

## Examination Regulations for Remote Exams version 1.0.

### DEFINITIONS

All phrases indicated below that can be found in the Regulations shall have the following meanings:

<b>Exam Centre</b>	An organisational unit within the SJSI whose sole purpose is to organise Exams.
<b>Examiner (Proctor)</b>	The person representing the Exam Centre who is responsible for the conduct of the Remote Exam (online).
<b>Remote Exam</b>	An Exam that can be taken by any private individual of legal age who enters into an agreement with the SJSI to take the Exam through the Website. The Exam shall be conducted remotely, in electronic form, and the Exam shall be supervised by the Examiner (Proctor). The Exam, as well as the period of approximately 15 minutes preceding the Exam, shall be recorded in the form of an audio-video recording from the Exam Participant's equipment (computer camera and microphone and telephone camera).
<b>IREB®</b>	The International Requirements Engineering Board.
<b>ISTQB®</b> Board.	The International Software Testing Qualification Board.
<b>Consumer</b>	A private individual who makes a legal transaction with a trader which is not directly connected with his/her commercial or professional activity.
<b>Website</b>	A website hosted at <a href="https://exam-rejestracja.sjsi.org/">https://exam-rejestracja.sjsi.org/</a> that allows you to register for the Remote Exam.
<b>SJSI</b>	The Polish Testing Board (Stowarzyszenie Jakości Systemów Informatycznych) based in Warsaw (00-680) at 16 Poznańska Street, apt. 4, entered in the Register of Associations, other social organisations, and public healthcare entities maintained the District Court for the capital city of Warsaw in Warsaw, Division XII Commercial of the National Court Register, under the number KRS 0000175199, with the tax identification number (NIP): 5272426649 and the statistical identification number (REGON): 015596805.
<b>Exam Participant</b>	A person taking the Exam.

## I General provisions

### Article 1

1. These Regulations set out the rules for the conduct of the ISTQB® and IREB® Remote Exams by the Exam Centre operating within the SJSI.
2. The provisions of these Regulations shall apply only to the Remote Exams. Onsite Exams are organised in accordance with the provisions of separate regulations.
3. Ordering participation in the Remote Exams organised by the SJSI shall only be possible for individuals via the Website.

### Article 2

1. The Remote Exams organised by the Exam Centre are designed to test your mastery of software testing or requirements engineering, appropriate to the type and level of the Exam, whose guidelines have been widely adopted by the organisations: ISTQB® and IREB®.
2. The Remote Exams shall take place in the form prescribed for the type and level of the Exam (single-choice or multiple-choice format).
3. The Remote Exams shall be conducted by the Examiners who are appropriately qualified.

## II Forms and types of Exams offered by the SJSI

### Article 3

#### Remote Exams

1. The SJSI shall organise the Remote Exams periodically as part of its business activities. Information about the fixed date of the Exam shall be announced each time in the Exam schedule available on the Website.
2. The Remote Exam (online) can be taken by any private individual aged 18 or over who shall order participation in the Remote Exam using the functionalities of the Website.
3. The Remote Exam price shall be displayed each time on the Website next to a given Exam.
4. The Remote Exam shall be organised only on the dates and times indicated in the SJSI Exam schedule.
5. Ordering participation in the Exam shall be tantamount to accepting these Regulations and the Regulations for the provision of electronic services.
6. Certain Exams organised by the SJSI may be taken only after obtaining a lower level certificate. In this case, a scan of your lower level certificate must be provided to the SJSI when ordering the Exam. Until such scan of the lower level certificate has been submitted, the SJSI shall not issue a certificate to the Participant confirming that he/she has passed the higher level Exam.
7. The Remote Exams shall be conducted in electronic form only, without the simultaneous presence of the Exam Participant and the Examiner at the same location. In order to participate in the Remote Exam, it is necessary for the Exam Participant to have the appropriate electronic devices, software and Internet

connection. Detailed requirements for the devices, software and Internet connection parameters are described in Appendix 2 of these Regulations.

#### Article 4

The types of the Remote Exams organised by the Exam Centre are described in Appendix 5 to these Regulations, which is a separate document.

