

University of
Applied Sciences

Windesheim



Information Guide Entrance Examinations

2021/2022 Intake

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Introduction

In order to study at Windesheim, you have to fulfil the admission requirements for the programme in question. Various educational entry requirements are applicable. In order to be registered for a higher professional (HBO) study programme starting on 1 September or 1 February, you must satisfy these educational entry requirements by that date. This guide provides information on how to gain admission if you don't yet fulfil all educational entry requirements.

21+ Entrance Examination

If you don't have a diploma granting admission to higher professional education and you are over the age of twenty-one when the programme starts, you can take the 21+ entrance examination, also referred to as colloquium doctum. After having passed a 21+ entrance examination at Windesheim, you will be admissible to Windesheim's Ad and Bachelor programmes.

With a HAVO or VWO diploma

With a HAVO or VWO diploma you meet the general educational prerequisite for following an Ad or Bachelor's degree programme in higher professional education. For many programmes, however, you need to satisfy both the general educational prerequisite and certain specific educational entry requirements regarding your prior education. A specific entry requirement of this type means that your HAVO or VWO diploma must relate to a specific profile or subject to provide direct admissibility. If you do not meet this/these specific educational entry requirement(s), it means there is a deficiency. You can eliminate this deficiency by passing the relevant deficiency test.

Diploma obtained abroad

If you hold a diploma obtained abroad that is equivalent to a HAVO, VWO or MBO diploma, you are eligible for admission to our Ad and Bachelor's degree programmes. You must demonstrate your adequate proficiency in the language in which the programme is taught. If you do not have a certificate to prove this, you can also sit the Windesheim language examination for a Dutch-language programme. Apart from the language requirement, specific educational entry requirements may apply, as is also the case for candidates holding a HAVO and/or VWO diploma.

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

For a number of degree programmes, special admission requirements apply in addition to the educational entry requirements, such as a sports test. This type of additional requirements apply to everyone who wants to start in the relevant degree programme. This information guide does not contain information about these special admission requirements. Please check our website under the programme of your choice for this information.

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

Are you not in possession of an MBO4, HAVO or VWO diploma or a comparable diploma obtained abroad, and are you 21 years of age or older at the start of the programme? In that case, you can be exempted from the educational entry requirement by passing Windesheim's 21+ entrance examination.

2.1 Content

Windesheim's 21+ entrance examination consists of:

Capacity test and Dutch-language skills

The purpose of the capacity test is to assess whether your capacity for learning and general skills are sufficient for a higher professional education programme. The test is taken on a computer. Your abstract reasoning capacity, numeracy skills and verbal reasoning capacity must be at least of a (low) average HBO starting level. Your language skills (spelling, grammar, punctuation) are tested by means of words and sentences that you have to assess as right or wrong. You must achieve a score of 75% on this.

Is Dutch not your mother tongue and do you have a better command of English than of Dutch? Then it is possible for you to take the capacity test (partly) 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 are required to take a Dutch-language skills test. 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.

This test establishes the level of your English language proficiency; for Dutch-language programmes the lower limit is B1 and for English-language programmes C1.

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.

Prior to participation, please submit a curriculum vitae and motivation letter. This background information helps us to interpret the examination results and to identify any notable issues or inconsistencies. 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.

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. Age requirement for 21+

For admission as a 21+ student, the law requires that you are indeed at least twenty-one years old. Windesheim has 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 for candidates holding a HAVO and/or VWO diploma

Do you hold an MBO4, HAVO and/or VWO diploma or a comparable diploma obtained abroad, and has Student Administration established a deficiency? You can eliminate this deficiency by passing the relevant deficiency test.

3.1. Preparation

Deficiency tests are senior general secondary-level tests. You can prepare for these tests in different ways: for instance, 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 1 to this guide. The appendix also indicates the resources you can use for each test and how long the test takes.

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 send an email to: 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 a 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. You can meet the Dutch language requirement in various ways, namely by submitting an NT2-II diploma, a CNaVt-STRT or CNaVt-EDUP certificate not older than two years, or a recognized HAVO or VWO certificate for Dutch language. If you don't have any of these, 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 (see Appendix 1). 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 Student Administration 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 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 Student Administration

3. Register for the 21+ exam (general part) **at least two weeks 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.

5.2. Registering for a deficiency test

If you have a deficiency, Student Administration will get in touch. Contact Student Administration yourself if you believe that you don't meet the specific educational entry requirements and you haven't heard from them 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 Student Administration.
- 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 Student Administration:

- 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 section 5.2 above.

