

## CBA EDUCA - FOREIGN LANGUAGE EXAMS

The exam with the translation into a foreign language means the exam held in accordance with all the rules of procedure stipulated in the CBA Educa Exam Rules, during which a unique test is generated on-line from the official set of exam questions in the Czech language (as it is set forth by the legislation). **The participant will be provided by another electronic device (tablet) on which the already generated test will be available in a chosen foreign language.** The participant can use either of the devices to fill in the test, and according to the CBA Educa Exam Rules the test will be ended either

- 1) by the participant itself by pressing the SEND button on the screen if the test is complete (i.e. all the answers in the test on one of the devices are filled in by the participant), or
- 2) automatically by expiration of the time limit (counted from the test generation on the first electronic device)

**The foreign language version of the test is just a helping tool for the participant, as the exam needs to be held in the Czech language.** Therefore, the participant cannot appeal against the test result only on the basis of translation issues, such as misunderstanding, deficiency, or any other problems that may be caused by the provided auto-translation of the exam questions (translation by the machine), or any other translation provided by the supervisor during the exam or information in foreign language that are available on the CBA webpage.

## EXCERPT FROM THE CBA EDUCA EXAM RULES

### Rules of procedure during the Exam

The participant acknowledged and agreed with the provisions of the CBA Educa Exam Rules.

The exam is supervised by the supervisor, whose **instructions the participant is required to follow.**

### *Attendance*

The participant **is obliged to come to the exam on the date and in specific time punctually, provide the supervisor with his/her valid identity card, and sign the attendance list.**

### *Beginning and assessment of the exam test*

The test is done electronically.

After the exam has begun, **participants enter the test code they received upon their coming to the exam on the electronic device according to the instruction of the supervisor. By doing so,**

**the CBA Educa system will generate a unique test** corresponding to the type of exam to which the participant is enrolled. Each test is generated individually for each participant.

**By starting the test, the timer is activated.** The number of questions, their composition, the way they are assessed and the duration of the test depend on the type of exam and correspond to the requirements set by the Czech National Bank Regulation and any other methodical instructions issued by the Czech National Bank in this regard.

The participant may respond to the test questions in any order, and may change his/her responses until the time limit expires.

**Before the time limit expires, the test may be ended by the participant upon its completion (i.e. all the answers in the test need to be filled in by the participant on the relevant electronic device), or the test ends automatically when the time limit expires.** When the participant ends the test, he/she is required to leave the exam room in silence.

The test is automatically assessed by the CBA Educa system. The participant is able to see the result immediately after he/she ended the test, however this result is for his/her information only and is not legally binding.

When approved by the Exam Committee the official information about the test result is sent to the participant to his/her e-mail address given in the application form. The successful participant will also receive a certificate issued in accordance with the legal requirements. Each certificate contains a unique identifier and a QR code that can be used to verify its authenticity.

All the test results and issued certificates for all types of exams are available to the participant in the CBA Educa system under his/her user access.

The participant who disagrees with the official result of the exam may appeal. The appeal shall be submitted in electronic form within 5 (five) calendar days from the date of the exam in accordance with the CBA Educa Exam Rules.

The exam can be remotely monitored by members of the Exam Committee via a CCTV system.

### *Serious violation of rules during the exam*

The following shall be deemed as a **serious violation of the rules**:

- using of prohibited devices or tools (notes, books, tablets, mobile phones, etc.)
- communicating with another participant, peeping into test of another participant, showing the test to another participant, providing advice or assistance to another participant concerning the test questions

**The supervisor is obliged to expel the participant from the exam immediately when a serious violation of the rules occurs.** The participant is then required to leave the room in silence immediately.

### *Additional rules during the exam*

During the exam the participant **must not**:

- make a phone call or otherwise use a mobile phone
- record a video or audio record
- use headphones or other technical or communication devices
- arbitrarily leave the room if he/she did not completed the test (i.e. ended it by him/herself before the time limit expiration, or ended automatically by time limit expiration)
- move from place to place
- communicate with other participants
- disturb other participants

During the exam the participant **must**:

- turn off his/her mobile phone or other electronic device and keep it out of reach
- keep silence
- follow the supervisor's instruction
- observe the rules set in the CBA Educa Exam Rules and in these Rules of procedure

**In case of violation of these rules, the supervisor is obliged first to warn the participant, and in case of repeated violation of the rules the supervisor is entitled to expel the participant from the exam.** The participant is then required to leave the room in silence immediately.

