



EXAMINATION REGULATIONS

IEC 62443

End-User
System Integrator & Vendor

IBEX International Business Exams

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Article 1. Scope and Validity

- 1.1 These Examination Regulations apply to the IEC 62443 examinations administered by the examination organisation IBEX.
- 1.2 These Examination Regulations have been established by IBEX.
- 1.3 The Regulations provide procedures relating to the preparation, administration and assessment of examination.
- 1.4 These Regulations are intended for use by IBEX, examination candidates and invigilators.
- 1.5 An examination shall only be considered valid if all requirements set out in these Examination Regulations have been met.
- 1.6 These Examination Regulations are available via IBEX (www.ibex.nl) and will be provided in writing upon request.

Article 2. Terms and Definitions

2.1 Certificate of Competence

A Certificate Competence (also referred to as a Personal Certificate) is issued by IBEX. The digital Certificate Competence is issued to an individual and serves as proof that the participant has successfully passed the examination or, in the case of renewal, has attended the required refresher training and demonstrated mastery of the assessed knowledge and skills.

2.2 Examination Organisation

IBEX is responsible for the proper preparation, administration and processing of exams and for the evaluation, weighting and determination of exam results. IBEX reserves the right to develop and administer IEC 62443 examinations and is therefore the sole examination organisation for IEC 62443 examinations.

2.3 Candidate

A participant in an (online) examination or re-examination.

2.4 Remote Proctored Examination

The examination is conducted using remote proctoring. During the examination, recordings are made of the candidate's webcam, microphone (audio) and computer screen. Following completion of the examination, the invigilator reviews these recordings to determine whether the examination was conducted in accordance with the applicable requirements.

2.5 Invigilator

A person appointed by IBEX to perform remote invigilation and to monitor compliance with these Examination Regulations and the applicable examination requirements.

Article 3. Admission Requirements

3.1 Registration

Candidates wishing to take an IEC 62443 exam may register through the training provider. Personal data must be submitted accurately and in full. By registering, candidates agree to the IBEX General Terms and Conditions and these Examination Regulations.

3.2 Examination Requirements

The exam is administered online under remote proctoring conditions. The review of the remote proctoring recordings takes place after the exam has been completed.

To participate in the exam, candidates must have access to a computer that meets the technical requirements of the examination platform. These requirements are provided by the training provider during the course, together with information regarding the three-week examination availability period. This information can also be obtained from IBEX.

3.3 Examination Invitation

During the course, candidates will receive examination information and an access code from the training provider. This information includes the examination URL, the examination availability period and any additional instructions.

3.4 Examination Fees

The candidate or the candidate's employer shall pay the applicable examination fee in accordance with the IBEX General Terms and Conditions. Examination fees are non-refundable unless IBEX determines that exceptional circumstances justify reimbursement.

3.5 Attendance

Candidates must complete the exam within the period specified during the course and in the examination information. The standard examination period is three weeks.

Article 4. Requirements for Proctored Examinations

4.1 Requirements for Remote (Proctored) Exams

The following requirements must be met in order to take a remote (proctored) exam:

- Prior to the exam, you must be able to present or upload a valid identification document in order for the examination to be considered valid;
- You must have access to a laptop or desktop computer equipped with a camera and microphone;
- You must have a stable internet connection with a minimum download and upload speed of 8 Mbps.

During the exam, recordings of your webcam, microphone and computer screen will be made and stored. These recordings will be used for examination monitoring and verification purposes.

The following items and resources may not be used during the examination (non-exhaustive list):

- A second screen or monitor;
- Other computer programs, applications or browser tabs;
- Course materials, books and notes;
- Electronic communication devices (such as smartphones, smartwatches and similar devices).

Article 5. Examination Administration

- 5.1 The examination shall be administered in accordance with these Examination Regulations.
- 5.2 Each IEC 62443 exam is conducted by means of Computer-Based Testing (CBT) and consists of 60 closed-ended questions.
- 5.3 Only exams that have been approved by IBEX and included in the IEC 62443 item bank may be used.
- 5.4 The maximum duration of an IEC 62443 examination is 90 minutes.
- 5.5 A candidate shall pass the examination if at least 70% of the total available points have been obtained.
- 5.6 The following requirements apply to every examination:
 - No items may be present on the desk other than the computer, the candidate's login credentials and the original identification document;
 - Candidates may not wear caps, hats, beanies or similar headwear during the examination;
 - Candidates may not use earbuds, earphones or headphones during the examination.
- 5.7 Candidates are not permitted to copy, write down or reproduce examination questions, or parts thereof, in any form.
- 5.8 Candidates must identify themselves before commencing the examination. Identification shall be provided by means of a valid and generally accepted identity document. Accepted identification documents include a passport, Dutch or European identity card, residence permit, foreign

national identity document, or driving licence.

Examinations will be declared invalid if the candidate is unable to present an original identification document.

