
Examination regulations **governing the qualification measure "Wundexpert ICW®"**

Article 1 **Admission**

All participants in a course recognised according to the requirements of the ICW that leads to the qualification as "Wundexpert ICW®" are admitted to this examination. The participants must be professionally licensed as pharmacists, doctors (human medicine), alternative practitioners, special needs carers/therapists, medical assistants, surgical assistant, nursing specialists (nurses, paediatric nurses, geriatric nurses), podiatrists or physiotherapists with an additional qualification as lymphatic therapist and must have completed at least 80% of the course units. To keep track of the times of absenteeism, an attendance list is maintained by the provider.

Article 2 **Training course**

The content, duration and structure of the training course correspond to the syllabus included in the curriculum of the Initiative Chronische Wunden. The training course has been checked by the joint recognition and certifying body of PersCert TÜV and ICW and confirmed through recognition of the training provider.

Article 3 **Examination procedure**

The examination to demonstrate knowledge, skills and competences acquired during participation in the training programme consists of a written examination in two parts:

- Part 1: Written examination
- Part 2: Written paper with a focus on case processing

The examination is conducted by the training institutions' examination committee that has been appointed by the joint recognition and certifying body of PersCert TÜV and ICW and assessed according to the examination criteria stipulated by the recognition and certifying body.

Article 4 **Written examination**

The written examination paper is generated from the examination questions pool of the joint recognition and certifying body of PersCert TÜV and ICW. It consists of a total of 23 questions, including multiple choice and open questions. Candidates will be given 90 minutes to complete the written examination. The examination committee can consult the solutions form provided by the joint recognition and certifying body of PersCert TÜV and ICW to see how many marks can be awarded per task.

Notice about language usage: to simplify reading, we will only use the masculine form, but we also implicitly mean the female form.

Article 5 Evaluation of written examinations

The examinations (written paper and written examination) are to be evaluated as follows:

1	2	3	4+/4	4	5
100 – 92 %	91 – 81 %	80- 67 %	66 – 61 % = 4+ (3.75) 60 – 56 % = 4 (4.0)	55 – 50 % = 4 (4.5)	≤ 50 %
Passed	Passed	Passed	Passed	Failed	Failed

The evaluation is recorded as a grade on the exam transcript. (In case of score 4 please indicate the decimal place!)

The test is considered to have been passed if the candidate achieves a minimum grade of 4.0 (= 56%).

Article 6 Internship

The internship forms part of the qualification measure. The participants independently look for an internship place. The internship comprises 16 hours and is undertaken in areas of work related to caring for people with chronic wounds. It cannot be undertaken at your own workplace.

Article 7 Written paper and its assessment

The five-page written paper (internship report and case processing) forms part of the examination and must be drawn up in accordance with the requirements of "Written Paper Woundexpert". A deadline (up to three months after the written examination) is set for the written paper. This date is equivalent to an examination date. The written paper must be demonstrably submitted to the educational institution (obligation of the participant).

Failure to submit the written paper is equivalent to failure to attend the examination and corresponds to grade 6 = "not passed" unless an exemption (illness) is claimed. A new date for submission four weeks later (from the announcement of results) is set and the participant is informed in writing. If the deadline for submission has passed three times a further extension will not be granted and the participant will not receive a certificate.

The deadline may, in exceptional cases, such as illness or maternity leave be extended for the duration of the down time. This must be supported by a medical certificate. Other special circumstances may only lead to an extension following consultation with the recognition and certifying body.

The written paper is assessed by the technical management of the Woundexpert course as a member of the examination committee unless someone else has been registered and confirmed for this purpose. The internship site is not involved in the assessment.

A written paper is deemed to have been passed only if completion of the internship has been confirmed by the internship site on the form "Certificate of Internship Basic Seminar Woundexpert ICW/TÜV" to the recognition and certifying body, if it meets the requirements stipulated in the assessment matrix and if it was not awarded a grade below 4.0. The written paper is thus considered not to have passed if it is less than 5 pages or more than 8 pages long or if the necessary appendices are missing.

