

# Examination regulations for BROK<sup>®</sup> examination



NEDERLANDSE FEDERATIE VAN  
UNIVERSITAIR MEDISCHE CENTRA



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## **Contents**

1. General .....	4
1.1 Objective .....	4
1.2 Target group .....	4
1.3 Definitions.....	4
2. General Regulations .....	5
2.1 The Organisation .....	5
2.2 The Examination .....	5
2.2.1 Examination contents .....	5
2.2.2 Documents and Website to be consulted .....	5
2.2.3 Scoring and passing .....	5
2.3 Access and admission to the Examination .....	5
2.4 Registration for the Examination .....	5
2.5 Cancellation.....	6
2.6 Results and passing .....	6
2.7 Inclusion in Register .....	6
2.8 Requesting a duplicate certificate .....	6
2.9 Rules for late arrival and absence.....	6
2.10 Insight.....	7
2.11 Resit.....	7
2.12 Retention of results.....	7
2.12 Problems with accessing eBROK® and fall-out.....	7
3. Regulations for Examination contents.....	7
3.1 Rules for Examination contents.....	7
3.2 Rules for Examination management .....	8
3.3 Rules for quality assurance .....	8
4. Regulations for Examination on Location.....	8
4.1 General .....	8
4.2 Prior to the Examination .....	8
4.3 During the Examination .....	8

4.4 After completion of the Examination .....	9
4.5 Rules for the Examination room for Examinations on location .....	9
4.6 Rules for the Examiner .....	9
4.7 Technical problems at an Examination location .....	10
4.8 Fraud .....	10
5. Regulations for Examination via Proctoring .....	10
5.1 General .....	10
5.2 Prior to an Examination .....	10
5.3 During the Examination .....	10
5.4 After completion of the Examination .....	11
5.5 Rules for the Examination room in the event of Proctoring .....	11
5.6 Technical Problems and Malfunctions during an Examination via Proctoring ....	11
5.7 Handling of personal data .....	12
6. Objection and Appeal .....	12
7. Conflict .....	12
8. Amendments of the Examination regulations .....	12

## 1. General

### 1.1 Objective

These regulations lay down how and under what conditions the BROK® examination must be administered.

### 1.2 Target group

These regulations are intended for members of the editorial committee, members of the BROK® committee, managers of the eBROK®, examiners, organisers and candidates of the BROK® examination.

### 1.3 Definitions

BROK® committee	NFU committee in which all the UMCs, the secretary of the NFU Office and the network of doctoral candidates are represented. A representative from the examination office (EMWO), a representative from the eBROK provider and representatives from hospitals that offer a Centre-Specific Meeting for the BROK® are observers.
BROK® coordinator	A coordinator from BROK® in the UMCs.
eBROK®	The BROK® e-learning.
Examination	The digital examination from BROK®.
Examination office	The body responsible for the realisation, availability and implementation of the examination.
Examiner	The person who has the duty of supervising the examination.
Examination session	Every time period of a maximum 2.5 hours in which an examination takes place at one location.
Examination system	The digital platform where the registration of candidates and results takes place and in which the digital examination is administered.
Candidate	The person who participates in the BROK® examination.
Elevate Health	The body responsible for the registration and education of the candidates.
OER for BROK®	Education and Examination Regulations of BROK®.
Organiser	The body that calls on the examination office to have the BROK® examination take place on a certain date and at a certain location.
Proctoring	The digital supervision during an examination.
Editorial committee	The committee whose responsibilities are laid down in the editorial charter, which lays down the contents of the examination. The committee comprises at least six representatives from the UMCs, STZ, government, scientific associations, industry and EMWO.

## **2. General Regulations**

### **2.1 The Organisation**

The examination office is responsible for the availability and implementation of the examination. To this end an organiser contacts the examination office, after which a date and time is determined for the examination session. It will also be determined whether the organiser is responsible for the room in which the examination can take place, or if the examination office will provide the location. The examination office will confirm or refuse these agreements by email to the organiser. After the examination office has confirmed the date, this date will automatically appear in the registration overview in the eBROK®. The examination office will ensure the supervision during the examination on the set day. The duties and responsibilities of the examiners are set out in [section 4.6](#).

In the event of an examination via proctoring, the examination office will schedule the proctored examination that will then automatically appear in the registration overview in the eBROK®.

### **2.2 The Examination**

#### **2.2.1 Examination contents**

During the examination, the candidates will be given 60 knowledge and application questions asking about different types of studies. The examination questions are in accordance with the Attainment and Test Targets (ATT) drawn up by the BROK® committee. The BROK® ATT document can be found on [the website of EMWO](#). The examination questions have been set by the editorial committee.

