



# EXAM REGULATIONS

## IEC 62443

End-User  
System Integrator & Vendor

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IBEX Instituut voor Beroepsexamens



## Index

Article 1. Scope and validity .....	3
Article 2. Terms and Definitions.....	3
Article 3. Admission requirements.....	4
Article 5. Examination administration.....	6
Article 7. Right of inspection .....	9
Article 8. Complaints, objections and appeals regarding IEC 62443 exams .....	10
Article 9. Final provisions .....	10

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## Article 1. Scope and validity

- 1.1 These exam regulations apply to the IEC 62443 exams that are administered by the exam organization IBEX.
- 1.2 The examination regulations have been established by IBEX.
- 1.3 The examination regulations provide procedures with regard to the preparation and implementation of examinations and the assessment of examinations.
- 1.4 The examination regulations are used by IBEX, the examination candidates, examiners/supervisors and invigilators.
- 1.5 The exam can only be validly administered if the conditions set out in these exam regulations are met.
- 1.6 The examination regulations are accessible via [www.ibex.nl](http://www.ibex.nl) and will be sent in writing upon request. The exam regulations are also available for inspection during each exam.

## Article 2. Terms and Definitions

### 2.1 Certificate of Professional Competence

A Certificate of Professional Competence (also called a “personal certificate”) is issued by IBEX. The digital Certificate of Professional Competence is issued in a personal capacity and is proof that the participant has successfully completed the exam and has mastered the learning material tested through the exam.

### 2.2 Examination organization

The examination organization IBEX ensures the correct course of events with regard to the preparation, implementation and processing of the examinations and is responsible for the assessment, weighing and determination of the examination results. IBEX reserves the right to both develop and administer IEC 62443 exams. This makes IBEX the only examination organization for IEC 62443.

### 2.3 Examiner/supervisor

The person appointed by IBEX to direct and supervise the proper conduct of the exam. The examiner/supervisor monitors compliance with and implementation of the examination regulations and implementation requirements.

### 2.4 Invigilator

An invigilator is an assistant to the examiner/supervisor, appointed by IBEX. The invigilator must adhere to the instructions of the examiner/supervisor and must report to the examiner/supervisor in all cases and on all matters.

### 2.5 Candidate

Participant in the exam/re-examination.



### Article 3. Admission requirements

#### 3.1 Registration

The candidate who wants to take the IEC 62443 exam can register for the exam via the trainer. When registering, the personal data must be provided completely and correctly. When registering, the candidate agrees to the General Terms and Conditions and the IEC 62443 examination regulations of IBEX.

#### 3.2 Invitation

One week before the exam date, the candidate will receive an invitation from IBEX with the exam date, exam location and start time of the exam. Further instructions are also included in the invitation.

#### 3.3 Examination fees

The candidate or his employer must pay the exam fee due in accordance with the general terms and conditions of IBEX.

Refunds of the exam fee are not possible, unless there are compelling reasons for this, at the discretion of IBEX.

#### 3.4 Attendance

The candidate must be present in time before the start of the exam, in accordance with the instructions in the exam notice.

#### 3.5 Arrangements in case of absence/cancellation

To cancel participation in an IEC 62443 exam, the candidate must cancel directly with IBEX. The cancellation costs can be requested from IBEX.



#### Article 4. Location requirements

Below are the minimum requirements that must be met when conducting an exam. These requirements must be checked by the examiner before the exam.

The basic principle for administering the CBT exam is that the exam room has computer places in a well-arranged exam setup with sufficient space between the candidates and sufficient space between the screens or shielding by means of partitions and sufficient walking space for the exam official and for the candidates.

It is ensured that each candidate can take the exam individually and has sufficient space to take the exam undisturbed in peace. Candidates must not be able to have physical contact with each other.

