

## Regulations for STEP-IVI Final Examination

### 1 General

The STEP-IVI course and its final examination are carried out on behalf of the ENVITER<sup>1</sup> network. The structure is :

| Name   | Function   |
|--|--|
| <b>STEP-IVI Head office:</b><br>Berufsförderungswerk Düren gGmbH<br>Karl-Arnold-Straße 132-134<br>52349 Düren /Germany<br>Fax: (+49 2421) 598 216<br>juergen.huellen@bfw-dueren.de | <ul style="list-style-type: none"> <li>- -Registration</li> <li>- -Certification</li> <li>- -Technical administration of course and examination VLE</li> </ul>                     |
| <b>STEP-IVI partner institute</b><br>National or regional training centre  | <ul style="list-style-type: none"> <li>- Execution of course</li> <li>- Execution of examination</li> <li>- Service and consultant of course participants and examinees</li> </ul> |

The final STEP-IVI examination will be carried out with an on-line test on the Learning Management System (LMS) of the STEP-IVI project. For the final examination of STEP-IVI a dedicated examination area will be provided for the examinees. The execution of the examination is in responsibility of the STEP-IVI partner institute or the ENVITER academy.

The examination will be time-restricted to a period of 60 minutes. This limit will start after executing the “Continue” or “start” button in the online examination. The time restrictions will be extended for examinee with disabilities. The time-extension must be appropriate to compensate the impairment-related handicap to access the questions or to execute the answers. The decision about the time extension and/or further assistance, is in responsibility of the executing institute.

The examination is executed in one of the available languages. The candidate will inform the course trainer at least 48hrs before the examination about the preferred language. The candidate will be confirmed and informed by the course trainer at least 24hrs before the examination.

The examination can be subject to a charge. The amount of the examination fee is in responsibility of the executing institute.

The on-line examination is generated by the LMS. The foundation of the examination is a database of questions about the three ICF modules of the STEP-IVI course. For each of those three subjects, a separate online question paper will be generated by the LMS. Each question paper will consist of a series of 10 questions which might take the form of multiple choice, True- or False, short answers and matching questions.

<sup>1</sup> European Network for Visually Impaired Training, Education, Research [www.enviter.eu](http://www.enviter.eu)

For the Modules “ICF Basic”, “ICF Advanced 1” and “ICF advanced 2”, the online question paper consists of 10 questions.

During the examination you are permitted to use the STEP-IVI tutorials and the official ICF book or PDF file, which is published by the WHO. However, the STEP-IVI tutorials themselves will of course be the most relevant materials in preparing for the final examination.

If the examinee fail the examination, he can repeat the examination. The number of retrials is not limited. The repetition of an examination can't be executed earlier than 3 days after the previous examination.

After passing of the examination, the successful examinee receives a certificate from the ENVITER network within four weeks of the examination date.

## 2 Registration

To attend the online examination of STEP-IVI, each interested person has to register using the official STEP-IVI course and examination registration form. The registration has to be send at least seven days before the date of the final examination.

The registration has to be send to the STEP-IVI partner institute, which carries out the course. The transmission of the registration can be realized either by fax, post or e- mail.

In the registration form the applicant confirms the following issues:

1. Their personal data
2. The date and time for the examination
3. An acknowledgement of the examination regulations
4. The practical experience in performing E-Learning courses either by
  - Providing details of the successfully completed course
  - Testimony from the employer about practical experience

The registration form has to be signed by the applicant.

The registration data of the applicant will be exchanged between the STEP-IVI head-office and the STEP-IVI partner institute.

The applicant will receive confirmation of the course and examination dates via fax, post or e-mail from the STEP-IVI partner institute.

## 3 Rating and Validation

The rating of the examination is as follows:

1. Modules “ICF Basic”, “ICF Advanved 1” and “ICF Advanced 2”, is awarded with 10 points each
2. In case of Multiple Answer questions all items must be answered correctly to achieve the full rating. Partially correct answers are rated with 0 points
3. In order to pass the examination the examinee must achieve more than 60% **in each subject**, which equates to 18 points or higher in total. If the examinee

succeed to get an overall score of 75% or higher (24 points), they will have passed with distinction.

4. If the examinee fails in one of the subjects to achieve 60%, they can repeat the online question paper on this subject in order to achieve certification.
5. If the examinee fails in more than one subject to achieve 60%, he must repeat the whole examination in order to achieve certification.
6. The Validation results can be accessed by the examinee on the LMS

#### **4 Time restriction/limitation for the examination**

1. Each examinee is obliged to take the practice test to familiarise themselves with the question types before taking the final examination. There is no time restriction on this or on the number of times you can take it.
2. The standard examination time is 20 minutes for each of the Question Papers. This means that the total allowed examination time is about 60 minutes.
3. The time counter for each subject starts from opening the online examination and finishes when you click the "Submit" button. The required time is logged and displayed on the Report area of the LMS.
4. The time extensions for examinees with visual/auditory impairments, which require special input and/or output devices/software is 100% (40 minutes for each subject)
5. The examination has to be carried out in one, uninterrupted session.

#### **5 Appeals Process**

Every Examinee will have access to his test results after the validation by the STEP-IVI partner institute. If the examinee does not accept the test result, he can appeal in written form against the results, by naming the reason and cause of his objections. The STEP-IVI partner institute will react to this appellation in written form.

## 6 Certification

The certification of successful examinees is carried out by the STEP-IVI head office. The examinee receives a formal certificate with the following expression of appreciation:

“This is to certify that

*Examinees name*

has successfully participated in the final examination of the  
STEP-IVI-  
ICF course for Professionals for people with vision impairment.

“Certificate number”:[Country Code + running number + Year]  
[Date of award]

[Signature of the president of Enviter]

In addition to the certificate, the examinee also receives a printed document with the results of his examination per capita and a summary of the course subjects.

Depending on the decision of the responsible STEP-IVI partner institute, the certificates can either be sent directly to the examinee or will be handed out by the STEP-IVI partner institute itself.

The ENVITER Network

March 3<sup>rd</sup>, 2014