During the exam and until his/her test is completed the participant can only leave the exam room in urgent cases with the supervisor's approval. If an exceptional leave takes place and exceeds the common time limit expected for a necessary visit to the toilet etc., or if any other unexpected events take place during the exam, the event will be noted the official exam record.

## Rules of procedure for the Foreign Language Exams

The participant to the exam with the translation into a foreign language agrees to and is aware of the following:

- 1) the only legally recognized language of the exam is the Czech language;
- 2) the only legally recognized version of exam questions is the valid set of exam questions issued by the Czech National Bank in the Czech language;
- 3) any translation into a foreign language provided by the organizer (CBA) in whatever form, including the on-line translation services (via machine), cannot be recognized as the official language in which the exam is held;
- 4) any translation that the participant can use during the exam is prepared at his/her request and at his/her own risk and will only serve as his/her helping tool for the exam held in the Czech language;
- (5) the organizer (CBA) together with the operator (Logosinfo CR) shall provide the technical, administrative and organizational support in order to enable the participant to use the translation into a foreign language;
- (6) neither, the organizer, nor the operator may be held responsible for any translation ambiguity, defect or inconsistency, or any damage that might be caused by such ambiguity, defect or inconsistency to the participant or his/her partner or employer;
- (7) the participant is not entitled to appeal against the exam result only on the basis of ambiguities, defects or inconsistencies, or any other deficiencies in the translation of the questions or their choice of answers;
- (8) all the rules set by the applicable legislation, including the time limits according to the type of exam, needs to be applied to his/her exam with the translation into a foreign language with no exception and alteration;
- 9) all rules set forth by the CBA Educa Exam Rules, including the Rules of procedure during the exam, needs to be applied to his/her exam with the translation into a foreign language with no exception and alteration;
- 10) by enrolling for the exam with the translation into a foreign language, and signing the attendance list on the exam, the participant acknowledges and agrees to all the rules, and is obliged to observe the rules, and neither the organizer, nor the operator can be held responsible for any misunderstanding, or any damage caused by the fact that all official communication during the exam must be carried out in the Czech language.

## Rules of procedure for the Appeal

(1) All test results and the issued certificates are available to the participant in the CBA Educa system under his/her user access. The full version of the participant's test is kept in the CBA Educa system, i.e. questions with choices of answers, and all answers chosen by the participant, everything in the order as it had been generated for the exam, with marked correct answers and assessment of the participant's test. This also applies to the participant to the exam with the translation into a foreign language, for whom both language versions are kept in the CBA Educa system.

(2) If the participant does not agree with the result of the exam notified to him in accordance with the CBA Educa Exam Rules, he/she may appeal.

(3) The participant shall submit his/her appeal in an electronic form published on the website [www.cbaeduca.cz](http://www.cbaeduca.cz), where a detailed procedure for submitting an appeal is described.

(4) The appeal must be submitted within 5 (five) calendar days from the date of the exam. Any appeal submitted after that time limit will be disregarded.

(5) A three-member Appeal Committee shall be appointed by the Executive Director of the CBA to deal with the appeal. Members of the Appeal Committee are selected from the Board of Committee Members, and none of them shall be the previous member of the Exam Committee of the the given exam.

(6) The Appeal Committee shall decide by majority vote. The Appeal Committee decides without undue delay, no later than 15 (fifteen) calendar days after the appeal has been submitted in accordance with the CBA Educa Exam Rules. The participant is informed of the decision of the Appeal Committee via e-mail without undue delay.

(7) A decision of the Appeal Committee shall contain:

- names of members of the Appeals Committee
- the result of their vote
- explanation or justification
- signatures of all members of the Appeal Committee

(8) The decision of the Appeal Committee is final.

(9) The submitted appeal and the decision of the Appeal Committee shall be attached to the official record of given exam and archived together by the organizer.