6 Dates for 2021/2022 intake

21+

Registration in Studielink	Date of 21+ exam	Registration deadline
1 October 2020 until 29 February 2021, inclusive	Tuesday 9 March 2021	Tuesday 23 February 2021
1 until 31 March 2021, inclusive	Tuesday 13 April 2021	Tuesday 30 March 2021
1 until 30 April 2021, inclusive	Tuesday 18 May 2021	Tuesday 4 May 2021
1 until 31 May 2021, inclusive	Tuesday 22 June 2021	Tuesday 8 June 2021
1 June 2021 until 15 August 2021, inclusive	Tuesday 24 August 2021	Tuesday 18 August 2021
1 October 2021 until 15 November 2021, inclusive*	Tuesday 23 November 2021	Tuesday 9 November 2021
16 November 2021 until 15 January 2022, inclusive*	Tuesday 25 January 2022	Tuesday 18 January 2022

*concerns 21+ aimed at February intake. Participation is possible only if the programme selected actually offers a February start. This is the case for a limited number of programmes.

Deficiency tests

Test date	Registration deadline	Resit date
Tuesday 20 April 2021	Tuesday 13 April 2021	Tuesday 29 June 2021
Tuesday 29 June 2021	Tuesday 22 June 2021	Monday 23 August 2021
Monday 23 August 2021	Monday 16 August 2021	No resit option for September intake
Tuesday 7 December 2021*	Tuesday 30 November 2021	Monday 24 January 2022
Monday 24 January 2022*	Monday 17 January 2022	No resit option for February intake

*concerns tests aimed at February intake. Participation is possible only if the programme selected actually offers a February start. This is the case for a limited number of programmes.

N.B.

- For all registration deadlines, the registration must be received before 12.00 noon on the day in question!
- If you apply after 15 August, you won't be able to take any entrance examinations for the September intake; if you apply after 15 January, you won't be able to take the 21+ entrance examination for the February intake.

Special information concerning corona:

In connection with corona measures, please read Appendix 5 carefully. Due to the corona measures, our capacity is more limited than usual. Therefore, it is possible that not all applicants can take part at the same time on the scheduled dates. We will then schedule a morning and an afternoon session, but we cannot rule out the possibility of having to reschedule some of the applicants for the next day. Placement in groups is always done by order of registration; unfortunately, we cannot take individual wishes into account. Please bear this in mind beforehand!

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

Due to the corona measures, the general 21+ entrance examinations are currently conducted online. Further details are provided in Appendix 5 to this information guide. The deficiency tests are held on our Zwolle Campus.

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 3).

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 one week, please get in touch.

If you don't pass the 21+ entrance examination, we'll call you a few days after sending the result to explain why you failed and answer any questions you may have. You may request a face-to-face meeting 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. Due to corona measures, regular test inspection may have to be cancelled, in which case we will try to find a different way to give you feedback if you failed the test.

The information provided with your test 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 an uninterrupted 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 on the next test date. There are no additional costs for the resit. If you decide not to use the resit opportunity, we would appreciate it if you would let us know in time.

Language testing: testing has two phases. In phase 1 you will do a part of a capacity test, while in phase 2 you will take a deficiency test. This means that you cannot resit the first part within 12 months, whilst you can resit the second part only once within a 12-month period, in accordance with the rules for resits of deficiency tests set out above.

7.6. Validity

If you pass, your 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 Disabilities

If you have a disability or other functional limitation, 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 disability 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.

8.3 Data processing

Admission to a programme of higher professional education depends on you meeting certain requirements defined by law. Student Administration requires details of decisions made on the basis of your test and exam performance, in order to process your application for registration. The Admissions Board is therefore allowed to share such details with Student Administration. 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 Student Administration.

The Admissions Board will not share your entrance examination results with any other department within Windesheim.

Appendix 1: Test information per subject

Subject	Subject-related information	Test duration	Permitted aids
General Economics	A website is available for preparation: Preparation site for the deficiency test of General Economics There you will also be referred to literature that you can study.	2 hours	Binas book; Calculator (non-graphic)
Finance and Control	A website is available for preparation: Preparation site for the deficiency test of Finance and Control There you will also be referred to literature that you can study.	2 hours	Binas book; Calculator (non-graphic)
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)
German	Written (i.e. text comprehension and writing assignment) and oral examination* of German language skills Preparation: text books and final exam collections for upper-level HAVO.	2.5 hours	--
French	Written (i.e. text comprehension) and oral examination* of French language skills. Preparation: text books and final exam collections for upper-level HAVO.	2.5 hours	--
Physics	Preparation: text books and final exam collections for upper-level HAVO. (For Teacher Education in Physics and in Chemistry, see at Chemistry)	1.5 hours	Binas book; Calculator (non-graphic)
Dutch	Text comprehension and summarizing. Preparation: text books and final exam collections for upper-level HAVO.	3 hours	--
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 examination for this teacher education programme**.	3 hours	BINAS science reference book; Calculator
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)

* 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.