#### **2.2.2 Documents and Website to be consulted**

During the examination, candidates may consult exclusively the course material (the eBROK®), including source references, via internet. In the document *BROK® Examination information and examination preparation*, the candidate can find an up-to-date overview of the documents and sources that may and may not be consulted during the examination. The candidate receives this information with his registration confirmation.

#### **2.2.3 Scoring and passing**

The examination incorporates two types of questions: multiple choice questions and multiple response questions. For every question, a candidate can score a total of 60 points. For the scoring of multiple response questions, points are calculated for both correct and incorrect answers chosen. The total number of points scored by the candidate is divided by the maximum number of points possible for the entire examination. This yields a percentage that represents the particular candidate's score for the examination. A (rounded-off) score of 80% or higher means that the candidate has passed, in the view of the BROK® committee.

### **2.3 Access and admission to the Examination**

A candidate can only participate in the examination if he has been registered with the examination office via Elevate Health's eBROK® and has completed the mandatory components from the BROK® course.

### **2.4 Registration for the Examination**

The organiser must coordinate on the examination location and date with the examination office in a timely manner. For examinations in the university medical centres, EMWO observes a period of three (3) months.

If there are candidates who are eligible for extra examination time because of a specific impairment, this must be forwarded to the examination office at least nine days prior to the examination. This must also have been confirmed by the BROK® coordinator of the particular candidate. Examples of such impairments include: dyslexia, visual impairment and limited motor skills.

Candidates must be informed (by email) about their participation in the examination by the organiser and/or Elevate Health. They also receive confirmation of their registration from EMWO. In addition to the date, time and location of the examination, the organiser must notify candidates that they must identify themselves and inform them of what literature is permitted during the examination.

The examination office retains the right to refuse administration of an examination at a location if there are doubts about the (technical) condition of computers and networks and the likelihood of fraud, or if there are other irregularities which make it impossible to administer the examination correctly. The examination office will consult with the organiser about this.

### **2.5 Cancellation**

Individual candidates can cancel free of charge up to nine (9) days before the examination date. The full examination fee will be refunded in that case. In the event of cancellation within nine (9) days before the examination date, the examination fee is only refunded in special cases, such as the death of a family member or serious psychological or medical reasons. The candidate can send an email with the reason for cancellation to [info@emwo.nl](mailto:info@emwo.nl).

### **2.6 Results and passing**

The candidate will receive a preliminary result immediately after completing the examination. No rights can be derived from this. The final result is announced later. In the event of an examination via proctoring (also see chapter 4), the proctoring footage, desktop footage and the observations of live proctors will be assessed within ten (10) working days. If any irregularities are ascertained during the examination, the examination office can decide to defer providing the result by another ten (10) working days or to declare the examination result invalid. The examination has been successfully completed if a percentage is achieved that is equal to or higher than the cut-off score of 80% stipulated by the editorial committee (also see [section 2.2.3](#)).

To be registered in the BROK® register, the candidate must satisfy the following requirements:

- they must have completed the modules and news reports from the eBROK®
- they must have successfully completed the examination;
- they must have successfully gone through the Centre-Specific Meeting at the UMC with which the candidate is affiliated.

### **2.7 Inclusion in Register**

The names of successful candidates will be included in the public BROK® register. Candidates will be informed of this in advance and can object to this both prior to or after publication by sending an email to [info@emwo.nl](mailto:info@emwo.nl).

### **2.8 Requesting a duplicate certificate**

A duplicate of the certificate can be requested. This is possible via the request form [on the website](#). Requesting the duplicate involves costs.

### **2.9 Rules for late arrival and absence**

If a candidate has not reported to the examiner within 15 minutes after the start of the examination, this candidate may not participate in the examination any longer. The candidate can in that case register for a different examination moment via the eBROK®. If a candidate is absent during the examination session for which he has registered, he likewise has the possibility of opting for a new examination moment via the eBROK®. The new examination moment can be purchased in the eBROK®.

### **2.10 Insight**

The candidate has the possibility of viewing the questions answered incorrectly immediately after the conclusion of an examination on location. The questions, answers and feedback are shown only for the questions answered incorrectly. It is not possible after an examination on location to request time to view this feedback at the examination centre.

If a candidate has taken a proctored examination, he can book time to view this feedback at the examination centre in Amersfoort. How to do this is explained in the email with the result sent to the candidate. It is not possible to view the examination online after a proctored examination.

While viewing, candidates may not copy or write down examination questions or do anything else to influence the examination process in the future.