Evaluation criteria	Maximum possible points	Example 2	Example 1
Formal structure/general requirements	3	3	3
Chronology, structure, form	4	3	3
Language aspects	4	3	3
Technical correctness	10	8	4
Own emphasis	11	6	4
Total points	32	23 Passed	17 Failed

The assessment is performed using the "Assessment Matrix Written Paper" and archived.

Article 8 **Passing/failing the examination**

The assessment of the two test parts is done separately and is combined into one result. If individual parts of the exam are failed, the failed tests can be repeated at most twice. The test is considered as passed if the candidate has achieved all the required performance levels. To do so he needs to have achieved a grade of at least **4.0** (= 56%) in all parts of the examination.

The training provider can communicate the result to the participants in the form of grades, subject to confirmation by the joint recognition and certifying body of PersCert TÜV and ICW.

Participants who fail to attend the examination date and/or violate any of the examination rules without a valid reason (e.g. illness) and without a good excuse will not pass the examination. Participants who have not passed the examination at their final attempt will receive a certificate of attendance from the training provider. The exam transcript documents the procedure in writing.

Article 9 **Re-examination**

If a candidate fails the examination, he may request a resit. He only needs to resit the parts of the examination that were failed.

A failed **written examination** can be resat at the earliest four weeks and at the latest 12 weeks following the announcement of the results. If this involves the participant re-attending training days the usual deadlines apply.

Like the written examination, the **written paper** can be resubmitted twice. If it is not passed a new date for submission four weeks later (from the announcement of results) is set and the participant is informed in writing. The participant must be informed about the deadlines prior to the measure (please refer to the examination regulations). Applications for an extension to a deadline must be made to the certifying body in each individual case.

Article 10

Examination rules

1. Cheating: No contact with other exam candidates is permitted.
2. Exam transcript: Permitted only on the exam papers made available.
3. Aids: The use of aids is not permitted.
4. Disruption: Anything preventing the examination from proceeding in an orderly manner must be excluded.
5. Leaving the examination room: On application candidates may leave the room individually but for no longer than 10 minutes.
6. Questions: Only to the test supervisor, no questions on content permitted.
7. Exclusion: If the above rules are not observed, the candidate will be deemed to have failed the examination.
8. Deliberate deception: A resit is ruled out if the participant has committed a deliberate deception (e.g. submitted written paper is demonstrably not his own work).

Article 11

Appeals/inspection of examination documents

Appeals and complaints must be addressed to the Director of the joint recognition and certifying body PersCert TÜV/ICW within two weeks of the announcement of the examination results. Complaints/appeals will be handled in accordance with the standard operating procedure for handling complaints/appeals by PersCert TÜV.

In the event of an appeal against the examination result the candidate can inspect his examination documents on completion of all examination parts. To do this, he must submit a written application to the training provider, who will allow the candidate to inspect the documents in the presence of a supervisor. The examination documents cannot be copied or handed to the candidate to take away with him. The process must be minuted. A copy of the minutes and of the examination documents must be passed on to the recognition and certifying body within one week.

Article 12

Certification

After the end of the examination the examination commission sends the **exam transcript** and the scoring to the joint recognition and certifying body PersCert TÜV and ICW in Berlin. The certifying body of PersCert TÜV and ICW checks compliance with the requirements for (admission requirements and examination results) defined in the Normative Document and issues its certification. As a result of the review a certificate is issued confirming that the participant has successfully participated in the "Woundexpert ICW®" course recognised according to the principles of the ICW.

The participant certificates are sent by the PersCert TÜV and ICW certifying body to the training provider, which issues them to the participants. A copy of the certificate remains with the training provider. The certificate is valid for five years. Then, a recertification must be obtained (see forms recertification).