Incompany Exam Theory

PBNA is happy to visit the desired location to administer the exam, we refer to this as an incompany exam.

This guide focuses on theoretical exams. We conduct incompany theory exams via CBT (Computer Based Testing). The candidate takes the exam on a tablet or small laptop and sees the preliminary result immediately after the exam. We use our mobile CBT set, which our exam leader brings to the exam. It is important that the room is on the ground floor or accessible by elevator. If the room is more difficult to access, this should be indicated when requesting the exam.

Our mobile CBT sets are suitable for 20 candidates taking the exam simultaneously. We work with a maximum of two sets at the same time and can thus administer the exam to 40 candidates during one session. Multiple sessions in one day? That is possible, just ensure that there is at least 15 minutes and a maximum of 45 minutes between the end time of one exam and the start time of the next. Additional costs are associated with these follow-up sessions.

Organization of an Incompany Exam

The Client:
- Requests the desired type of exam and provides the correct candidate details to PBNA in a timely manner.
- Verifies the registrations and invites the participants, ensuring candidates are present at the exam room at least 15 minutes before the start of the exam with a valid ID.
- Sets up the exam room according to the requirements. Prefer to discuss the room setup? Feel free to send us a photo of the room or contact us!
- Provides a fixed internet connection, if available.
- Ensures the accessibility of the location and provides a contact person for the location.

PBNA:
- Confirms the requested exam and registrations via email to the client.
- Ensures the presence of one or more exam leaders on the desired date, time, and location.
- Provides the mobile CBT sets.
- Administers the CBT exam according to the applicable regulations.
- Processes the exam dossier.
- Communicates the final result to the client.

Internet Connection in the Exam Room

Theory exams are conducted with tablets/small laptops via CBT. A good internet connection is required to administer the exam without interruptions. Without an internet connection, exams cannot be administered. It is not possible to switch to another method of examination if there is no (good) internet connection. Therefore, we request an available fixed internet connection in the room. A fixed internet connection is not mandatory; we will then use our own mobile network. A mobile data connection can be unstable, and PBNA cannot guarantee this, we refer to our General Terms and Conditions.

Candidate Information

For quick and correct handling of the exam, the following candidate details must be provided at least three working days before the exam:

- Last name (only birth or maiden name), prefixes (in full), and initials
- Date of birth

Check our website for a sample candidate list in Excel. Access to our company portal allows candidates to be registered for the desired exam via the portal. Need help or access to our company portal? Feel free to contact us!

Identification

Candidates must show a valid original ID to the exam leader immediately before the exam. Check the relevant regulations for the exam for the accepted ID's. Candidates without a valid original ID cannot participate in the exam and will be registered as 'absent'. Copies or documents of loss or report are never valid as identification.

The (Preliminary) Result

After the exam, the candidate immediately sees a preliminary result. The candidate takes the exam on a tablet or small laptop and sees the preliminary result immediately after the exam. Once the result is finalized, the client receives the result via email. Candidates can then consult the official result through PBNA's diploma register. Where candidates can download their digital card and digital diploma.

Changes, Cancellations, Additions

For the deadlines for changing, canceling, or adding an exam, we refer to our General Terms and Conditions.

We always invoice the number of present candidates at the exam, with a minimum of 8 candidates.

Exam Location Requirements

For an incompany theory exam, the following requirements have been established. See Appendix 1 for an example exam setup. PBNA reserves the right to reject a location if it does not meet the requirements.

- The room must be on the ground floor or accessible by elevator. If it is not accessible for people with disabilities, this should be indicated when requesting the exam.
- The room must be ready at least 30 minutes before the start of the exam.
- The exam leader needs approximately 30 minutes to prepare a CBT exam in the room and must have access to the room.
- The room must not have any other function during the exam.
- No posters, flip charts, etc., that could provide hints for answering exam questions should be present in the room.
- The room must be sufficiently lit, heated, and quiet, and must comply with legal safety regulations.
- Having a fixed internet connection is highly desirable. If not available, we will use our mobile network.
- The minimum workspace for each candidate is 50 x 70 centimeters, including space for the necessary equipment for the CBT exam. If candidates sit next to each other, there must be 150 centimeters measured from the center of the screens. If there is less than 150 centimeters of space, a partition is required.
- The setup should ensure that candidates cannot read each other's screens.
- The exam leader must have a clear view of all candidates and screens. A partition must not obstruct this view.
- There must be at least 75 cm of walking space between tables for the exam leader. This allows the exam leader to reach candidates without causing disturbance.
- The exam leader must have a table and chair in the exam room. If there is an observer or supervisor, they must also have a table and chair.
- The setup should allow candidates who have finished the exam to leave the room quietly without disturbing others.

General Regulations:
- Candidates will be assigned to a seat by the exam leader.
- Only the candidate's valid ID and items provided by the exam leader are allowed on the tables.
- The exam leader primarily supervises, performs identity checks, and verifies login details. The exam leader can assist candidates with starting and finishing the exam, only if necessary.
- Coats, bags, and other outerwear are not allowed in the exam room. If the location does not have storage facilities, these items must be handed over to the exam leader until the end of the exam*.
- Mobile communication devices** are not allowed in the exam room. If there is no storage space available, these devices must be turned off and handed over to the exam leader until the end of the exam*.
  *PBNA takes no responsibility for items handed over for safekeeping.
  ** Any portable wireless telecommunication device that can transmit and/or receive voice, video, or computer data.

Appendix 1: Exam Setup Example