### **2.11 Resit**

If a candidate does not pass the examination, the candidate can register for a resit. The candidate can register for a resit via Elevate Health's website. The examination resit will be composed of different questions than previous examinations.

### **2.12 Retention of results**

All results of all examination sessions are documented and retained by the examination office for 7 years. An organiser can request the results of individual candidates from the examination office, provided these candidates took the examination via the organiser. Organisers can also, on request, request anonymised general overviews of average results, pass rates and participant numbers.

### **2.12 Problems with accessing eBROK® and fall-out**

BROK® course participants must be given the time to properly prepare for the BROK® examination. Because the BROK® consists mainly of e-learning, the electronic learning platform must have been available for at least four days, including two weekend days, in the week preceding the examination. If this was not the case and this is confirmed by Elevate Health, the candidate is offered a resit free of charge.

If the examination is postponed, a new date is scheduled in consultation with the examination location, the examination office and the candidates.

Malfunctions in the system can also unfortunately occur during the examination. If this fall-out lasts more than 30 minutes, the examination will be cancelled and a new date will be scheduled in consultation with the examination location, the examination office and the candidates.

For other agreements in relation to the financial consequences and party responsible for a fall-out, see the working agreement in effect between NFU, Elevate Health and EMWO.

## **3. Regulations for Examination contents**

### **3.1 Rules for Examination contents**

The contents of the examination fall under the responsibility of the editorial committee, which includes at least one representative from the BROK® committee. The examination office chairs the meetings of the editorial committee and provides the reports on the deliberations in the editorial committee. The examination office, via the editorial committee, develops the examination contents and ensures that the examination adequately covers the BROK® ATT. The tasks and responsibilities of the editorial committee are described in the editorial charter.

The examination questions have been developed based on the ATT drawn up by the BROK® committee. The examination itself is multimedia and is offered and administered digitally. This takes place using web-based software, which automatically processes the candidate's answers and documents the results electronically.

### **3.2 Rules for Examination management**

The examination office manages the examination contents. The examination is only accessible for candidates during the stipulated examination session. The registration of candidates' data and their results is only accessible for employees of the examination office. This limited accessibility is guaranteed and laid down using user names and passwords. Candidates' personal data are only shared subject to the conditions of the GDPR and in accordance with agreements safeguarded in the processing agreement between EMWO and the NFU.

### **3.3 Rules for quality assurance**

No changes may be made to the examination without permission from the editorial committee. The examination will be evaluated periodically. In this process, the questions will be examined by the editorial committee and amended if necessary. Complaints and/or comments received during examination sessions will also be dealt with. Objections will also be assessed by all or part of the editorial committee and questions will be amended if necessary. The editorial committee ultimately decides whether a complaint or objection is well-founded and whether the examination must be amended.

## **4. Regulations for Examination on Location**

### **4.1 General**

During the examinations, the surroundings of the room where the examination is being held must be quiet. All participants are expected to observe this. The examiner will supervise this aspect, among others. In all cases for which the rules below do not provide, the examination office will decide.

### **4.2 Prior to the Examination**

- Candidates must register with the examiner and will then receive their login card;
- Candidates must show identification during registration<sup>1</sup>;
- Candidates must take their place at a computer in the examination room;
- Candidates must log into the e-BROK® learning environment;
- Candidates may take nothing with them into the examination and may keep no equipment, literature or notes on the desk.

### **4.3 During the Examination**

- Candidates are expected to adhere to the rules that apply for the examination room, for example rules concerning eating and drinking;
- Candidates are expected to treat the equipment provided carefully;
- Candidates can start on the examination as soon as the examiner has given them the go-ahead;
- Candidates can consult the examiner in case of questions about the functioning of the examination system. They get the examiner's attention by raising a hand;
- Candidates may not cause nuisance during the examination;
- Candidates may perform no other work on the computer than the taking of the examination

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<sup>1</sup> Valid identity documents: passport, driving licence, identity card, aliens' document or aliens' passport, all issued by the Dutch government. A passport or identity card issued by one of the European Union member states is considered equivalent. The identity document may not be damaged or expired on the examination date.

- and the consulting of the digital sources;
- Candidates may not look at other candidates' activities;
- Candidates may have no contact with others other than the examiner during the examination;
- Candidates may not use documents with notes or elaborations from previous examinations;
- Toilet breaks during the examination are not permitted;
- Candidates must cease working on the examination within the time period notified by the examiner;
- Candidates must always follow the instructions of the examiner;
- No parts of the examination or answers may be written down or otherwise documented or shared. Only for the purpose of a letter of objection may question numbers and key words (checked by the examiner) be noted during the viewing moment following the examination session.