#### Article 5

##### Activities to be carried out before the start of the Remote Exam

1. Before taking the Remote Exam, the Exam Participant shall be required to carry out a test on their own to verify that the equipment (computer), software and Internet connection held by the Participant meet the technical requirements specified in Appendix 2.
2. The Exam Participant shall receive a link to the website where the verification test can be carried out together with the e-mail confirming registration for the Remote Exam.
3. In order to take the Remote Exam, the Participant must obtain verification of the device and Internet connection used by the Participant to take the Remote Exam. **The Participant shall be required to take the verification test no later than 48 hours before the start date of the Remote Exam.**
4. The Exam Participant shall be notified of the result of the verification test each time. If the verification test result is positive, the Exam Participant should take the Remote Exam using the same device and Internet connection (on which the test result was positive) and should not make any changes to their configuration during the period from the start of the verification test until the end of the Exam.
5. If the verification test is completed with a negative result, it shall mean that the Participant's device or the software installed on it or the Internet connection does not meet the requirements referred to in Appendix 2. In this case, the Exam Participant shall be entitled to take another verification test (taking into account the time limit specified in par. 3), e.g. using a different device or Internet connection. In case of a positive result of the verification test, the Exam Participant should take the Remote Exam using the same device and Internet connection (on which he/she obtained a positive result of the test) and should not make any changes to their configuration during the period from the start of the verification test until the end of the Exam.
6. If the Exam Participant does not obtain a positive test result as a result of successive verification tests, the Agreement for participation in the Remote Exam shall be automatically terminated upon the expiry of the test period specified in par. 3 above. The reasons for termination of the Agreement in this manner shall be reasons relating to the Exam Participant that prevent him/her from taking the Remote Exam. As a result of terminating the Agreement for participation in the Exam the SJSI shall refund the Exam Participant the Exam price paid by the Exam Participant. The price shall be refunded at the choice of the Exam Participant by transfer to a bank account or by issuing a Voucher (the value of which shall correspond to the paid Exam price). The obtained Voucher can be used by the Exam Participant to pay the price for participation in another Exam, e.g. an onsite Exam.
7. Should the Exam Participant fail to complete the verification test within the timeframe specified in par. 3, the Agreement for participation in the Remote Exam shall not be enforceable through the fault of the Exam Participant, which shall be equivalent to failing to appear for the Remote Exam and consequently receiving a negative score for the Remote Exam. If the Exam Participant has failed the

- verification test, he/she shall be entitled to apply to the Organiser in accordance with the procedure set out in Appendix 3 in order to set a new date for the Remote Exam.
8. If the Exam Participant has any questions or concerns, he/she should contact the SJSI office at the email address provided: [egzaminy@sjsi.org](mailto:egzaminy@sjsi.org).
  9. You must be on time for the Remote Exam at the appointed time. In the event of a fortuitous situation that makes it impossible to be on time for the Exam, the Exam Centre should be contacted immediately by e-mail. The rules and fees related to rescheduling the Exam for the Exam Participant are described in Appendix 3 to these Regulations.
  10. In the case of the Remote Exam, the SJSI shall provide each Exam Participant with a link to open the Exam application (the application shall open in a web browser). After opening the Exam application, the Exam Participant shall have the option to complete the Exam test. The Exam Participant then shall solve the test by answering the Exam questions that appear. Next to each question, there shall be an instruction indicating how to mark the answer to a given question.
  11. Each Exam Participant shall be required to carry a current photo identification document (ID card or passport only) with them during the Remote Exam and to show it to the Examiner when verifying the Exam Participant's identity. **Please be informed that the documents included in the mObywatel application are not a substitute for an identity card and therefore shall not be honoured by the Examiner.**
  12. The Examiner may not allow the Exam Participant to take the Exam if:
    - a) it is not possible to confirm the identity of the Exam Participant e.g. due to a refusal to show the identity document or the document illegibility.The above circumstances shall be recorded in the Exam protocol. In such a case the Exam shall be considered as having been completed with a negative result.

