

We thank you for your participation in our examination.

Please find important information regarding the examination procedure in the following points.



Registration for the examination

- Registration for the examination must be received **no later than 2 weeks** (= 14 calendar days) before the examination date. If you do not register by the deadline, we kindly ask you to register for the next possible date.
- With your registration confirmation you will receive the **certification program**, in which you will find more detailed information on the examination and its rating.
- Please have your official **photo ID** (passport or driver's license) ready as proof of identity.
- To issue a certificate without **candidate status**, we require your completed **application for certification** (see registration confirmation) to be submitted in time for the examination.

VIRTUAL EXAMINATIONS



- The technical requirements for participating in an online examination are:
 - Laptop or desktop computer with camera and microphone
 - Good internet connection
- Our support team is available to help you with technical problems throughout the entire examination.

Project Work: Requirements, Format, Content and Submission

- The project work must be at least 12 pages long (excluding coversheet and index).
- Please prepare the project work:
 - in a common format, such as a Word document, A4 format
 - Font: Verdana 11
 - Line spacing: 1.5 lines
 - In principle, we do not provide a template; in exceptional cases, it may be specified by the respective subject area.
- Please provide a reference to the source if existing documents of a company are further developed in the project work. For example, an internet link is considered a source.

- There are no specifications from our side regarding citation rules.
- The required minimum content of the project work or the topics for the project work are specified for each subject area (quality, environment, OH&S, etc.). You will receive this information from our trainer / responsible expert during the training course. If you have any technical questions about the project work, please contact your trainer.
- For the submission of the project work, you will receive an e-mail with the upload link **14 days before the examination date**. The project work must be uploaded in PDF format **no later than three (3) working days** before the examination date.

ATTENTION:



The project work must be saved as a PDF file as follows, otherwise the project work cannot be assigned:

- **LAST NAME_FIRST NAME_EXAMINATION
ABBREVIATION_EXAMINATION DATE [dd.mm.yyyy]**
*Example based on the Examination for Quality Systems Managers:
MUSTERMANN_MAX_QMP_16.09.2024*
- **Participation in the examination is **not possible** without the proper submission of the project work!**



Examination Procedure

The examination consists of two (2) parts (written and oral)

Part 1: Written multiple-choice test (MC test)

Duration: 60 minutes – 40 questions and/or 30 minutes -20 questions

Part 2: The oral examination consists of:

(An examination slot of 45 minutes is planned for each candidate.)

a. Presentation and rating of the project work

Duration: 15 minutes – Please keep to that time limit! Falling short or exceeding the time will have a negative impact on your rating!

b. (2–3) Technical questions (including at least one question about the project work)

Duration: 15 minutes

The evaluation of the oral examination takes place directly afterwards. Duration: approx. 15 minutes

- Once you have passed the examination, you will receive your personal certificate.
- If you do not pass one of the two parts of the examination, you can repeat the relevant part at a later date.

If you have any further questions, please contact us:



- Questions regarding your registration: Ms. Susanne Bader
susanne.bader@qualityaustria.com, +43 (0)732/34 23 22-11
- Questions regarding your exam: Ms. Tanja Stadler
tanja.stadler@qualityaustria.com, +43 (0)732/34 23 22-20
- Questions about your application for certification: Ms. Viktoria Thiel
viktoria.thiel@qualityaustria.com, +43 (0)732/34 23 22-31

Annex – Examinations for which a Project Work is required



Exam Process Manager



Exam System Manager Quality
Exam Statistician ST
Exam Lean Six Sigma Specialist (Green Belt)/(Black Belt)



Exam Environmental Systems Manager
Exam Energy Management Representative



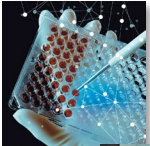
Exam Occupational Health and Safety Systems Manager



Exam Quality Systems Manager in the Automotive Industry



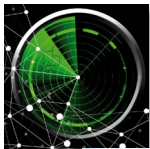
Exam Food Safety Expert
Exam Quality Management Representative with focus on Food Safety
Exam Quality Systems Manager with focus on Food Safety



Exam Quality Systems Manager in Healthcare
Exam Risk Manager in Healthcare



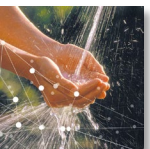
Exam Expert Maintenance Management Systems – Railway
Exam Expert Safety Management Systems – Railway
Exam Risk Manager in the Railway industry



Exam Risk Manager
Exam Business Continuity Manager



Exam Quality Systems Manager with focus on Medical Devices



Exam Sustainability and ESG Manager
Exam Circular Globe Transformationcoach



Exam Diversity and Accessibility Manager