



Information Guide Entrance Examinations

2020/2021 Intake

Table of Contents

	Introduction	3
1	Key contact details	4
2	The 21+ entrance examination	5
	2.1 Content	5
	2.2 Preparation	5
	2.3 Programme language	5
	2.4 Deficiencies	5
	2.5. Age requirement for 21+ examination	5
3	Deficiency test	6
	3.1 Preparation	6
	3.2 Taking the test and oral component	6
4	Language test	6
	4.1 Brief screening	6
	4.2 Written language test	6
5	Registrations	7
	5.1 Registering for the 21+ entrance examination	7
	5.2 Registering for the deficiency test	8
	5.3 Registering for the language test	8
6	Dates for 2020/2021 intake	9
7	Practical information	10
	7.1 Times	10
	7.2 Venue	10
	7.3 Participation and identification	10
	7.4 Results	10
	7.5 Resits	11
	7.7 Validity	11
	7.8 Withdrawal	11
	7.9 Fees	11
8	Other information	12
	8.1 Master's Degree programmes	12
	8.2 Legal background and other requirements	12
	8.3 Disabilities	12
	8.4 Data processing	12

Appendix 1: Deficiency subjects per programme

Appendix 2: Test information per subject

Appendix 3: 21+ exemptions and deficiency

Appendix 4: Examination rules

Appendix 5: Legal context

Introduction

In order to study at Windesheim, you have to fulfil the educational prerequisite requirements for the programme in question. This guide provides information about how to gain admission if you don't yet fulfil all the educational prerequisite requirements.

In order to be enrolled on a higher professional (hbo) study programme starting on 1 September or 1 February, you must satisfy the educational prerequisite by that date. The general educational prerequisite basically involves having a certificate of level-4 intermediate vocational education (mbo4), senior general secondary education (havo) or pre-university education (vwo). If you are twenty-one or older when the programme starts, you can secure exemption from the educational prerequisite by taking the 21+ entrance examination. The exam is also known as *colloquium doctum*.

For many programmes, you need to satisfy both the general educational prerequisite and certain specific educational entry requirements regarding your prior education. These specific requirements relate to the subjects or profiles followed in secondary education. Specific educational entry requirements are applied to ensure that your prior knowledge is appropriate for the programme you want to follow. If you haven't yet fulfilled a particular requirement, that is referred to as a deficiency. Admission is then possible after passing a deficiency test.

Finally, admission to a programme may depend on demonstrating proficiency in a particular language. You can also demonstrate your language proficiency by taking an entrance examination.

Information about the various types of entrance examination is provided in this guide.

Please note: the form, content, dates and other details of entrance examinations are liable to change. This is why you should always check whether you have the latest version of this guide. The latest version is available from the Windesheim website (www.windesheim.nl).

1. Key contact details

We hope that you'll find all the information you need in this guide. However, if you've got a question that isn't answered here, please contact:

Student Administration Service

Phone: 088-4699120
Email: studentenadministratie@windesheim.nl
Help desk: C0.85 (Windesheim, Zwolle Campus)
Information on: how to apply for your programme in Studielink, your registration status, validity of educational qualifications for fulfilment of admission requirements

Study Success Centre (SSC)

Phone: 088-4699100
Email: Studiesuccescentrum@windesheim.nl
Help desk: C0.86 (Windesheim, Zwolle Campus)
Information on: entrance examinations in general

Admissions Board

Email: toelatingscommissie@windesheim.nl
Phone: can be reached by phone through the SSC (see above)
Information on: registration for and withdrawal from entrance examinations; entrance examination processing ; contact with the Admissions Board

2. 21+ Entrance Examination

2.1 Content

Windesheim's 21+ entrance examination consists of:

Capacity test

The purpose of the capacity test is to assess whether your capacity for learning and general skills are sufficient for a higher professional programme. The test is done on a computer and has several elements (verbal, figures, numerical/mathematical).

If Dutch isn't your first language and your English is better than your Dutch, you can take at least part of the capacity test in English. For admission to an English-language programme, you can take the whole test in English; for admission to a Dutch-language programme, you need to take at least one element of the test in Dutch. If you want to take some or all of the test in English, please say so on your registration form, in the 'Other information' section.