## Article 6

### Conduct of the Exam

1. The Exam shall be divided into 2 parts:
  - 1.1. **Identity verification**
    - a) Upon accessing the ProctorExam platform (via a link sent to the Exam Participant prior to the Remote Exam), the Exam Participant shall be asked to grant the ProctorExam platform access to the screen of the device (computer) with which the Exam Participant shall take the Remote Exam, as well as to the microphone and camera on this device. The granting of the aforementioned accesses shall be necessary to conduct the Remote Exam. The granted accesses shall be automatically deactivated at the end of the Remote Exam.
    - b) The Exam Participant shall then be asked to take a photograph of his/her face and photo ID (ID card, passport) using the camera on the device on which the Exam shall be conducted, in order to verify the Exam Participant's identity. **The SJSI recommends that when presenting the ID card or passport to the camera, any information other than name, photo and PESEL number should be obscured on the documents.**
    - c) In the next step, the Exam Participant shall be asked to launch the ProctorExam app on the mobile device equipped with the camera to present the room in which the Exam Participant shall be at the time of the Exam, as well as the desk and the environment of the device on which the Remote Exam shall be taken.
    - d) In the final step, the Exam Participant shall be asked to position the mobile device in the appropriate place (according to the instructions presented on the screen).

Duration: approximately 15 minutes.

**The duration of this part shall not be included in the time allocated for the Exam test.**

## **1.2. Conducting the Exam test in the language version chosen by the Exam Participant**

- 1.2.1. After successful verification of identity, the Exam Participant shall be provided with a link to start the Exam application used to take the Exam test.
- 1.2.2. Before the start of the Exam, the Exam Participant shall be presented with an extract from these Regulations and instructions on how to use the Exam application (these shall also be available during the Exam).
- 1.2.3. The Exam time shall be counted from the start of the Exam in the Exam application.
- 1.2.4. The Exam session (revision and Exam test) shall be supervised by the Examiner at all times. The Examiner at all times during the Remote Exam shall:
  - a) see the camera images of the devices used to participate in the Remote Exam,
  - b) see the screen of the device/computer used to participate in the Remote Exam,
  - c) hear the sounds recorded by the microphones on the Exam Participant's devices with which the Participant shall be taking the Remote Exam.
- 1.2.5. Each Exam Participant shall be required to solve the Exam tasks independently.
- 1.2.6. During the Remote Exam, the Exam Participant may not ask the Examiner questions concerning the content of the Exam questions. If the Exam Participant asks the Examiner a question concerning the content of the Exam questions, the Examiner shall not answer the question asked.
- 1.2.7. **The Exam Participants are strictly prohibited from copying or distributing the Exam questions.** It shall be strictly prohibited to use any teaching aids (books, notes, etc.) during the Exam.
- 1.2.8. During the Exam the use of any electronic devices enabling data transmission (phones, computers, tablets, smartwatches, etc.) shall be strictly prohibited, with the exception of the devices used by the Exam Participant to complete the Exam remotely.
- 1.2.9. During the Remote Exam, it shall be forbidden to eat any food.
- 1.2.10. During the Remote Exam, it shall be forbidden to leave the Exam station or to leave the room where the Remote Exam takes place (i.e. the place approved by the Examiner where the Exam Participant started taking the Remote Exam). Violation of this prohibition shall result in the immediate termination of the Remote Exam, and the result of the Exam shall be determined based on answers to questions solved by the Exam Participant up to the point where the Exam Participant left the station or room where the Exam Participant started taking the Remote Exam.
- 1.2.11. The Exam Participants may take notes:
  - a) in the Notebook available in the Exam application,
  - b) on a dry-erase board (provided that it is shown in advance to the Examiner to confirm that there are no notes etc. on it). Notes made by the Exam Participants during the Remote Exam shall not be read or assessed.
- 1.2.12. At the end of the Exam, the Exam Participant must permanently erase any notes made on the dry-erase board and present a clean board to the camera allowing the Examiner to verify the removal of any notes.
- 1.2.13. The Examiner may refuse to admit to the Remote Exam or exclude from the Remote Exam any Exam Participant who fails to comply with the rules described in **Article 6** par. 1.2. of these Regulations.

- 1.2.14. Exclusion from the Exam shall be tantamount to receiving a negative result in the Exam. The reasons and time of exclusion from the Exam shall be entered in the Exam record.

## Article 7

### Completion of the Exam

1. Once the Exam test has been completed, the Exam Participant shall be presented with the Exam result on the computer screen. After learning the Exam result, the Exam Participant should log out of the Exam application and then close the Exam session.
2. Once the time allocated for solving the test in electronic form has expired, the Exam application shall block the possibility of any editing of the Exam sheet and inform the Exam Participant that the Exam has ended.

## Article 8

### Exam results

The results of the Remote Exam shall be displayed to the Exam Participant upon completion of the Exam on the computer screen and shall be additionally sent to the e-mail address indicated by him/her on the Remote Exam registration form within 10 days of the Exam date.

