

Home On-Line Assessment (HOLA) - Regulations for Candidates

(1) Candidates must use their own laptop or desktop computer during the assessment. Each candidate must ensure they have a computer with Internet connectivity available for the assessment. One of the following programmes must be installed on the candidate's computer: Mozilla Firefox (version 3.5 or later), Google Chrome or Microsoft Edge. Candidates taking the HOLA abroad must also ensure to have an appropriate power adaptor if needed. For an optimal browsing experience, a resolution of 1024 pixels or higher is recommended for the screen width. Candidates must check the compatibility of their computer before the HOLA at this address: <https://www.ortrac.com/public/checklist>.

(2) Candidates are advised to foresee 30 minutes before the start of the assessment to tackle any connection issues. Access codes for the HOLA platform will be provided by ESAIC Office in due course before to the HOLA.

(3) Candidates cannot use any help during the HOLA. In particular, books, papers or other forms of literature, mobile phones, cameras, palm computers, tablet computers, USB sticks and any electronic devices allowing Internet connection or remote communication other than the HOLA computer cannot be used during the HOLA.

(4) Candidates taking the HOLA must comply with the following additional security measures:

- Technology from Orzone (Examination platform provider) plus key components from other software suppliers is used to deliver the exam. You have GDPR related rights that you should be aware about. The full data privacy policy and information can be found here: <https://www.orzone.com/gdpr/streams>
- The smooth delivery of the exam depends on technology and the fact that you have prepared accordingly. It is your responsibility to ensure that you have read the instructions carefully and completed any necessary preparations.

(5) Access to the Internet with electronic devices other than the HOLA computer is forbidden during the assessment. Candidates are only allowed to use the assessment software and in some cases the security software required by ESAIC during their assessment.

(6) The HOLA is an individual exercise. Communication between candidates is strictly forbidden.

(7) Candidates must fill in all answers. Candidates have a maximum of 90 minutes to complete each of the two sets of 60 questions. The ninety-minute countdown for each set of 60 questions starts as soon as the candidates have clicked the start button. Each candidate has a total of 3 hours to answer both sets of 60 questions. If a candidate has finished the first set of questions before the 90 minutes have elapsed, they may start the second set of questions, but they will not be given any extra time for that set of questions. Additionally, candidates cannot return to a set of questions once completed. Candidates must only log in at the start of the first set of questions. In case they need to interrupt their assessment for any reason, candidates cannot put the test on "hold" and the time allotted for the assessment will continue to run until the 90 minutes allowed per set of questions have elapsed.

(8) Candidates with dyslexia or post-traumatic stress disorder will be awarded 15 additional minutes to complete each paper provided that they send a letter written and signed by a psychologist to the Examinations Office maximum 2 weeks after the registration deadline.

(9) The copyright of the assessment questions belongs to the ESAIC. The questions used for the assessment cannot be copied in any shape or form (screenshots, photographs, transcription, recording, etc.). Any form of copying of the questions is a serious breach of the regulations. In the event of this occurring, candidates involved will be disqualified from the assessment and will not be allowed to register for any EDAIC Examination in the 2 years following the year of the assessment. Furthermore, the ESAIC reserves the right to bring any legal action against any copyright infringement case before the appropriate court of Brussels. To prevent such incidents, ESAIC will use GDPR-compliant technological tools helping with identification of candidates violating this rule.

(10) Detailed results will be e-mailed to the candidates a few weeks after the assessment. If candidates were registered as part of a group, their results will also be communicated to their Director of Training unless they are Specialists.

**Improper conduct or breach of the above regulations
during the Assessment may lead to the immediate expulsion of a candidate.**
Additionally, breach of the above regulations may lead to the exclusion of the candidate from any EDAIC Examination (including OLA, HOLA and ITA) in the 2 years following the HOLA, at the discretion of the ESAIC Examinations Committee.