##### 4.1 The following requirements apply to an exam room:

- Tables and chairs must be available, both for candidates and for the examiner/supervisor;
- Computer configuration that meets the requirements of IBEX;
- The location must be sufficiently quiet so that candidates are not distracted by noise or movements outside the examination room;
- The available equipment must have such a format and quality level that it cannot hinder the preparation of the exam;
- The location must be sufficiently lit;
- Sanitary facilities must be available on site.
- The location must be wheelchair accessible.

## Article 5. Examination administration

- 5.1** The exam is administered in accordance with the requirements of the exam regulations.
- 5.2** Each IEC 62443 exam is administered via computer (CBT) and consists of 70 closed questions.
- 5.3** Exams are used that have been included in the IEC 62443 item bank after approval by IBEX.
- 5.4** The time allowed for an IEC 62443 exam is a maximum of 90 minutes.
- 5.5** The candidate has passed the exam if at least 60% of the total number of points to be obtained has been achieved.
- 5.6** The following applies to each exam:
- Nothing may be left on the tables other than the candidate's computer and login details and the original ID;
  - Candidates are not allowed to bring refreshments into the exam room;
  - Candidates are not allowed to wear a cap/hat/beanie, etc. in the examination room;
  - Candidates may not wear earplugs or headphones;
  - Candidates must switch off their mobile phone and/or other communication equipment in the examination room.
  - If it appears during the exam that the candidate has not switched off the equipment, his/her exam will be declared invalid.
- 5.7** If the location deviates from the requirements of Article 4, the examiner must report this to IBEX as soon as possible. A suitable solution can then be found in consultation.
- 5.8** The examination moments are not public; besides the candidates, only persons designated by IBEX may be present at the examination. An exception applies to representatives of IBEX.
- 5.9** Candidates who are not on the list of participants for the exam are excluded from participation.
- 5.10** Candidates may not copy or copy exam questions or parts of exam questions onto paper.
- 5.11** The candidate must follow all instructions of the examiner.
- 5.12** The candidate must identify himself to the examiner prior to and during the exam. Identification is done upon presentation of a generally accepted and valid proof of identity. A generally accepted form of identification is a passport, a Dutch/European identity card, a residence document/foreigner's document or a driver's license. Candidates who cannot provide an original proof of identification will be excluded from participation in the exam.
- 5.13** The examiner must be independent of the candidate and have no interest in the outcome of the exam. If the exam shows that there is a relationship between the examiner and the candidate, the examiner must report this to IBEX. IBEX is trying to find a suitable solution for this. If no solution is found, the candidate will be proposed to another exam time.



- 5.14** The candidate who arrives late will be excluded from participation. Participation is only permitted in consultation with the examiner.
- 5.15** The candidate may not leave his/her place in the examination room during the examination without permission from the examiner. Leaving the exam room temporarily is not permitted, not even to visit the toilet.
- 5.16** When the candidate has answered all questions, he must indicate this to the examiner. The examiner concludes the exam. The candidate may then leave the examination room.
- 5.17** The examiner may not answer questions about the content of the exam during the exam.
- 5.18** If a candidate is guilty of any irregularity or fraud before or during the exam, the examiner is authorized to deny the candidate further participation in the exam. IBEX may, on the basis of an irregularity, declare the exam taken by the candidate invalid and exclude the candidate from participation in a subsequent exam for a certain period of time. Fraud is reported to the IBEX in all cases.
- 5.19** It is not permitted to violate the confidentiality of the assignments in any way. IBEX will monitor this and, in the event of non-compliance, claim damages and/or report the commission of a crime to the Public Prosecutor (Article 272 of the Criminal Code\*).
- 5.20** Attempts at fraud must be noted by the examiner in the report, stating the name of the candidate and the nature of the fraud.
- 5.21** Immediately after the exam, the examiner will draw up a report on the course of events during the exam.