## Article 9

### Teaching aids

1. The SJSI shall make available on its website: <http://sjsi.org/ist-qb/do-pobrania/> and <https://sjsi.org/ireb-do-pobrania/> teaching aids that are useful for proper preparation for participation in the Exam such as: syllabuses, dictionaries, sample Exam questions for different types and levels of Exams.
2. The aforementioned teaching aids are the only materials publicly available and have been approved in consultation with the respective organisations, i.e. ISTQB® and IREB®.
3. The teaching aids indicated above may not be used by the Exam Participants while taking the Exams.
4. All teaching aids provided by the SJSI are subject to the protection provided in the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
5. The SJSI is the owner or licensee of all content (photos, texts, video, music, etc.) placed on the website available under the domain <http://sjsi.org/ist-qb/do-pobrania/> and <https://sjsi.org/ireb-do-pobrania/>.
6. The Exam Participants and other users of the Internet may not use the content of the website accessible under the domain <http://sjsi.org/ist-qb/do-pobrania/> and <https://sjsi.org/ireb-do-pobrania/> without the consent of the SJSI or the owner of the published materials.

## Article 10

### Complaints

1. The Exam Participant shall be entitled to lodge a complaint to the Exam Centre regarding the conduct of the Exam and its result. The complaint should be made in writing.
2. The complaint must be justified as accurately and precisely as possible.
3. The Exam Centre shall consider any complaint within 14 days from the date of its receipt. The Exam Centre shall immediately notify the Exam Participant who lodged the complaint of the outcome of the complaint procedure.
4. The SJSI does not provide for the use of out-of-court means of dealing with consumer disputes.

## **Article 11**

### **Archiving**

1. The SJSI shall archive all electronically completed Exam sheets and mark sheets for a period of six years from the date of completion of the Remote Exam.
2. During the Remote Exam, the SJSI shall record:
  - a) images from the video cameras on the Exam Participant's equipment (with which the Remote Exam is taken),
  - b) the sound transmitted by the microphones on the Exam Participant's equipment (with which the Remote Exam is taken),
  - c) the computer screen (on which the Remote Exam is taken).SJSI shall, within 24 hours of the end of the Remote Exam, permanently delete all the above records, including video recordings and photographs taken during the Remote Exam.
3. The Exam Centre shall allow the Exam Participant to inspect the archived Exam sheet in person - in paper form only.
4. The Exam sheet can be viewed only at the Exam Centre premises, without the use of electronic devices (laptop, tablet) - only in paper form.
5. The Exam Participant interested in inspecting his/her own Exam sheet shall be obliged to send such information to the following address: [egzaminy@sjsi.org](mailto:egzaminy@sjsi.org).
6. Before presenting the Exam sheet to the Exam Participant, the Exam Participant must present a photo identification document (identity card or passport) to an authorised employee of the Exam Centre in order to confirm his/her identity.
7. The Exam Participant reviewing the Exam sheet and mark sheet shall be allowed a maximum of 1 clock hour. When reading the Exam sheet, it shall be prohibited to copy the Exam sheet and questions contained therein.
8. The Exam Centre may refuse to review Exam questions to a person who does not present an identity document.

## **Article 12**

### **Delivery of certificates**

1. Individuals who successfully complete the Remote Exam shall be issued with the appropriate certificates by the SJSI confirming that they have achieved tester or requirements engineer qualifications at the relevant level.
2. Certificates shall be delivered by courier (hard copy certificates) or electronically (PDF certificates) by sending them by email to the address indicated by the Exam Participant.
3. Should you choose to send the certificate by courier:
  - the maximum time for delivery of the certificate shall be 35 days from the date of receipt of the Exam results by the Exam Participant,
  - the Exam Participant shall receive an e-mail notification when the certificate is sent by the SJSI,

