

## General Requirements

Centers applying for a CVEE Authorization are subjected to an approval procedure, aiming to ascertain the applicant's capacity to successfully conduct VEC examinations. General requirements are as follows:

- The applicant must have appropriate building infrastructure to facilitate VEC examinations. Space arrangement must include at least one examination room.
- The examination room(s) must be of open-plan design and large enough to accommodate at least 10 candidates.
- The applicant should have a safe or a secure location where VEC material could be stored securely.
- The applicant must have access to personnel required to deliver and support VEC examinations.
- The applicant must have at least one computer available, to be used by CVEE staff (for both the pen & paper version applicants and the online ones).
- The applicant must have an active Internet connection.
- The applicant must not be under investigation for fraud or other legal issues that may be linked to their professional capacity.

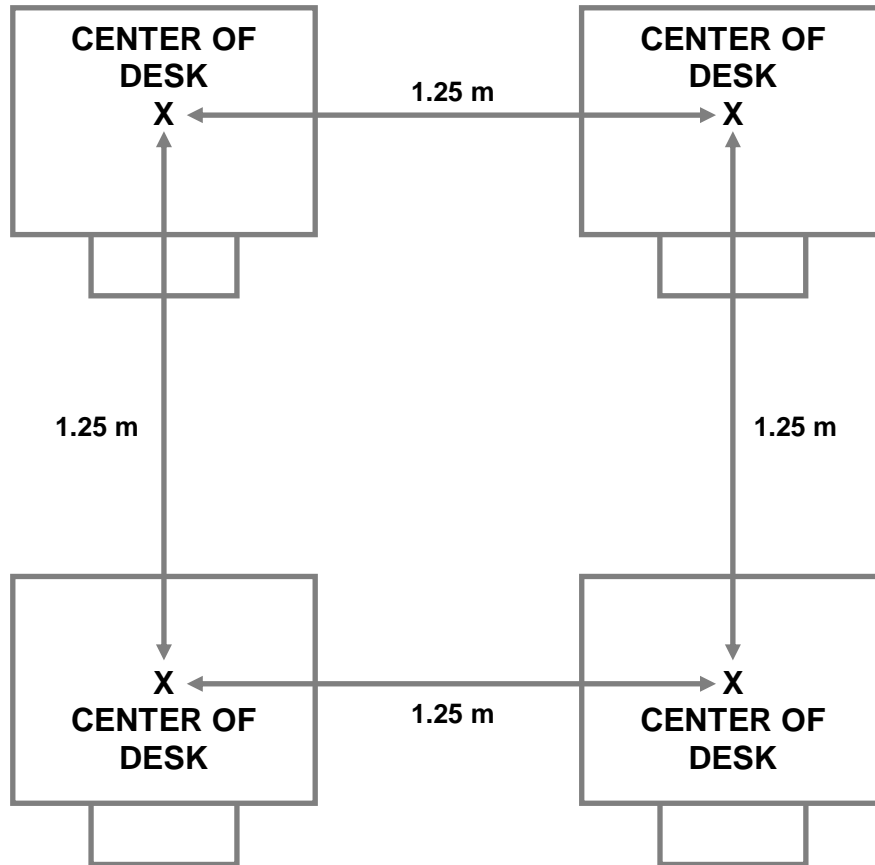
Centers wishing to be certified as CVEEs should ensure their premises comply with the above criteria before contacting their Country Administrator. Once the Country Administrator's inspection has confirmed the suitability of the center, the successful applicants can be assessed on their capacity to administer each examination version, whether online or paper-based.

## Paper-based Examinations Requirements

The following set of special requirements is required of the applicant in order to qualify for a CVEE authorization for the paper-based examination:

- Writing desks are flat and smooth, with no visible cracks or other damage that might hamper the candidate's ability to write clearly. Flip desks or desks that are smaller than 50 cm wide X 50 cm deep are not suitable.
- The examination room should be well lit by both natural and artificial lighting. The room must also be ventilated and/or air-conditioned if necessary for a better examination experience.
- A clock and a writing board is available inside the examination room.
- The examination room is equipped with listening equipment such as CD players, laptops etc. in good working condition.
- There is a designated area for the safekeeping of all unauthorized material – notes, bags, jackets, mobile phones – the invigilators collect from the candidates.
- There is a designated waiting area for candidates to use prior to the examination start time.
- There is access to bathroom facilities.
- The desks are placed with a distance of 1.25 m from each other (see Diagram 1).

Diagram 1



- No helpful material (posters, books, etc.) is present in the examination room.

Once the above criteria have been satisfied, the applicant is granted the CVEE Paper Authorization, and thus is deemed qualified to offer VEC paper-based examinations.

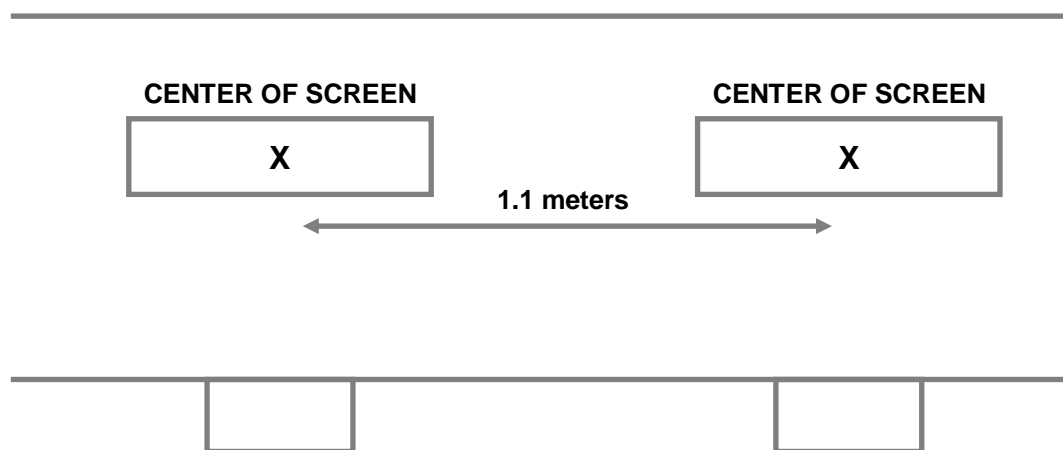
Note: CVEEs that have access to people with mobility difficulties should inform Country Administrators.

## Online Examinations Requirements

Centers applying for the CVEE online authorization must comply with the following conditions:

- Must be equipped with adequate personal computer systems (examination terminals) are required to accommodate 10 or more candidates plus 2 spare computers for every 10 candidates, as set by INTERVENG rules and regulations.
- The examination room should be well lit by both natural and artificial lighting. The room must also be ventilated and/or air-conditioned if necessary for a better examination experience.
- Examination terminals must be 1.1 m apart (see Diagram 2).

**Diagram 2**



- Minimum Computer system requirements:

Screen resolution:	1024x768 pixels (16 bit).
Font size:	100%
Processor:	Intel Core 2 Duo at 1.4GHz.
RAM:	2GB.
Operating system:	Windows 7, 8.1, or 10 (Genuine and fully updated).
Internet connection:	ADSL 24Mbps per 20 terminals.
Hard disk space:	2GB free storage space.
Others:	Sound card and headphones

- UPS support must be present.
- On-site technical supervisor is required.

If the above conditions are met, the applicant can be awarded the CVEE Online Authorization.

It is possible for a CVEE to conduct both online and paper-based examinations provided they meet the requirements for each.