## Article 6. Exam results

- 6.1** The candidate who successfully took the exam will receive the digital certificate IEC 62443 within 10 working days after the exam date. The data will also be included in the register from Hobéon Certificering B.V.
- 6.2** After a candidate has received the certificate, he or she must check whether his/her entry in the register is correct.
- 6.3** If the information is incorrect, the certificate holder will notify IBEX in writing within four weeks after sending the certificate. If the four weeks have expired, IBEX will charge the certificate holder an amount of €25 (excluding VAT) for a data change.
- 6.4** IBEX will provide an amended certificate containing the correct information within one month.
- 6.5** IBEX ensures that in the event of a data change, the correction is also made in the register.
- 6.6** The candidate can inspect the assessed exam work for which he obtained an insufficient result. To this end, he shall submit a written request for inspection to IBEX within 4 weeks after the result has been communicated.
- 6.7** If an unsatisfactory result has been obtained for the exam, the candidate can retake the exam.





## Article 7. Right of inspection

If a candidate has not passed his/her theory exam, he/she can inspect the exam papers no later than 4 weeks after written announcement of the final result.

**Only the candidate himself/herself can inspect the exam he/she has completed.** There is no right of inspection for candidates who have passed or for components for which the candidate has passed.

During the inspection, the candidate will only have access to his/her incorrectly answered questions.

Questions that have been answered correctly are not visible during the inspection.

If the candidate wishes to exercise the right of inspection, he/she must submit a request in advance to IBEX via e-mail. Within 2 weeks after the request has been received, a date will be determined on which the candidate can view his/her examination papers.

There are costs associated with the inspection (€75.00 excl. VAT). These costs must be paid prior to inspection.

The candidate must identify themselves with a valid ID upon inspection and may not make notes or recordings of the examination papers during inspection. Mobile telephones and other electronic equipment must be switched off during the inspection.

It is not permitted to violate the secrecy/confidentiality of the exam questions in any way while viewing them.

Questioning the assessment of the exam is not permitted on site. However, it is possible to submit a written request for review of assessment on site. This request will be handled in accordance with the examination regulations.

After inspection, the exam, including all materials provided for inspection, must be returned in its entirety.

If a candidate takes a re-examination pending the assessment of his/her revision request, the costs of that re-examination will be borne by the candidate, even if his/her revision request is declared well-founded.

If it appears that notes were made during the inspection on the documents presented for inspection, the full validity of the complete exam will immediately lapse.

IBEX will monitor this and, in the event of non-compliance, claim damages and/or report the commission of a crime to the Public Prosecutor (Article 272 of the Criminal Code).



## **Article 8. Complaints, objections and appeals regarding IEC 62443 exams**

### **8.1 Complaint about the course of the exam**

Candidates can submit a written complaint about the organization and conduct of the exam to IBEX up to two weeks after participating in the exam. The complaint must be substantiated and include a date and name of the complainant. Receipt of the complaint will be confirmed in writing no later than one week after receipt and will then be processed. Decisions in response to the complaint must be communicated to the complainant in writing no later than four weeks after receipt of the complaint.

### **8.2 Complaint about the content or assessment of the exam**

If a candidate does not agree with the content of exam questions or assignments, or the assessment of the exam, the candidate can draw up a “request for revision” about this. This can be done using the “request for revision” form, which is present at every exam and provided upon request. The “request for review” must contain a motivation for the request. A completed “request for revision” must be received by IBEX within 48 hours after the examination has been administered, or must be submitted within 10 working days after written announcement of the final result. Requests submitted too late will not be declared admissible unless the submitter can demonstrate that he/she is not at fault for exceeding the deadline. IBEX will assess whether the “request for review” meets the criteria mentioned above.

IBEX informs the candidate about the assessment within 14 days of receiving the request.

### **8.3 Objection and Appeal**

The candidate can appeal against the decision regarding the handling of his “request for review” within 14 days of the date of the final decision. This objection must be submitted in accordance with the Kiwa objection procedure.

## **Article 9. Final provisions**

**9.1** IBEX stores personal and exam data in accordance with the conditions of the General Data Protection Regulation for a maximum of 3 years after the exam has been administered.

**9.2** In special cases not provided for in these regulations, IBEX will decide.