11 February 1980 made by the Board in respect of the standardisation of examination requirements in training regulations. It represents the basis of work which takes place within organisational procedures.

The present recommendation extends to include the regulation of examination requirements for interim examinations, final examinations and extended final examinations. It is structured in the following way.

Terms relating to facts and circumstances forming the object of the recommendation are listed in text boxes. They are presented in this recommendation in the interests of clarity, but do not appear in the text of the ordinance.

Regulation of facts and circumstances forming the object of the recommendation are in normal type. These are formulations to be used in the text of the ordinance. The figures in brackets refer to the sections within the corresponding paragraphs of the text of the ordinance.

*Explanations are in italics.*

The present recommendation is based on the following terminological understanding.

**Examination area**: structural element within the organisation of examinations. Examination areas are oriented towards fields of activity within occupational practice. Each examination area is specified by a description of the qualifications to be certified (first level) and by a definition of the fields or activities (second level).

The **examination instrument** describes the approach adopted within the examination procedure and the object of assessment. Examination instruments need to be stipulated for each examination area, combinations also being possible. The latter case is particularly prevalent in the company order and the work related task.

### **Instructions for the consideration of differentiations in training within training regulations**

Insofar as the training regulations stipulate differentiations in terms of content, these differentiations are to be accorded due consideration in the final examination. The extent of this is dependent on the level of differentiation.

#### **a) Differentiation within subject areas**

Differentiations geared towards individual occupational task areas take place within the qualifications profile via subject areas, these being indicated both within the occupational profile and the general training plan. Examination requirements for each subject area are to be stipulated in a differentiated way individually and in terms of content on the basis of the present recommendation – Section B.

#### **b) Differentiation in main areas of focus**

Main areas of focus enable some of the items listed for the occupational fields to be completed via various fields of activity, training content being different in each case. This does not, however, result in any differentiation within the occupational field, meaning that the examination areas and the qualifications to be certified are identical for all main areas of focus. Consideration may be accorded to main areas of focus within the examination areas via various fields or activities in which qualifications are to be certified, different examination areas also being employed in cases where there is good reason to do so.

#### **c) Differentiation in elective qualifications**

Depending upon the nature and scope of elective qualifications, independent examination areas or differentiation at the level of the qualification to be certified and/or areas/activities within examination areas which are otherwise standardised may be required.

#### **Areas of deployment**

Areas of deployment do not result in any differentiations in terms of content and quality within the training regulations and thus do not lead to differentiations within examination requirements or to any differences in the qualifications to be certified. This does not, however, prevent consideration being accorded to the area of deployment as a thematic basis for the examination tasks to be determined by the examination boards.

## SECTION A

### INTERIM EXAMINATION

#### § ... Interim examination

##### Aim and time of the interim examination

(1) An interim examination shall be conducted to determine the status of training. This should take place at the ... [beginning, middle or end] of the second year of training.

*In training occupations where the duration of training is two years, the interim examination should cover training content stipulated for the first year of training; for training occupations of three or three and a half years' duration, the interim examination should also include training content of the third half year of training. For commercial occupations, the contents of the 1st year of training should be relevant to the examination.*

##### Object of the interim examination

(2) The interim examination shall extend to include the competences, knowledge and skills listed for the training (half) year(s) in Annex (...) and shall also cover the curriculum content forming the object of vocational school teaching, insofar as this is material to the vocational education and training.

##### Examination areas

(3) The interim examination shall take place in the examination areas of

...

...

*The examination area of the interim examination shall be defined on the basis of its object (cf. para. 2) in such precise terms so as to render unnecessary any specification extending beyond the listing of the qualifications to be certified via the designation of areas/activities.*

*The interim examination may comprise up to two occupationally related examination areas. In this case, a separate listing shall be provided for each examination area stating the respective qualifications to be certified.*

Specification of examination areas,  
examination instruments and duration of  
examinations

(4) For examination area (Name), the following shall apply:

1. The candidate shall demonstrate that he/she can

- a). ...
- b). ...
- c) ...

2. The candidate shall conduct (or another appropriate verb) .... (examination instrument or combination, as the case may be).