English-language skills

The English-language skills test assesses your English reading and listening comprehension, vocabulary and command of grammar. The test is taken on a computer.

Background information to be provided

The 21+ examination involves providing a curriculum vitae and a motivation letter. The invitation, which you will receive one week before the examination session, tells you how to submit these documents. This information must be submitted no later than two days before taking the test. The Admissions Board may decline to mark your examination if they haven't received your supporting documents.

2.2 Preparation

The entrance examination assesses your potential and the knowledge and skills you have acquired over the years. Hence, no preparation is needed for this part of the examination, which is also why we cannot advise you on how to prepare.

2.3 Programme language

The examination is tailored to the language that the programme is taught in (Dutch or English). The results are not necessarily interchangeable. If you have any questions or problems – if you want to switch, for example – please contact the Admissions Board.

2.4 Deficiencies

For most programmes, deficiency subjects are defined (see Appendix 1). If a deficiency subject has been defined for a programme, you must follow the deficiency programme to gain admission to that programme as a 21+ candidate.

2.5. Age requirement for 21+

For admission as a 21+ student, the law requires that you are indeed at least twenty-one years old. Windesheim uses two programme start dates: 1 September (all programmes) and 1 February (some programmes). You can take the 21+ entrance examination when you are twenty, provided you will be twenty-one by the next programme start date. In that context, it does not matter whether the programme you want to follow actually starts on that date.

3. Deficiency test

In order to follow a programme successfully, you sometimes need to have certain knowledge before you start. If you don't have qualifications to show that you have certain knowledge, that is referred to as a deficiency. You can take a deficiency test to demonstrate that you do in fact have the relevant knowledge.

3.1. Preparation

Deficiency tests are senior general secondary-level tests. You can prepare for these tests in different ways: by studying the subject matter of upper-level havo for the subject in question, or perhaps a specific course book is recommended or a reader is available. Details are provided in Appendix 2 to this guide. The appendix also indicates the resources you can use for each test and how long the test lasts.

We assume that applicants will normally prepare independently. However, if you ask, we will try to put you in contact with senior students on the Windesheim teacher training programme for the relevant subject, with a view to obtaining coaching. The earlier you seek assistance, the better. We ask that you contact us no later than 15 June. Please mail toelatingscommissie@windesheim.nl and include 'Coaching for def.test' in the subject. We cannot guarantee that anyone will be available to help you prepare. If coaching is available, a fee will be payable.

3.2. Taking the test and oral component

Deficiency tests are organized on a group basis and take place on fixed dates (see Section 6). Depending on the test and on room availability, tests may be done on paper or on the computer. For some degree programmes, the deficiency test includes an oral component. The oral test is held in the relevant department, once you have passed the written test. If an oral test is in order, you'll be contacted and asked to make an appointment within three weeks. If you are applying late, please note that the oral test has to be taken before the start of the academic year (1 September or 1 February).

4. Language test

If you are admitted on the basis of an educational qualification obtained outside the Netherlands, a language requirement applies. You have to show that you are proficient in the language that the programme is taught in. There are various ways to meet the Dutch language requirement (see Appendix 1). If you don't yet meet the requirement, you can take certain elements of the entrance examinations at Windesheim to show that you are proficient in the language. The language test is in two parts.

4.1 Brief screening

First, you take a small part of a capacity test. The test gives us an initial impression of your proficiency in Dutch. We administer these tests a few weeks before the data of the deficiency tests. There is no fee for this part of the test. You have to pass the brief screening in order to take the main part of the language test, which is a written test. You cannot repeat the brief screening if you fail.

4.2. Written language test

The written language test is the deficiency programme Dutch test. You register for the test in the same way as for a deficiency test. If you pass the brief screening, you'll be sent a link to the registration site. After successful registration, you sit the test at Windesheim, on one of the dates given in Section 6, under 'Deficiency tests'. If you fail the test, you can retake it, providing that there is time.

5. Registrations

Applications and registrations go through Studielink. After applying in Studielink, it's important to regularly check the status of your application or registration on Studielink. If you have a problem or you're unsure about anything relating to your admission, please contact our Student Administration Service immediately.