- 5.9** Candidates may not leave their workstation during the examination. Temporary absence from the computer or laptop is not permitted, including for restroom visits.
- 5.10** If a candidate commits any irregularity or fraud before, during or after the exam, the Invigilator is authorised to invalidate the exam result.
- IBEX may declare the examination invalid and exclude the candidate from participation in future examinations for a specified period. All cases of fraud shall be reported to IBEX.
- 5.11** Any breach of the confidentiality of the examination materials is strictly prohibited. IBEX shall actively monitor compliance with this requirement. In the event of non-compliance, IBEX reserves the right to seek compensation for damages and/or initiate legal proceedings.

Article 6. Examination Results

- 6.1** Successful candidates shall receive the digital IEC 62443 Certificate from IBEX within ten working days following the examination date.
- 6.2** If any information on the certificate is incorrect, the certificate holder must notify IBEX in writing within four weeks after the certificate has been issued.
After the four-week period has expired, IBEX shall charge an administrative fee of €25.00 (excluding VAT) for any amendment to certificate details.
- 6.3** IBEX shall issue a corrected certificate containing the accurate information within one month.
- 6.4** Candidates who have obtained an unsuccessful examination result may request access to their assessed examination papers by submitting a written request to IBEX within four weeks after notification of the result.
The inspection procedure is described in Article 8 of these Examination Regulations.
- 6.5** Candidates who fail the examination may apply for a re-sit.

Article 7. Recertification

- 7.1** Applications for recertification shall be submitted through the training provider. Recertification shall be granted when, within six months after the expiration of the current certificate, the candidate has successfully completed an approved refresher training programme and is able to provide evidence thereof.
The effective date of the new certificate shall be the date on which the refresher training was completed.

Article 8. Right of Inspection

- 8.1** Candidates who have not passed their theory examination may inspect the examination documents up to four weeks after written notification of the final result.
- 8.2** **Only the candidate concerned is entitled to inspect their examination papers.** No right of inspection exists for candidates who have passed the examination, nor for examination components that have been passed successfully.
- 8.3** During the inspection, candidates shall only be permitted to review the questions answered incorrectly. Questions answered correctly will not be accessible during the inspection.
- 8.4** Candidates wishing to exercise their right of inspection must submit a request to IBEX by email. Within two weeks after receipt of the request, a date shall be arranged for the inspection of the examination papers.
- 8.5** A fee of €75.00 (excluding VAT) shall be payable for the inspection. The fee must be paid prior to the inspection appointment.
- 8.6** Candidates must identify themselves with a valid identity document during the inspection. No notes, photographs, recordings or copies may be made of the examination materials. Mobile phones and other electronic devices must be switched off during the inspection.
- 8.7** It is strictly prohibited to violate the confidentiality of the examination questions in any manner during the inspection.
- 8.8** Discussion of the examination assessment during the inspection is not permitted. However, candidates may submit a written Request for Reconsideration during the inspection. Such requests shall be processed in accordance with these Examination Regulations
- 8.9** Following completion of the inspection, all examination papers and materials made available for inspection shall be returned in full.
- 8.10** If a candidate takes a re-sit while awaiting the outcome of a Request for Reconsideration, the costs of that re-sit shall remain payable by the candidate, even if the Request for Reconsideration is subsequently upheld.
- 8.11** If it is established that notes have been made on any documents provided for inspection, the validity of the entire examination shall immediately lapse.
- 8.12** IBEX shall actively monitor compliance with these provisions. In the event of non-compliance, IBEX reserves the right to seek compensation for damages and/or initiate legal proceedings.

Article 9. Complaints, Objections and Appeals Relating to IEC 62443 Examinations

9.1 Complaint Regarding the Conduct of the Examination

Candidates may submit a written complaint regarding the organisation or conduct of the examination no later than two weeks after participation.

The complaint must be substantiated and include the complainant's name and the date of submission.

Receipt of the complaint shall be acknowledged in writing within one week, after which the complaint shall be investigated.

A decision regarding the complaint shall be communicated to the complainant in writing within four weeks after receipt of the complaint

9.2 Complaint Regarding Examination Content or Assessment

If a candidate disagrees with the content of exam questions or assignments, or with the assessment of the examination, the candidate may submit a Request for Reconsideration.

The Request for Reconsideration form is available via the [IBEX website](#) or upon request.

The request must include a clear justification.

A completed Request for Review must be received by IBEX within 48 hours of the examination or within ten working days after written notification of the final result.

Late requests shall be declared inadmissible unless the candidate demonstrates that the delay was beyond their control.

IBEX shall assess whether the Request for Review meets the applicable requirements and shall inform the candidate of its decision within fourteen days after receipt of the request.

9.3 Objection and Appeal

Candidates may lodge an appeal against the outcome of their Request for Review within fourteen days after the date of the final decision.

Such appeals shall be submitted in accordance with the applicable Kiwa objection and appeals procedure.

Article 10. Final Provisions

10.1 IBEX stores and processes personal and examination data in accordance with the requirements of the General Data Protection Regulation (GDPR). Please also refer to the applicable [privacy statement](#).

10.2 In exceptional cases not provided for in these Examination Regulations, IBEX shall decide.