3. The duration of the examination shall be ... minutes/hours.

*The examination instrument/s, the duration of the examination and, if applicable, the number of examination tasks shall be stipulated. In the event that the interim examination comprises more than one examination area, such stipulations shall be made in respect of each examination area.*

*The total duration of the interim examination shall not be less than 1 hour and shall not exceed 7 hours. Insofar as fulfilment of examination requirements is only of a written nature, the total duration shall not exceed 120 minutes.*

## Section B

### FINAL EXAMINATION

#### § ... Final examination

Object of the final examination

(1) The object of the final examination is to ascertain that a candidate has acquired occupational competence. In the final examination, the candidate should demonstrate that he or she is proficient in the necessary occupational competences, is in possession of the occupational knowledge and skills in respect of these and is familiar with the curriculum content material to the vocational education and training imparted within the vocational school teaching. The training regulations shall constitute the basis of this.

Examination areas

(2) The final examination shall comprise the

*The final examination shall comprise no fewer*

following examination areas:

1. ...,
2. ...,
- .....,
- x. Economics and sociology.

**Specification of examination areas,  
examination instruments and duration of  
examinations**

(3) For examination area (Name), the following shall apply:

1. The candidate shall demonstrate that he/she can:
  - a) ...,
  - b) ...,
  - .....,
  - x) ....

2. [one of the following variations]

The following areas/activities shall form the basis of the examination area:

- a) ...,
- b) ...,
- ... and
- n) ...

The following areas/activities shall form the basis of the examination area:

- a) ...,
- b) ...,
- ... and
- n) ...

Other areas/activities may form the basis of the examination area if these enable the certifications stated in clause 1 to be

*than three and no more than five examination areas, including the examination area of economics and sociology. Meaningful designations shall be selected for the examination areas, and these should not be identical to the designations used for the items listed for the occupational field.*

*Level 1: Specification of the examination area via a listing of the material qualifications to be certified for the examination area.*

*The listing may also be presented in the form of continuous text.*

*Further specification variations (insofar as necessary):*

*Level 2: Further specification of the examination area takes place on an optional basis via a listing of areas or activities suitable for certification of the qualification. This provides a stipulation of the field or the object via which the qualifications are to be certified.*

*If all areas/activities named must be included.*

*If all areas/activities named must be included, but these may be replaced on an individual basis by other (unnamed) equivalent areas/activities.*

achieved in the same breadth and depth.

A selection may be made here from the following areas/activities:

- a) ...,
- b) ...,
- ... and
- n) ...

A selection may be made here from the following areas/activities:

- a) ...,
- b) ...,
- ... and
- n) ...

Other areas/activities may selected if these enable the certifications stated in clause 1 to be achieved in the same breadth and depth.

A selection may be made here from the following areas/activities:

- a) ...,
- b) ...,
- ... and
- n) ...

although the selection must include the areas/activities

- ...,
- ... and
- ...

3. The candidate shall conduct (or another appropriate verb) .... (examination instrument or combination, as the case may be).

4. The duration of the examination shall be ... minutes/hours.

*If a selection can be made in the assignment of tasks only from the areas/activities stated.*

*If a selection can be made from the areas/activities stated, but these may be replaced on an individual basis by other (unnamed) equivalent areas/activities.*

*If a selection can be made from the areas/activities stated and certain of the areas/activities stated must definitely be included.*

*The examination instrument or combinations, as the case may be, and the duration of the examination shall be stipulated for each examination area. This stipulation takes place on the basis of the principle of proportionality.*

*In all examination areas where fulfilment of examination requirements is only of a written nature, the total duration shall not exceed a 300 minutes in total and per day.*

*Duration for each individual examination area where fulfilment of examination requirements is only of a written nature shall be at least 45 minutes.*

*The total duration for all examination areas where fulfilment of examination requirements takes place in the form of a work sample and/or a work related task should not be less than one hour and should not exceed seven hours (excluding preparation/post processing time).*

*For examination areas where fulfilment of examination requirements takes place in the form of an examination product/examination piece, a duration other than stated here may be stipulated. This should only exceed 24 hours in exceptional cases where there is good reason.*

*Examination times:*

- a. the situational specialist oral examination should be a maximum of 20 minutes, or a total maximum of 30 minutes if more than one such examination is taken;*
- b. the order related specialist oral examination should not exceed 30 minutes;*
- c. the case related specialist oral examination and the simulated discussion (excluding preparation time) should be no longer than 30 minutes;*
- d. the presentation should be of 15 minutes' maximum duration.*

*If combinations of b) and d) and c) and d) are undertaken, total time should not exceed 30 minutes.*

*If further combinations are undertaken within an examination area, these must respect the proportionality of the duration of the examination.*