** An individual appointment will be made with you for this combination test. This test does not take place at the regular test times and is carried out at the study department.

Appendix 2: 21+ exemptions

If you have the qualifications and certificates specified below, you can obtain exemption from specific elements of the 21+ examination. 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.

Element from 21+	Exemption (only) possible based on
Dutch language skills	* Senior General Secondary or pre-university certificate of Dutch * Only for those who have lived in the Netherlands for less than 5 years: NT2-II Diploma, CNaVT-STRT Certificate or CNaVT-EDUP Certificate
English Language Skills	* Senior general secondary or pre-university certificate of English * Only for Windesheim TaalNT2 participants (transition year): - OOPT- result both scores at least B1 for Dutch-language programmes - OOPT- result both scores at least C1 for English-language programmes * Cambridge certificate/IELTS/TOEFL: depending on result and language of instruction in the programme chosen.
Numeracy	* Only for Windesheim TaalNT2 participants (transition year): maths test 3F, minimum result 5.5
Abstract, numerical and verbal reasoning	Candidates cannot be exempted from these aptitude elements based on diplomas, certificates, etc.

Applying for exemptions

Applications for exemptions can be made **after registration** for 21+, requests made before registration for 21+ will not be processed. The application can be submitted by email to:

Toelatingscommissie@windesheim.nl. State in the subject line 'exemption request for 21+ entrance examination', plus the date when you applied for the 21+ 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>. After logging in with your DigiD, you can download the supporting documents there free of charge. Then you add the downloaded document to your email in an attachment;
- Other supporting documents: please send the scanned documents as attachments to your email. Documents must be signed and preferably certified.

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.

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.

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.

Appendix 3: Examination rules

NB: Also read Appendix 5 on details due to the corona measures!

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 the permitted aids are allowed on the examination table;
- * deficiency test: permitted aids may not be exchanged with other participants.

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

Appendix 4: Legal context

This Information 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 section and a degree programme section. 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
- Executive Board decisions concerning admissions policy

On this basis the Admissions Board defines the admissions policy for Windesheim as a whole. A number of admission-related WHW articles are explained 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 diploma 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.

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

An entrance examination is a legitimate basis for exemption only from the general educational entry requirements 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 Articles 7.25a up to and including 7.27 of the WHW.

Appendix 5: Details concerning corona measures

21+ Entrance Examination

Due to corona measures, participants are currently required to participate in the 21+ examination at home. The examination takes place at a date and time determined in advance. In the case of large groups, it may be necessary to schedule an extra day in addition to the dates specified in this information guide. You will be informed of the scheduled date and time of your examination one week beforehand.

Examinations are conducted with online proctoring. Requirements:

- a working computer or laptop (not a tablet) with a webcam and microphone
- use of Google Chrome (free browser) with adblockers disabled
- mobile phone with camera
- advisable: headphones and mouse that you can connect to your computer or laptop. The headphones are intended for the English section and may only be used for that purpose.

One week before the test, you will be contacted by our test supplier by email (please note that this email may end up in your spam folder). You must run a system check to ensure that your equipment is suitable and that everything is working properly. This check is necessary; if you have not received any message a few days before the examination, please contact the Admissions Board.

During the examination, you are required to:

- be alone in a room
- complete the examination without interruption, which requires 3 hours of uninterrupted time for the tests and examinations
- ensure that no other screens are opened or open; an extra open screen may be considered as fraud and opening a second screen during the examination will abort the examination

Statement of agreement

When registering for the general part of 21+ in the period of limited access to Windesheim due to corona measures, you agree to take the examination in the manner described above and to images of your examination being stored by our examination provider. As soon as the terms for an appeal have expired, these images are destroyed.

NB:

- If you are not available at the scheduled time, this is regarded as a cancellation. The regulations concerning cancellation (section 7.7 of the information guide) are then applicable.
- If the test session is disturbed or interrupted, this may have a negative impact on the assessment.

Deficiency tests

Due to corona measures, access to the Windesheim buildings is more restricted than usual. Efforts will be made to ensure that tests/exams can be held at our location as much as possible. The deficiency tests are part of this and are therefore held at Windesheim on the dates mentioned in this information guide.

Language tests

The first part of the language test can be done remotely. That means you can do this at home with computer supervision. A personal appointment will be scheduled for this and it is important that you can Skype. For the second part of the language test, the provisions stated above under 'deficiency tests' are applicable.

More information about measures taken at Windesheim regarding the coronavirus can be found here: <https://www.windesheim.nl/pagina-s/coronavirus>.