#### 4.4 After completion of the Examination

- Candidates must leave the examination room quietly after the end of the examination;
- In the event of complaints about how the examination took place, contact must be made with EMWO within four (4) days after completion of the examination. EMWO will seek an appropriate solution in consultation with the local organisation.
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#### 4.5 Rules for the Examination room for Examinations on location

- The rooms must be equipped with sufficient multimedia PCs with broadband internet access;
- It must be possible to access the PCs with guest accounts. The use of the candidates' own accounts or of shared accounts is not permitted;
- The PCs must have a recent internet browser installed;
- The PCs must be equipped with headphones;
- The room must have a place where the examiner can conduct registration and exercise supervision;
- A representative from the organiser must be available (on site or via contact details) who has knowledge of the room and computer equipment in the event of any (technical) problems.

#### 4.6 Rules for the Examiner

The examiner is a person or are persons employed by the examination office to exercise supervision. They must have knowledge of the examination regulations, the examination system and general computer operation and they must be generally aware of the examination contents. In the event of examinations via live proctoring, a proctor and technical support are available via chat ([see section 5.6](#)).

The examiner must also:

- be present in the examination room at least 30 minutes before the start of the examination;
- check the setup and PCs in the examination room for imperfections;
- have the examination report to be filled in and the necessary registration forms;
- have spare headphones;
- record candidates by name in the examination report;
- provide the introduction to the candidates before the examination;
- never provide answers to examination question;
- answer general questions from the candidates;
- maintain a quiet environment during the examination;
- ensure that the candidates do not break the rules (see section [4.2](#), [4.3](#), [4.4](#));
- report violations or particularities in the examination report;
- report late-comers and absences on the examination report;
- tidy up any (remaining) rubbish;
- sign the examination reporting and bring it back to the examination office.

### 4.7 Technical problems at an Examination location

If technical problems arise during the examination, the guide to 'Technical problems' can be consulted. If the technical problem is not described therein, it must be determined whether the problem has arisen locally (PC hardware, software, internet connection) or if there is a problem with the examination system. In the event of local problems, the person designated for this purpose by the organiser must be contacted. In the event of problems with the examination system, the examination office must be contacted immediately.

### 4.8 Fraud

Based on the observations of the examiner, a candidate's result can be declared invalid. If applicable, the organiser will also be informed of this. The candidate can also be denied access to participate in the examination for a maximum of two years.

We define fraud as follows (non-exhaustive):

- the copying of examination material;
- continuing talking with other candidates;
- using resources other than those permitted.

Other forms of fraud are always subject to the assessment of the BROK® committee.

## **5. Regulations for Examination via Proctoring**

### 5.1 General

Online proctoring makes it possible to take the BROK® examination remotely via surveillance. Candidates can register for an online Proctoring Examination via the eBROK®. Taking this kind of examination requires that the candidate has access to a quiet workplace where he is alone and which has a stable internet connection.

During the examinations, the surroundings of the room where the examination is being held must be quiet. All candidates are expected to observe this. The proctor supervises this aspect, among others. In all cases for which the rules below do not provide, the examination office will decide.

### 5.2 Prior to an Examination

- Candidates install the ProctorExam Chrome plug-in no later than 48 hours before the examination;
- No later than 48 hours before the examination, candidates conduct the system check to check the audio, video and internet speed;
- Candidates open the examination using the link in the email received;
- Candidates must log into the e-BROK® learning environment;
- Candidates may take nothing with them into the examination and may keep no equipment, literature or notes on the desk;
- At the start of the examination, candidates take a photograph of themselves and their ID, which is clear and legible;
- Candidates take the examination on the same computer on which the plug-in was installed and the system check was performed.

### 5.3 During the Examination

- Candidates are alone in the room during the examination;
- Candidates must have their upper body fully in view;
- It must be quiet, without any background noise;
- Candidates are expected not to eat or drink during the examination;
- Candidates can start on the examination at the scheduled date and time;
- Candidates may perform no other work on the computer than the taking of the examination and the consulting of the digital sources;

- Candidates may have no contact with others during the examination, however contact with the tech support and the proctor is permitted;
- No parts of the examination or answers may be written down or otherwise documented or shared;
- Candidates may not use documents with notes or elaborations from previous examinations;
- Toilet breaks during the examination are not permitted;
- Candidates must complete the examination within the set time;
- Candidates must always follow the instructions of the proctor and/or tech support;
- Candidates work within 1 window of Google Chrome with multiple tabs;
- Candidates may not wear headphones, earbuds, smartwatches or other similar wearables;
- Head-coverings which prevent full view of the face are not permitted;
- Only one (1) screen may be connected to the desktop. If working on a laptop, the laptop screen must be used;
- Candidates may not hold or use a phone.