5.1 Registering for the 21+ entrance examination

In order to take the 21+ entrance examination in good time, it's important to follow the steps set out below and to monitor progress:

1. Apply for admission to the programme in Studielink:
 - Leave the field 'Previous education' blank and click 'Next' (bottom right).
 - When asked 'Are you sure', answer 'Yes'
 - Enter your chosen programme
 - Immediately before completing your application, confirm the statement "I am aware that I have no previous education"

⚠ If your previous education does not qualify you for admission to higher professional education, you should register as having no previous education. If you register non-qualifying previous education, any deficiency may not be flagged up in good time, and that may prevent you taking the 21+ exam in time. If you are unsure whether your previous education qualifies you for admission, contact our Student Administration Service before applying.

2. You will be emailed a link to the 21+ registration site.

⚠ If you don't receive a link within a week of submitting your Studielink application, please contact the Student Administration Service.

3. Register for the 21+ exam (general part) **at least one week before the exam date.**

The registration window closes at 12:00 noon (Dutch time).

4. Pay the exam fee using iDEAL. If you don't pay the fee, you won't be registered for the exam, and you won't be able to take it.

5. Confirmations of your registration and payment will be sent by email.

⚠ If you haven't received both confirmations within three days of registering, contact the Admissions Board.

6. You'll receive an invitation, including details of the venue, one week before the exam.

⚠ If you haven't received an invitation five days before the exam date, contact the Admissions Board.

Most 21+ candidates have to take the deficiency test(s) as well. To see whether that is the case for you, refer to Appendix 1. If you apply via Studielink before 1 June, you can wait until you get the result of the general 21+ exam before registering for the deficiency test. If you apply after that date, there won't be enough time for you to wait for the result. Be sure to consider the intervals between the exams.

5.2. Registering for a deficiency test

If you have a deficiency, the Student Administration Service will get in touch. Contact the Student Administration Service yourself if you believe that you don't have the specific educational prerequisites and you haven't heard from the Service within a week of applying via Studielink. Once you've heard from the Student Administration Service, register for the deficiency test as follows:

- 1 Use the link to the registration site sent to you by the Student Administration Service.
- 2 Visit the registration site and register **at least one week before the exam date**. The registration window closes at 12:00 noon (Dutch time).
- 3 Pay the fee using iDEAL. If you don't pay the fee, you won't be registered for the test and you won't be able to take it.
- 4 Confirmations of your registration and payment will be sent by email.

ⓘ If you haven't received both confirmations within three days of registering, contact the Admissions Board.
- 5 You'll receive an invitation, including details of the venue, one week before the exam.

ⓘ If you haven't received an invitation five days before the exam date, contact the Admissions Board.

5.3 Registering for the language test

If you don't meet the Dutch language requirement, you can take our language test. You'll receive information and a registration form from the Student Administration Service:

- 1 Complete and sign the form, then send it in, following the instructions on the form.
- 2 We will confirm your application by email and let you know on what date we expect you for the first part of the language test.

ⓘ If you don't hear anything within a week of sending in the form, contact the Admissions Board.
- 3 Providing you pass the first part of the test, you'll be sent a link to register for the second part of the test.

ⓘ If you don't hear anything within two weeks of taking the first part of the test, contact the Admissions Board.
- 4 After qualifying for the second part of the language test, follow steps 2 to 5 in subsection 5.2.

6 Dates for 2020/2021 intake

September intake

Registration in Studielink	General 21+ exam	Deficiency test(s)	Deficiency test resits
1 Oct. 2019 until 29 Feb. 2020, inclusive	Tuesday 10 Mar. 2020	Tuesday 21 Apr. 2020	Tuesday 30 Jun. 2020
1 until 31 Mar. 2020, inclusive	Tuesday 7 Apr. 2020		
1 until 30 Apr. 2020, inclusive	Tuesday 19 May 2020	Tuesday 30 Jun. 2020	Tuesday 25 Aug. 2020
1 until 31 May 2020, inclusive	Tuesday 16 Jun. 2020		
1 Jun. 2019 until 15 Aug. 2020, inclusive	Monday 24 Aug. 2020	Tuesday 25 Aug. 2020	No resit options!

