

## EXAMINATION TERMS Stichting Verkeersregelaars Nederland (SVNL)

1. Exam registrations can only be made by a training institute. A training institute can register on the site [www.aanstellingspas.nl](http://www.aanstellingspas.nl) by means of a Chamber of Commerce (KvK) number and bewijs van opdrachten.

2. No later than 2 weeks before the desired exam date, the exam will be booked on the site [aanstellingspas.nl](http://aanstellingspas.nl) of the SVNL.

3. The costs for registering for the (re)exam are:

A. For an exam you pay € 608,00 excl. VAT per first block, of at least 4 people.

B. For each additional candidate (more than four) € 152,00 excl. VAT per candidate.

Number of candidates	Costs excl. VAT	VAT	Costs incl. VAT
1	€ 152,00	€ 31,92	€ 183,92
2	€ 304,00	€ 63,84	€ 367,84
3	€ 456,00	€ 95,76	€ 551,76
4	€ 608,00	€ 127,68	€ 735,68

4. The trainer is responsible for the correctness of the candidate data. If the data turns out to be incorrect, this may have consequences for applying for the [aanstellingspas](http://aanstellingspas.nl).

5. Exam costs are charged in advance. You pay this directly via I-Deal when booking a exam. It is not possible to pay for an exam via an invoice.

6. If the candidate has failed the exam, it is possible to take a re-exam. The candidate must register for this via the training institute. The number of exams is unlimited.

7. If the exam candidate is unexpectedly unable to attend on the day of the exam, a new exam must be requested for by the trainer.

8. In principle, there will be no refund of exam costs, except in the case of demonstrable superior force.

8.1 Under the following circumstances, you may be eligible for a refund of already paid Exam fees:

- a. death of the candidate or a close relative,
- b. hospitalization,
- c. illness without hospitalization, but with severe impairment of performing traffic control tasks,
- d. special weather situations (only after consultation with trainer, SVNL and delegate).

8.2 The refund can only be made after the submission of supporting documents by the candidate (in cases of points a, b or c above) and assessment by the board of SVNL.

9. The group size is a minimum of 4 candidates and a maximum of 8. When registering less than 4 candidates you will be charged the amount for 4 candidates.

10. The training institute determines the exam location and chooses this location when registering for the exam at the SVNL.

11. The training institute itself is responsible for reserving the crossroad at the road authority. This crossroad must be approved by the Police Academy.

12. The training institute can only reserve a crossroad with the road authority / municipality that has been approved as an exam crossroad by (a delegate of) the Police Academy.

However this says nothing about the approval/allowance of an exam by the road authority.

13. Every exam under the Regeling Verkeersregelaars 2009 must be attended and assessed by an examiner on behalf of the training institute and an appointed delegate on behalf of the Dutch Police Academy (DPA).

14. Should the exam be canceled by the delegate of the DPA, than SVNL is not responsible.

15. If an exam cannot take place due to the absence of the delegate on behalf of the DPA, the exam will be replanned free of charge, as soon as possible and in consultation with the SVNL.
16. Prior to the exam, candidates must identify themselves by means of a valid proof of identity on which the Citizen Service Number (BSN) is stated.
17. During the exam, an examiner from the training institute is present to take the exams.
18. The delegate takes the fully completed list of candidates with him during the exam and checks the candidate data on the basis of the ID (initials, any prefixes, last name and date of birth)
19. After the exam, the delegate of the DPA sends the results and exam data to the SVNL, as soon as possible (digitally).
20. The SVNL secretariat checks the candidate data entered by the trainer and possibly adjusted data by the delegate and registers who passed, failed and/or was not present.
21. Successful candidates will receive a unique code via the site [www.aanstellingspas.nl](http://www.aanstellingspas.nl). This can be taken over by the training institute and/or passed on to the client.
22. On the basis of this unique code, the trainer / client can obtain an aanstellingspas for the candidate.
23. Candidates' details will be used solely for exam verification and are not used for any other purpose in any way.