#### 5.4 After completion of the Examination

- After completing the examination, candidates must first close the examination itself and then end the proctoring session;
- In the event of complaints about how the examination took place, contact must be made with EMWO within four (4) days after completion of the examination. EMWO will decide whether the complaint is well-founded after viewing the proctoring footage.

#### 5.5 Rules for the Examination room in the event of Proctoring

- The room must be well lit;
- The desk must be entirely empty;
- The candidate must be alone in the room;
- The PC/laptop must have a working webcam and the plug-in for desktop recording;
- The candidate may not use more than 1 monitor, 1 keyboard and 1 mouse.

#### 5.6 Technical Problems and Malfunctions during an Examination via Proctoring

During an examination via proctoring, a tech support employee is available via chat. If the tech support employee cannot remedy the technical problem, it must be determined whether the problem has arisen locally (PC hardware, software, internet connection) or if there is a problem with the examination system. In the event of local problems, the person responsible for the IT environment at the location where the examination is being taken must be contacted. In the event of problems with the examination system, the examination office must be contacted immediately.

The candidate is responsible for a stable internet connection. If the connection is disrupted during the examination for reasons outside the control of the examination office, the examination office is not liable for this. This concerns a malfunction that did not arise in the proctoring platform or the testing software.

If a malfunction arises in the proctoring platform or testing software during an examination, the lost examination time will be compensated. The candidate can contact the examination office for this during the examination.

If an examination cannot be continued because of a malfunction in the proctoring platform or in the testing software, the candidate can resit the examination free of charge. He must make an appointment for this with the examination office.

An examination which, due to a malfunction of any kind whatsoever during the examination session, cannot be completed within a reasonable timeframe must always be resat.

### **5.7 Handling of personal data**

At the start of the proctoring session, the candidate is asked to take a photograph of his ID, with at least the photo, name and date of birth visible. The candidate must also take a photo of himself using the webcam of his PC/laptop. These data will be used to verify the candidate's identity.

The recordings of the examination session (camera footage from the webcam and browser screen of the PC/laptop via screen sharing) will also be saved. This information will be saved for a maximum of six (6) months. The footage will be used to assess whether the examination was taken in accordance with the examination regulations. If irregularities are found, the result can be declared invalid. If irregularities are found during the proctored examinations, the result can be declared invalid. If applicable, the organiser will also be informed of this. The candidate can also be denied access to participate in the examination for a maximum of two years.

We define irregularities as follows (non-exhaustive):

- the copying of examination material;
- the presence in the examination room of persons other than the candidate;
- the use of smartphones, smartwatches, recording equipment;
- talking with other people.

For further information relating to how candidates' personal data are handled, see the General Terms and Conditions, the privacy statement and the FAQs via <https://www.emwo.nl/disclaimer/>.

## **6. Objection and Appeal**

If a candidate feels he has been disadvantaged in relation to any part of the examination, the candidate can submit an objection to the examination office within four (4) weeks after the result is announced. Only objections that have been filled in by the candidate personally using [the digital objection form](#) and which comply with the rules specified for this will be handled.

After submitting the objection, the candidate will receive an automatic confirmation of receipt. A decision will follow no later than six (6) weeks after the notification that the objection is being handled. During the handling of the letter of objection, a candidate can resit an examination if desired. If the candidate decides to resit the examination before a decision has been taken on the objection submitted, the examination costs will not be refunded if the objection is declared well-founded and the candidate emerges to have passed.

If the outcome of the objection proves unsatisfactory, there is the possibility for candidates to, within four (4) weeks after the decision on the objection, lodge a written appeal with the Central Appeal Committee of the NFU, whose correspondence address is the same as the NFU's email address (for this, see the OER for the BROK®). The decision of the NFU's Central Appeal Committee is binding for both the objector and EMWO.

## **7. Conflict**

In the event conflicts arise in relation to these examination regulations, not being an objection as referred to in clause 6, the parties can, if they so desire, turn to the NFU's Central Appeal Committee to express a binding decision in this case.

## **8. Amendments of the Examination regulations**

The examination office reserves the right to amend the examination regulations and will publish the updated version on its website.

Examenbureau Medisch-Wetenschappelijk Onderzoeker (EMWO)  
Amersfoort, March 2022