If you apply after 15 August, you won't be able to take the entrance examination for the September intake.

February intake

(for a small number of programmes only)

Registration in Studielink	21+ participation in general	Participation in deficiency test(s)	Resit for deficiency test
1 Oct. 2020 until 15 Nov. 2020, inclusive	Tuesday 24 Nov. 2020	Tuesday 8 Dec. 2020	Tuesday 26 Jan. 2021
16 Nov. 2020 until 15 Jan. 2021, inclusive	Monday 25 Jan. 2021	Tuesday 26 Jan. 2021	No resit options!

If you apply after 15 January, you won't be able to take the entrance examination for the February intake.

21+ dates	Registration closes*	Deficiency dates	Registration closes*
10 Mar 20	3 Mar 20		
7 Apr 20	31 Mar 20	21 Apr 20	14 Apr 20
19 May 20	12 May 20		
16 Jun 20	9 Jun 20	30 Jun 20	23 Jun 20
24 Aug 20	17 Aug 20	25 Aug 20	18 Aug 20
24 Nov 20	17 Nov 20	8 Dec 20	1 Dec 20
25 Jan 21	18 Jan 21	26 Jan 21	19 Jan 21

* Registrations must be received before 12:00 noon (Dutch time) on the date in question.

7 Practical information

7.1 Times

The examinations take place on the dates given in section 6. If a large number of people want to take a particular test, there will be both a morning sitting and an afternoon sitting. Grouping will then take place in order of registration. Under certain circumstances, a further exam date may be added to the schedule. If so, that will be indicated during the registration process. Morning sittings usually start at 09:30, and afternoon sittings at 13:30. However, other start times are sometimes necessary for organizational reasons (but not more than 30 minutes earlier or later). You'll be told which sitting you're assigned to and the exact start time a week before the exam.

7.2 Venue

Entrance examinations are held on our Zwolle campus. If there are enough applications and if possible in terms of organization, the general 21+ examinations will take place on the specified dates in Zwolle as well as Almere. In that case, applicants who have opted to be taught in Almere can take their entrance exams in Almere. Details will be provided in the invitation that we send.

7.3 Participation and identification

When you arrive to take an exam, it's important to report to the Study Success Centre reception desk in good time. At the desk, you'll be asked to identify yourself. The only acceptable forms of identification are a valid passport, ID card or driving licence. If you arrive late or you cannot identify yourself, you won't be able to take the exam.

Candidates are expected to follow instructions given by Study Success Centre staff and to abide by our Examination and Test Rules (see Appendix 2).

If unforeseen circumstances make it necessary to postpone an examination, Windesheim is not liable for any adverse consequences you may suffer.

7.4 Results

As a rule, your exam results will be sent to you in writing within one week. If anything happens to delay the distribution of results, we'll let you know. If you haven't heard anything from us within a week, please get in touch.

If you don't pass the general part of the 21+ exam, we'll call you a short while after sending the result to explain why you failed and answer any questions you may have. You may request a face-to-face discussion if you wish. If you fail a deficiency test, you will be given the opportunity to inspect your test paper. We'll give you the test inspection date when we send your result.

The result will include details on how to appeal against a test or examination result, should you wish to do so. If you are considering an appeal against a result, we recommend first asking the Admissions Board for a personal meeting. You can also obtain information and advice about the appeals procedure from a General Student Counsellor.

7.5 Resits

21+: the general 21+ examination (capacity test, English) may be taken no more than once in any period of twelve calendar months. Therefore, if you fail the exam, you cannot take it again for a year.

Deficiency test: you may resit a deficiency test once within a twelve-month period. It is possible to resit a deficiency test in time to gain admission on the date you originally applied for only if you register promptly and take the test at the earliest opportunity (see the table of dates presented earlier in this guide). If you qualify for a resit, one will be arranged for you automatically. There is no additional fee for a resit, providing that you let us know your preferred date within two weeks of receiving the result.

Language testing: testing has two phases. Phase 1 entails a 21+ test; phase 2 is a deficiency test. The resit arrangements described above therefore apply to the corresponding parts of the test. In other words, you cannot retake the first part of the test within twelve months, but you can resit the second part once within twelve calendar months.

