

Examination Regulations



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General Provisions

On August 1st, 1997, the German automobile manufacturers and their suppliers founded the Quality Management Center (QMC). The QMC in the VDA has the task of promoting quality in the automotive industry and further developing the concept of quality throughout the entire value-added chain of manufacturers and suppliers. The spectrum of the VDA QMC ranges from the development of systems and methods to the design of quality management systems in the Automotive Industry. With the support of the strategy group, these developments and the orientation of the QMC are steered by representatives of manufacturers and suppliers alike in the QM Committee. All automobile manufacturers and the same number of automobile suppliers are represented in this committee by their QM managers as is the VDA.



First section: Examination preparation

§ 1 Scope of application

- (1) These Examination Regulations apply for all examination procedures performed by the VDA QMC training and professional development department in the Quality Management Center of the VDA (VDA QMC) directly or on behalf of contractual third parties of the VDA QMC.
- (2) All examination procedures of the VDA QMC training and professional development department that conclude with an eCertificate are subject to these Regulations.
- (3) Any deviations to these Regulations require the written consent of the VDA QMC training and professional development department.

§ 2 Examination committee

- (1) The examination committee consists of two examiners. The two examiners must be competent in the examination field and suitable for involvement in the examination process.
- (2) As a minimum requirement, the examiner must have the qualification that is the subject of the examination.
- (3) An examination supervisor must be familiar with the examination procedures of the training and professional development department in the VDA QMC or of the license partner of the VDA QMC, as well as the type of examination that is to be supervised.

§ 3 Examining organization and aids for the examination

- (1) The VDA QMC training and professional development department or the contractual third parties (license partner of the VDA QMC) organize the examination; in particular, define the examination dates and the examination sites. If an examination consists of several parts, these may, under certain circumstances, be held at different locations and at different times.
- (2) The VDA QMC training and professional development department or the license partner of the VDA QMC orders the examiner(s) or examination supervisor for the respective examination and defines the examination tasks.

§ 4 Admission for the examination

- (1) The candidate must submit a request for admission for the examination in writing using the stipulated forms and in line with the deadlines set by the VDA QMC.
- (2) The following must be enclosed with the admission request:
 1. Stipulated written qualification evidence
 2. Proof of activity and any evidence of the duration of professional experience.
- (3) For certain examinations, special admission or recognition conditions apply to certain implementation rules.
- (4) The number of candidates for an examination is limited and is set to a maximum of 12 by the VDA QMC training and professional development department.

§ 5 Admission decision

The VDA QMC training and professional development department or the license partner of the VDA QMC decides about admission to the examination.

Second section: Execution of the examination

§ 6 Subject of the examination

The examination establishes whether or not the candidate(s) has/have the skills, knowledge and capabilities demanded for the aspired qualification.

§ 7 Structure of the examination

- (1) The structure of the examination procedure depends on the aspired qualifications.
- (2) An examination can consist of several parts, which are conducted in written or oral form. Details are usually given to the candidate after admission to the examination.
- (3) Written examinations can be:
 - tasks of a general and/or programmed nature (e.g. multiple-choice form)
 - a work task
 - a written paper.
- (4) Oral and/or user-based examinations can be:
 - a case study
 - a presentation
 - an interview.
- (5) Written examinations are conducted by at least one examiner or examination supervisor. There is no second evaluation.
- (6) Oral examinations are conducted by at least two examiners. They draw up and sign a record of the examination progress, the contents of the examination and the assessment of the candidate's examination performance.
- (7) The examinations are not public.

§ 8 Withdrawal, non-participation

- (1) After registering, the candidate(s) can withdraw in writing before the start of the examination. In this case, it is deemed that the examination has not been taken. Notification of an important reason must be provided immediately and verified. In case of illness, a medical certificate must be presented.
- (2) If the candidate misses an examination date, the previously recognized independent examination performance will be recognized, if there is a good reason for non-participation. Independent examination performance is clearly definable according to topic and is not related to other examination performances and can be assessed independently.
- (3) If the withdrawal takes place after the start of the examination or if the candidate(s) cannot participate in the examination without providing a good reason, the examination will be marked with 0 points.
- (4) In the case of split examination parts, paragraphs 1 to 3 of § 8 apply for the respective part.



Third section: Assessment, findings and notarization of the examination result

§ 9 Assessment of the examination performances

- (1) The evaluation of the examination performance is usually based on a points system. Each task of a written or oral examination and/or part of an examination is marked with a maximum number of points and the number of points or the respective corresponding percentage achieved.
- (2) The examination is passed, if the candidate achieves the minimum number of points specified in the respective implementation rules.
- (3) Passing the overall examination may be linked to passing individual partial examinations or several examination parts. Further details are set out in the respective implementation rules.
- (4) The oral examination performance is assessed by the examiner(s) according to the following criteria:
 - The performance fully corresponds to the required qualification profile of the respective eCertificate.
 - The performance largely corresponds to the required qualification profile of the respective eCertificate.
 - The performance is sufficient to meet the qualification profile of the respective eCertificate.
 - The performance is not sufficient to meet the qualification profile of the respective eCertificate.
- (5) If an evaluation consists of several individual scores, the arithmetic mean will be formed and rounded up to the next full score.
- (6) The completed assessment will neither be announced to the candidate by the examiners, nor will it be justified or disclosed. The candidate(s) will be informed about their final examination result by the VDA QMC training and professional development department or the license partner of the VDA QMC.
- (7) The evaluation of examinations and examination parts is carried out by the approved trainers or examiners by the VDA QMC or the approved trainers or examiners of the license partner of the VDA QMC.