- if the parcel sent by courier is not received, the SJSI may resend the certificate only at the cost of the Exam Participant according to the price list indicated on: <http://sjsi.org/oplaty-egzaminacyjne/> and <https://sjsi.org/oplaty-egzaminacyjne-ireb/>,
  - if the SJSI needs to deliver the certificate outside the country, the Exam Participant shall be required to pay an additional fee in accordance with the price list on <http://sjsi.org/oplaty-egzaminacyjne/> and <https://sjsi.org/oplaty-egzaminacyjne-ireb/>. In the situation where the parcel sent out of the country is not collected from the courier, each subsequent sending by the SJSI out of the country shall require the payment of a fee in accordance with the price list available at: <http://sjsi.org/oplaty-egzaminacyjne/> and <https://sjsi.org/oplaty-egzaminacyjne-ireb/>.
4. The ISTQB® Certificate (irrespective of the language version chosen by the Exam Participant) shall be sent in two language versions: Polish and English. The IREB® Certificate shall only be sent in the English language version.
  5. The SJSI shall allow you to collect the certificate in person (by appointment and by showing an identity document) at the Exam Centre, i.e. in the TIMES Building at 1 Kazimierza Wielkiego Street in Wrocław from Monday to Friday during office hours, i.e. from 9.00 to 17.00.

## **IV Final provisions**

### **Article 13**

1. The Regulations are made available electronically on the SJSI website.
2. The Regulations are part of the agreement concluded between the SJSI and the Exam Participant.
3. Personal data of the Exam Participants shall be processed by the SJSI in accordance with generally applicable regulations, including the provisions of the GDPR and the provisions of the Act of 10 May 2018 on personal data protection. Detailed information on the processing of personal data of the Exam Participants is contained in the information on the processing of personal data, which is attached as Appendix 1 to these Regulations.
4. Any disputes arising between any Exam Participant who is a Consumer and the SJSI shall be settled by a court of competent jurisdiction in accordance with the Code of Civil Procedure.
5. The SJSI reserves the right to amend these Regulations, in particular in the event that such amendment is dictated by a change in the applicable legal order. Amendments to the Regulations shall be effective within the timeframe determined by the SJSI, but no shorter than 14 days from the time the new content of the Regulations is determined. Amendments to the Regulations shall not apply to agreements entered into during the validity of the previous version of the Regulations.



## **APPENDIX 1 to the Examination Regulations**

### **INFORMATION ON PERSONAL DATA PROCESSING**

#### **Who is the Controller of personal data?**

The Controller of personal data is the Polish Testing Board (Stowarzyszenie Jakości Systemów Informatycznych) based in Warsaw (00-680) at 16 Poznańska Street, apt. 4, entered in the Register of Associations, other social organisations, and public healthcare entities maintained the District Court for the capital city of Warsaw in Warsaw, Division XII Commercial of the National Court Register, under the number KRS 0000175199, with the tax identification number (NIP): 5272426649 and the statistical identification number (REGON): 015596805, further referred to as the "Association".

#### **Data Protection Officer**

The Association has not appointed a Data Protection Officer.

#### **How to contact the Controller?**

In matters concerning the processing of personal data by the Controller, the SJSI requests that you contact us in writing and address your correspondence to the SJSI office in Wrocław located at 1 Kazimierza Wielkiego Street, 50-077 Wrocław.

It is also possible to contact us via e-mail, in which case messages should be addressed to: [rodo@sjsi.org](mailto:rodo@sjsi.org).

#### **What personal data can the Association process?**

The Controller may process the following personal data:

- first and last names and/or company names,
- PESEL number,
- date of birth,
- bank account information and number of payment cards, debit cards, etc.,
- address of residence, address for service,
- telephone number,
- e-mail address,
- the image recorded during the Remote Exam and visible on the identity document.

#### **What is the legal basis for processing personal data?**

The legal basis for the processing of personal data may be:

- fulfilling a legal obligation incumbent on the SJSI (Art. 6(1)(c) of the GDPR) - with respect to billing, data retention period and others,

- performing a contract, including but not limited to the agreement for participation in the Exam (Art. 6(1)(b) of the GDPR),
- the SJSI's legitimate interest (Art. 6(1)(f) of the GDPR) - fulfilment of obligations under data protection legislation in order not to expose oneself to financial penalties and other liability,
- consent of the data subject (Art. 6(1)(a) of the GDPR) - where the use of personal data is not necessary for performing a contract, performing a legal obligation or does not constitute a legitimate interest of the Association, which may ask for consent for certain uses of personal data.

### **What are the purposes of processing personal data?**

The purposes for which the SJSI processes personal data are:

- conducting the Software Tester Exam or the Requirements Engineer Exam,
- fulfilling legal obligations,
- carrying out billing.