7.6. Validity

Positive entrance examination results remain valid for three years. However, specific educational requirements regarding prior education are subject to change. Therefore, passing a particular deficiency test may not be sufficient to qualify you for admission at a later date. We are legally obliged to apply the requirements in force at the time of your application.

7.7. Cancellation

To withdraw from an examination, you must mail toelatingscommissie@windesheim.nl.

Conditional withdrawals and withdrawals made by phone are not valid. If you withdraw at least 24 hours before a scheduled examination, you are entitled to reimbursement of 75 per cent of your fee; if you withdraw later, 50 per cent of the fee is reimbursable. Your reason for withdrawal does not influence your entitlement. Reimbursement requests should be sent by email, accompanied by the associated payment confirmation. Please keep your payment confirmation, withdrawal mail and reimbursement request until the repayment has been made. You are welcome to withdraw and request a reimbursement in the same email. We must have received your reimbursement request within three months of the date you were scheduled to take the exam. Requests received later are not considered.

If you withdraw from an exam but wish to take it later, you need to go through the online registration process again and pay the fee again. You cannot offset any payment made previously against the 'new' exam fee.

7.8. Fees

21+ entrance examination (excluding deficiency test)	€ 160
Deficiency test	€ 55
Language test	€ 55

Other information

8.1 Master's degree programmes

For admission to a Master's degree programme, you are normally required to have a bachelor's degree. However, some of our master's programmes allow admission on the basis of an entrance examination. Because there is no uniform policy on that possibility, it is best to contact the department in question for advice.

8.2 Legal background and other requirements

This guide reflects Dutch law on the requirements regarding prior education. For details of the legal context, see appendix 3.

Admission may be dependent on other requirements, in addition to those provided for by law. For example, special educational prerequisites apply for primary teacher education programmes ('entrance tests'), and some programmes apply certain professional requirements (e.g. a medical test). You still have to meet any such additional requirements, even if you pass an entrance examination, as described in this guide.

8.3. Disabilities

If you have a functional limitation or other disability, we will take that into account where appropriate and possible. Please provide details on your registration form, in the 'Other information' section.

If you have a diagnosed functional limitation that normally entitles you to additional exam time, you will be given an extra half an hour for any deficiency test you take. It isn't possible to give extra time for a capacity test, but when assessing your performance we will take account of any limitation or disability you have told us about.

8.4 Data processing

Admission to a programme of higher professional education depends on you meeting certain requirements defined by law. The Student Administration Service requires details of decisions made on the basis of your test and exam performance, in order to process your admission application. The Admissions Board is therefore allowed to share such details with the Student Administration Service. Where the general part of the 21+ exam is concerned, the details shared consist of merely a statement that you do or do not qualify for exemption from the statutory admission requirement. Where a deficiency test is concerned, your results are shared with the Student Administration Service. The Admissions Board will not share your entrance examination results with any other department within Windesheim.

Appendix 1: Deficiency subjects per programme

Bachelor's Degree Programme	Deficiency subjects
B Accountancy	[General Economics or Business Economics] + Mathematics A
B Applied Gerontology	--
B Architecture and Construction Engineering	Mathematics A
B Business Administration	[General Economics or Business Economics]
B Civil Engineering	Physics + Mathematics A
B Communication	Mathematics A
B Education in Primary Schools (age 4-12)	Dutch + spoken English
B Educational Management Childcare	--
B Electrical and Electronic Engineering	Physics + Mathematics A
B Engineering	Mathematics A
B Entrepreneurship and Retail Management	[General Economics or Business Economics]
B Finance and Control	[General Economics or Business Economics] + Mathematics A
B Finance, Tax and Advice	[General Economics or Business Economics] + Mathematics A
B Global Project and Change Management	Mathematics A
B Human Resource Management	--
B Industrial Design Engineering	Physics + Mathematics A
B Industrial Engineering & Management	Mathematics A
B Information & Communication Technology	--
B International Business	[General Economics or Business Economics or Mathematics A]
B Journalism	Dutch
B Laws	Dutch
B Logistics Engineering	Mathematics A
B Logistics Management	[General Economics or Business Economics] + Mathematics A
B Marketing	[General Economics or Business Economics] + Mathematics A
B Mechanical Engineering	Physics + Mathematics A
B Nursing	--
B Psychomotor Therapy/Psychomotricity	Biology of the Human Body
B Social Work	--
B Spatial Development	--
B Speech and Language Therapy	--
B Sports and Physical Exercise	--