§ 10 Determination of the examination result

- (1) The VDA QMC training and professional development department and/or the license partner of the VDA QMC determines the result of the examination.
- (2) Each candidate receives an eCertificate of examination. If the exam is passed, the notification is the eCertificate or the eCertificate renewal.
- (3) Candidate(s) are always informed by the VDA QMC training and professional development department or the license partner of the VDA QMC within six weeks after the examination. The number of points achieved and details of the examination result will not be communicated.
- (4) All notifications must be made in writing.
- (5) Non-binding information may be provided by telephone in individual cases, provided the VDA QMC has agreed to this in the examination procedure. In every case, the candidate must wait for the binding written information, e.g. by means of an eCertificate, from the VDA QMC or the license partner of the VDA QMC.

§ 11 eCertificates

- (1) Each candidate receives the corresponding eCertificate if all requirements are fulfilled and the examination is passed successfully.
- (2) The eCertificate always contains at least the following information:
 - VDA QMC logo and, if applicable, the logo of the VDA QMC license partner
 - a unique eCertificate number
 - name and date of birth of the certified person
 - the reference to the underlying certification scheme
 - the scope of certification, if any
 - validity and expiry date of the eCertificate, if applicable

The number of points achieved in the examination will not be indicated on the eCertificate.

- (3) The eCertificate is always signed by the head of the VDA QMC, the head of the VDA QMC training and professional development department and an authorized person of the license partner of the VDA QMC.
- (4) An eCertificate issued by the VDA QMC training and professional development department can be withdrawn if the holder has acquired the eCertificate improperly or uses it improperly. The VDA QMC training and professional development department or the license partner of the VDA QMC decide about the withdrawal. The process must be in writing.

§ 12 Monitoring and re-certification/ renewal of eCertificates

- (1) eCertificates with a specified period of validity are subject to monitoring by the eCertificate owner. They must be renewed before the validity period expires. The holder of the eCertificate has a duty to submit a written request to the VDA QMC training and professional development department or the license partner of the VDA QMC on time.
- (2) The re-certification conditions necessary for renewal are defined by the VDA QMC IATF Oversight Office and the VDA QMC training and professional development department in corresponding memos (including IATF CB Communiqués). They are based on the respective certification program.
- (3) eCertificates can be monitored by means of confirmed evidence, which the certificate holder must submit before re-certification/renewal. The type and quantity of evidence is regulated in the corresponding memos/request forms.
- (4) The re-certification/renewal is carried out if the necessary evidence and the request for re-certification/renewal has been submitted to the VDA QMC training and professional development department or the license partner of the VDA QMC.



Fourth section: Repeat examination

§ 13 Repeat examination

- (1) A failed exam can be repeated a maximum of two times. The details of this are laid out in the admission requirements.
- (2) If an examination consists of several separately graded partial examinations, the implementation rules regulate which partial examinations need to be repeated.
- (3) If an examination or part of an examination is repeated, the entire procedure of the examination or the examination part must be completed.
- (4) The repetition must be carried out in accordance with the respective implementation rules.
- (5) The assessment of the examination performance of repeat examinations is carried out in accordance with the provisions of § 9.
- (6) The regulations according to § 8 are binding for the withdrawal from repeat examinations.

Fifth section: Final provisions

§ 14 Legal remedies

- (1) Appeals against an examination decision must be submitted in writing to the VDA QMC training and professional development department or the license partner of the VDA QMC within four weeks after receipt of the decision, stating reasons.
- (2) The VDA QMC training and professional development department or the license partner of the VDA QMC decide about the appeal.
- (3) If the candidate and the license partner of the VDA QMC cannot find consensus about the appeal, it can be forwarded to the VDA QMC training and professional development department for review and a final decision.

§ 15 Examination documents

- (1) The VDA QMC training and professional development department or the license partner of the VDA QMC archives all examination documents. The archiving period is at least two years if the examination is passed and at least five years if the examination is not passed.
- (2) If an eCertificate has a period of validity, the storage period corresponds to this period of validity plus an additional two years.
- (3) Review of the examination documents will not be granted. On request, the candidate who has not passed the examination can review their examination documents at the VDA QMC or the license partner of the VDA QMC. The request must be submitted in writing to the head of the VDA QMC training and professional development department or the license partner of the VDA QMC. The request must be justified.

§ 16 Examination fees

- (1) Each certification examination and each re-certification procedure is subject to a fee. This also applies to parts of an examination according to § 7 (2) and to examinations according to § 12 and § 13 of these Regulations.
- (2) The examination fees are always published on the homepage of the VDA QMC training and professional development department or on the homepage of the license partner of the VDA QMC. If in doubt, the candidate(s) can ask the VDA QMC training and professional development department or the license partner of the VDA QMC about the examination fee for scheduled examinations.
- (3) In the event of withdrawal or after exclusion from an examination, candidates cannot claim reimbursement of the examination fee.

§ 17 Auditor card

The e-certificate serves as proof of training and further education/ re-certification.

§ 18 Appeals

- (1) The Regulations are intended to safeguard and support the performance and processing of examinations. This means that these Regulations must constantly be adapted to a dynamically changing qualification program. The VDA QMC training and professional development department is therefore entitled to revise these Regulations at any time.
- (2) Changes to the Examination Regulations must be announced in an appropriate form.

§ 19 Entry into force

- (1) These Examination Regulations will come into force when published. They apply to all examinations by the VDA QMC training and professional development department or the license partner of the VDA QMC that are completed after the publication date.
- (2) In transitional phases, the VDA QMC training and professional development department may decide that - for a limited period of time - examinations can be conducted in accordance with the terms of the respective previous Examination Regulations.
- (3) The Examination Regulations are published online on the VDA QMC website.



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