

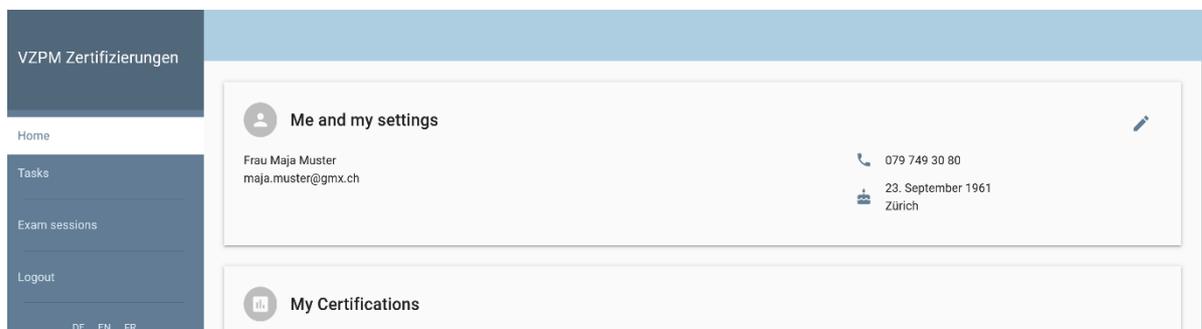
Guideline for online exams IPMA Level B, C and D

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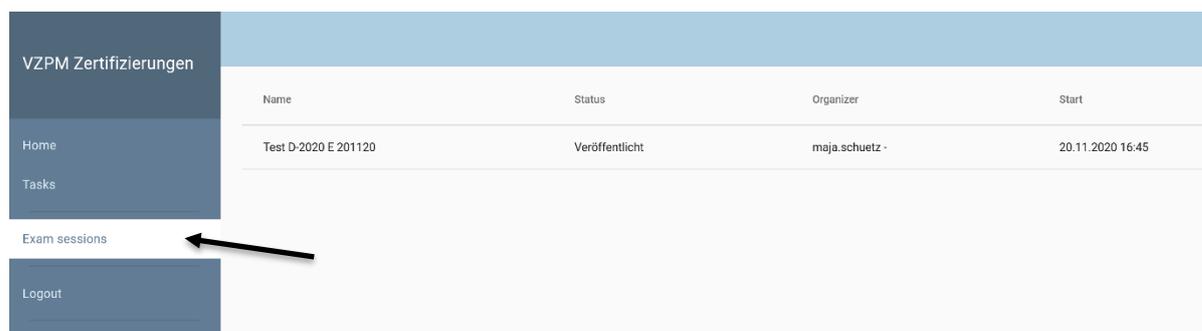
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1. ACCESS TO THE ONLINE EXAM

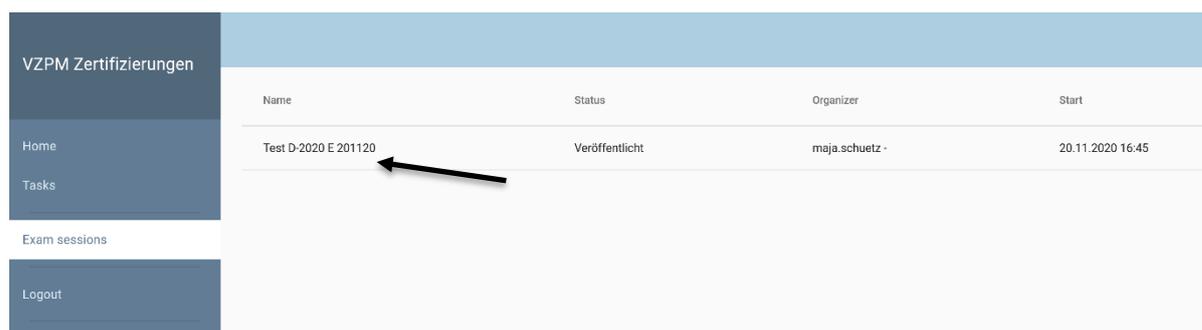
- On the day of the exam, use the following link to log in to our certification portal for the online exam: <https://zert.vzpm.ch/login/external>. The session opens **one hour before the start of the exam** in our certification portal.



After login, select 'Exam sessions'.



Then click on the group name.



Under '**Information about the online exam**' you will find the **meeting ID number** and the **Passcode** about the Zoom meeting.

- Open Zoom.
- Select '**Join**' and add the **meeting ID number** and **your name**. Select '**Join**' again.
- Now enter the **Passcode**.
- Click on the windows as follows: '**Join a meeting**', '**Join with Video**' and '**Join audio by Computer**'.

You are now in the waiting room and our supervisor will inform you about the exam procedure.

You must be ready for the identity check at least 20 minutes before the exam starts. Please show the supervisor an ID card or official document that allows clear identification of your person.

After the identity check you have to show the supervisor your environment with the webcam. When the verification of all participants is complete, the online exam starts simultaneously for all participants. As soon as the supervisor starts the exam, you can take the exam. From this point on, the exam is considered to have started.

2. PREPARATIONS BEFORE THE EXAM

To ensure that the exam runs smoothly, please note the following:

- **Registration in our certification portal** is mandatory for taking the exam.
- A task will be sent to you with the invitation to the exam. In our certification portal you have to confirm the exam date.
- Further, you must **install Zoom on your computer** before logging in. You can download a free version at <https://zoom.us/download>.
- Set yourself up in a quiet place where you will not be disturbed.
- Make sure your computer is fully charged or connected to the power supply system.
- Verify and make sure that you have a stable Internet connection.

3. BEHAVIOUR DURING THE ONLINE EXAM

- The exam is to be solved independently, without the help of third parties.
- During the exam, the exchange of information and the use of exchanged information is prohibited. This includes the recording of exams and the forwarding and use of exam recordings.
- Any form of communication (technical or personal) with other exam participants or outsiders is expressly prohibited.
- You must be visible in the video conference for the entire duration of the exam.
- Mobile phones/smart phones and smartwatches must be switched off.
- Violation of this rule will result in immediate exclusion from the exam.

- At the end of the allowed time exam according to our guidelines, the exam is automatically terminated.
- You have the possibility to end the exam before the time expires.
- Should technical problems occur during the exam, the supervisor determines the further actions.

4. RESOURCES

- Locally saved documents, books and other written materials may be used.
- Apart from e-readers, no other devices are allowed.

5. TECHNICAL REQUIREMENTS

- The prerequisite for taking an online exam is a properly functioning technology (computer with a current version of the operating system, webcam, microphone, speakers and fast internet connection).
- You must have the latest version of the Firefox or Chrome browser installed.
- Via <https://www.whatsmybrowser.org> you can check which browser you are using and whether it is the latest version.
- If you have activated automatic translation in the settings of the browser you use, you must deactivate it before the exam.
- Download and installation of the Zoom software is mandatory for participation in the exam.
- In case of technical problems, please contact the VZPM office in good time before the exam: <https://www.vzpm.ch/en/contact>.

6. INSPECTION OF THE EXAM

- If you do not pass the exam, you have the possibility to view your exam. After arranging an appointment, you can view your exam online.

ADMINISTRATIVE METHODOLOGY

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