Follow-up: List of deficiency subjects for each degree programme

Bachelor's Degree Programme	Deficiency subjects
B Teacher Education in Biology	Biology, general topics
B Teacher Education in Business Economics	[General Economics or Business Economics]
B Teacher Education in Chemistry	Mathematics A + Chemistry & Physics (combined test)
B Teacher Education in Dutch	Dutch
B Teacher Education in English	English
B Teacher Education in French	French
B Teacher Education in General Economics	[General Economics or Business Economics]
B Teacher Education in Geography	--
B Teacher Education in German	German
B Teacher Education in History	History
B Teacher Education in Mathematics	Mathematics B
B Teacher Education in Physics	Mathematics A + Chemistry & Physics (combined test)
B Teacher Education in Religion	--

Associate Degree	Deficiency subjects
AD Architecture and Construction Engineering	Mathematics A
AD Assistant in secondary and tertiary technical vocational education	Mathematics A
AD Business Engineering: Management Engineering	Mathematics A
AD Entrepreneurship	--
AD Finance	--
AD ICT Service Management	--
AD Industrial Automation and Robotics	--
AD Marketing	[General Economics or Business Economics] + Mathematics A
AD Office Management	--
AD AD Pedagogical Educational Assistant	--
AD Social Work	--
AD Software Development	--

N.B.: where maths A is indicated, maths B may also be chosen. The reverse does not apply.

Appendix 2: Test information per subject

Subject	Subject-related information	Test duration	Permitted aids
Biology, general topics	In the Teacher Education in Biology programme students are expected to know all subject matter of upper-level havo for biology. Preparation: text books and final exam collections for upper-level havo.	3 hours	Binas book; Calculator (non-graphic)
Biology of the human body	You must do a test on biology of the human body. The chapters/topics to be studied are: heredity; cardiovascular system and respiration; metabolism and digestion; function and performance of organs and tissues. Preparation: text books and final exam collections for upper-level havo.	3 hours	Binas book; Calculator (non-graphic)
Business Economics	A website is available for preparation: <u>Preparation site for the deficiency test of Business Economics</u> There you will also find references to literature that you can study.	2 hours	Calculator (non-graphic)
Chemistry/ Physics (combined test)	Candidates for the programmes of Teacher Education in Physics and in Chemistry must do a combined test for these two subjects. Preparation: text books and final exam collections for upper-level havo. Maths A is also part of the research for this teacher education programme**.	3 hours	BINAS science reference book; Calculator
Dutch	Text comprehension and summarizing. Preparation: text books and final exam collections for upper-level havo.	3 hours	--
English	Written and oral examination* of English language skills. Preparation: text books and final exam collections for upper-level havo. NB: Candidates for Education in Primary Schools (age 4 - 12) only do the oral test for English.	2.5 hours	--
French	Written and oral examination* of French language skills. Preparation: text books and final exam collections for upper-level havo.	2.5 hours	--
General Economics	Ter voorbereiding is er een website beschikbaar: <u>Preparation site for the deficiency test of General Economics</u> Daar vindt u ook verwijzingen naar literatuur die u kunt bestuderen.	2 hours	Calculator (non-graphic)
German	Written and oral examination* of German language skills Preparation: text books and final exam collections for upper-level havo.	2.5 hours	--
History	Re: 20 th -century western history (including WWI, WWII, the Cold War, fascism, communism). Preparation: text books and final exam collections for upper-level havo, e.g. 'Memo', 'Sprekend Verleden', L.G. Dalhuisen.	2 hours	--
Mathematics A	You can prepare for this test by studying a reader. You can order a copy of this reader by emailing to: toelatingscommissie@windesheim.nl and asking for the 'Deficiency Reader for Mathematics A'.	2 hours	Binas book; Calculator (non-graphic)
Mathematics B	It is advisable to prepare for this examination by studying: 'Basiskennis en basisvaardigheden' (<i>Basics and Basic Skills</i>) Part 1, Chapters 1 to 12, incl. Authors: Kaldewaij and Valstar, ISBN: 978-94-9176-409-7.	2 hours	Pencil, eraser, ruler. No calculators permitted.
Physics	Preparation: text books and final exam collections for upper-level havo.	1.5 hours	Binas book; Calculator (non-graphic)