### **What rights do you have in relation to the processing of personal data?**

Every person has the right to:

- access to the content of their personal data and to receive a copy of their data,
- rectify (correct) personal data,
- erasure of personal data,
- restrict the processing of personal data,
- portability of the personal data if the data are processed on the basis of a contract or consent. The Association shall transfer the data to the data subject on the appropriate medium or send the data to the designated data subject,
- object to the processing of personal data,
- withdraw consent to the processing of personal data at any time,
- lodge a complaint with the President of the Office for Personal Data Protection.

### **Processing of sensitive personal data**

The Association does not process sensitive personal data.

### **To whom does the Association transfer personal data?**

The Association, when necessary, may communicate personal data to the following recipients or categories of recipients:

- service providers providing services to the Association, each time the Association imposes an obligation to comply with data protection legislation in the contract concluded with such service provider,
- entities entitled to obtain personal data on the basis of the provisions of law (police, public prosecutor's office, authorities, etc.).

### **Transfer of personal data to third countries**

The Association does not intend to transfer personal data outside the EEA. In the case of transfers of personal data to third countries, i.e. recipients located outside the European Economic Area or Switzerland, in countries which, according to the European Commission, do not provide sufficient data protection, the Controller transfers the data using mechanisms that comply with applicable law, which include, among others.

- EU "Standard Contractual Clauses",
- obtaining a third party certification of compliance with the Privacy Shield (where based in the United States),
- when the transfer of data takes place to a third country for which the European Commission has determined by decision that the third country meets an adequate level of protection.

### **How long do we keep personal data?**

The Association makes every effort to ensure that personal data are processed adequately and for as long as necessary for the purposes for which they were collected. With this in mind, the Association retains personal data for no longer than necessary to achieve the purposes for which the data were collected or, if necessary, to comply with applicable law, in particular for the period of performance of the contract and the period of limitation of claims. Data collected during the audio and video recording made during the Remote Exam shall be deleted at the latest within 24 hours after the end of the Exam.

### **Automated decision-making**

The Association does not carry out automated decision-making, including profiling based on the personal data provided.

### **Is the provision of personal data a contractual or statutory requirement?**

The provision of personal data is voluntary but necessary to conduct the Exam. Failure to provide personal data shall prevent the Exam from taking place.

## **APPENDIX 2:**

### **List of equipment necessary for participation in the Remote Exam**

In order to participate in the Remote Exam, you shall need:

1. A desktop or laptop computer (further: the "Master Device") equipped with a webcam and microphone, on which the Google Chrome web browser and compatible browsers, e.g. Microsoft Edge, are installed together with an additional extension (plug-in) called ProctorExam Screen Sharing.  
**The screen, camera and microphone of the Master Device are shared with the ProctorExam platforms (for recording/saving purposes).**
2. The Master Device cannot be so-called mobile devices such as smartphones, smartwatches, tablets.
3. Technical and system requirements of the Master Device:
  - a) Windows 7 and higher, Mac OS X and higher, ChromeOS and most Linux distributions (64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+ or Fedora Linux 24+).
  - b) Google Chrome web browser. It is necessary to use the Google Chrome browser in order to add the ProctorExam Screen Sharing extension (plug-in) allowing screen sharing. Before taking the Remote Exam, please ensure that the account the Exam Participant shall be using on the Master Device has administrator privileges to add this extension to the browser.
4. A tablet or smartphone equipped with a camera (further: the "Secondary Device").
5. The Exam Participant must activate the camera on the Secondary Device before starting the Remote Exam. To do so, the Exam Participant must download and install an application called ProctorExam Remote Exams (34 MB). The application should be downloaded from the Google play shop for devices running Android 5.1. or later or from the App store for devices running IOS (Apple) 10.0 or later.
6. A stable internet connection. In order to ensure successful completion of the Remote Exam, the Exam Participant must have access to a stable internet connection with a minimum speed of 1.5 Mbps data transfer/reception (Wi-Fi shall be required to connect from a mobile device).
7. Participation in the Remote Exam cannot be done using so-called mobile data. The Secondary Device for the duration of the Remote Exam should have "cellular data" turned off and be put into so-called "airplane mode".

**Appendix 3. Types of Exams (separate document)**

**Appendix 4. Rules and fees related to the transfer of the Exam Participant (separate document)**

**Appendix 5. Manual for remote exams (separate document)**