* The oral language skills tests are administered individually and by appointment. We'll contact you about making an appointment once you've taken the other parts of the exam.

** The entrance examination for the programmes of Teacher Education in Physics and in Chemistry starts with the Mathematics A test, which you can take on one of the pre-set dates. Subsequently, individual appointments will be made with you for the combined test. Hence, these parts of the examination are **not** scheduled at the regular test times.

Appendix 3: Exemptions

If you have certain qualifications and certificates, you can obtain exemption from certain elements of the entrance examinations. More information about this is given below.

Where a senior general secondary or pre-university qualification is concerned, only a legally valid certificate or diploma is acceptable. Admission tests of other universities of applied sciences will not be accepted for exemption from (parts of) our entrance examinations.

Examination	Element	Exemption (only) possible based on
21+ examination in general	Dutch language skills	* Senior general secondary or pre-university certificate of Dutch * NT2-II diploma, CNaVT-STRT or CNaVT-EDUP certificate (for Dutch as a foreign language): only if the candidate has lived in the Netherlands for less than five years
21+ examination in general	English language skills	* Senior General Secondary or pre-university certificate of English * Windesheim TaalNT2 participants, based on: OOPT, if: - both scores at least B1 for Dutch-language programmes - both scores at least C1 for English-language programmes * Cambridge certificate/IELTS/TOEFL: depending on result and language of instruction in the programme chosen.
21+ examination in general	Numeracy	* National Numeracy Test 3F, minimum result 5.5 * Windesheim TaalNT2 students: maths test 3F, minimum result 5.5
21+ examination in general	Aptitude Elements Capacity test	Candidates cannot be exempted from these elements based on diplomas, certificates, etc.
Deficiency programme	All	Candidates can be exempted from any part of the deficiency programme based on a Senior General Secondary (HAVO) or pre-university (VWO) certificate of the subject in question

Applying for exemptions

Candidates may apply for exemptions after applying for the 21+ entrance examination, by sending an email to toelatingscommissie@windesheim.nl. State in the subject line 'exemption request for 21+ entrance examination', plus the date when you applied for the entrance examination. Submit your request at least one week prior to taking the examination, but preferably sooner. Supporting documents are to be submitted as follows:

- For Senior General Secondary (HAVO) and pre-university (VWO) diplomas: go to DUO's Central Diploma Register: <https://duo.nl/particulier/uittreksel-diplomagegevens-downloaden.jsp>. There you can download --after logging in-- copies of your supporting documents free of charge. Then you add the downloaded document to your email in an attachment;
- Other supporting documents: make sure the documents are signed and preferably certified. Add the scanned documents to the email as an attachment.

The Admissions Board meets once a week (except during holiday periods) and will consider your request at its next meeting. We will let you know by email as soon as possible whether exemption has been granted.

You can apply for exemption from deficiency tests by submitting your Senior General Secondary (HAVO) or pre-university (VWO) certificate(s) to Student Administration.:

studentenadministratie@windesheim.nl

Study modules attended at Windesheim

It is possible to attend certain subjects from regular curricula as a student. Programmes use their own entry requirements for these study modules; the statutory entry requirements do not (yet) apply to students enrolling in these programmes. If a student completes all subjects from a propaedeutic phase (60 EC) in this way within two years, he can apply for admission based on the 21+ criteria. The 60 EC programme may have consisted of exemptions for a maximum of 10 EC and all other ECs must be demonstrably completed at Windesheim within two academic years.

This route does not - in principle - entail exemption from the deficiency programme. If you are currently taking or considering certain courses, we recommend that you contact us in good time to find out more about the exact terms and conditions and the method of submitting supporting documents.

At Windesheim it is possible to attend certain subjects from the regular curricula as a student, i.e. a course-based programme. Programmes use their own entry requirements for these such courses; the statutory entry requirements do not (yet) apply to students enrolling in course-based programmes. If a student completes all subjects from a propaedeutic phase in this way within two years, he can apply for admission based on the 21+ criteria.

Appendix 4: Examination rules

1. Be on time

Make sure that you arrive in good time; allow for the possibility of travel delays.

If you arrive late, you will not be able to take the exam or test, regardless of the reason for the delay.

2. Things to bring

In order to take an exam or test, you must bring:

- Valid proof of identity (only acceptable forms of ID: passport, driving licence, ID card)

You are also advised to bring:

- Your invitation letter

- The permitted resources (see Appendix 2)

3. Registration

Your invitation will tell you where you need to register on arrival. There is normally a reception area where you can wait and where candidates are given a collective introduction, including general information and explanations and the opportunity to ask questions. Coffee and tea will be available in the reception area. Tests and exams usually take place in separate areas.

4. Rules that apply during the test or examination

- * If you arrive after the test/exam has started, you will not be able to take it;
- * No verbal or non-verbal interaction with other candidates is permitted;
- * you are not allowed to consult the work of other participants, nor offer others an opportunity to consult yours;
- * Face-covering clothing is not permitted;
- * Mobile phones and watches are not permitted in the exam/test room;
- * Coats and bags must be left in a communal area as directed;
- * Eating and drinking are not permitted at computer workstations;
- * At the end of the exam or test, you must submit your work, the original exam/test paper and all used and unused writing paper and the like;
- * Once you have left the exam/test room, you are not allowed to return;
- * On the computer, you are not allowed to open any screen other than the test screen already opened for you;
- * Capacity test: no materials (including writing tools and paper) may be taken into or out of the computer room, everything you need for the test will be provided;
- * Deficiency test: only writing tools and permitted resources are allowed on the exam desk;
- * Deficiency test: you must not borrow a permitted resource from another candidate or lend one to another candidate.

Failure to follow the rules set out above may be interpreted as cheating and may invalidate your candidacy.

Appendix 5: Legal context

This guide has been compiled by reference to various laws and legal provisions that the Windesheim University of Applied Sciences Admissions Board is obliged to abide by, including:

The Higher Education and Research Act (WHW)

- The Education and Examination Regulations (EER).

At Windesheim, the EER are made up of an institutional part and a degree programme part. Always consult both when looking for information about your programme. The Regulations are available at <https://www.windesheim.nl/studeren/studeren-bij-windesheim/rechten-en-plichten/>

- Regulations on Registration and Deregistration

The Admissions Board is responsible for defining the admissions policy for Windesheim as a whole, on the basis of the WHW and the Education and Examination Regulations. A number of admission-related provisions are considered in more detail below.

Educational prerequisite, Article 7.24 of the WHW

In order to be enrolled on a higher professional (hbo) study programme starting on 1 September or 1 February, you must satisfy the educational prerequisite by that date. That normally implies holding a certificate of senior general secondary education, pre-university education or intermediate vocational education (4).

No diploma granting admission, Article 7.29 of the WHW

If you don't have a diploma granting admission and you are over the age of twenty-one when the programme starts, you can secure exemption from the educational prerequisite by taking the 21+ entrance examination, also referred to as colloquium doctum (WHW, Article 7.29).

Specific educational entry requirements, Article 7.25 of the WHW

If you don't meet a specific educational entry requirement, that is termed a 'deficiency'. You can make good a deficiency by passing a deficiency test. Students admitted on the basis of a 21+ entrance examination are still required to meet any applicable specific educational entry requirements.

Supplementary and/or special educational entry requirements (Sections 7.25a to 7.28 of the WHW)

An entrance examination is a legitimate basis for exemption only from the general educational prerequisite and/or from the applicable specific educational entry requirements. Passing the 21+ entrance examination does not exempt you from meeting any other conditions or requirements that apply to your admission, such as the supplementary and special requirements provided for in Sections 7.25a to 7.28 of the WHW.