Administratieve Module CNaVT

Manual for candidates
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1 Registration

First you have to register and make your personal account. Then you can book an exam. Go to the Administratieve Module CNaVT. Choose your preferred language: Dutch or English.

To register, select Register as a candidate.

1.1 Register as a candidate

Fill out all the fields. Fields marked with a * are mandatory fields and must be completed. Attention: Make sure your email address is correct!
1.2 Personal information

Fill out all the fields. Fields with a * are mandatory fields and must be completed. When you see a ▼ choose an option from the list.

1.3 Languages and education

Fill out all the fields. Fields with a * are mandatory fields and must be completed. When you see a ▼ choose an option from the list.

**Attention**: you have to fill out your native language first. Choose your native language and when you select the level, please indicate that the selected language is your native language. Click on Add to confirm your choice.

Do you speak other languages as well? Then you can add other languages. Choose your language and level, and click on Add.
1.4 Complete registration

Click on I agree to the Terms and Conditions and read the Terms and Conditions of CNaVT. Tick off the checkbox next to I agree to the Terms and Conditions. Click on Register.

You will get a confirmation. Read the message in the field. You will receive an e-mail with a link to activate your account.

Attention: If you don’t receive any activation email, please contact the CNaVT Secretariat (cnvt@kuleuven.be).

1.5 Activate account

You receive an email. Click on the link in the email to log in with your email address and password.
2 Log in for the first time

Go to the Administratieve Module CNaVT and log in.

Fill out your email address and password and click on Log in. Read the message in the field. Click on Click here. Now you see My profile, the page with all your details. You can check your details (see chapter 4 Dashboard).

Are you a student at a CNaVT exam centre? Please contact your teacher and tell her or him that you have registered in the Administratieve Module CNaVT. Your teacher will give you a code to start booking exams at their centre.

Are you not a student of a CNaVT exam centre? You can now book an exam at any exam centre in the booking section (see below).
3 Book an exam at an exam institution

Are you a student at a CNaVT exam institution? You can only subscribe for an exam after your teacher has given you an institution code to book a the exam centre. Wait until your teacher has sent or given you the code.

Are you not a student of a CNaVT exam centre? You can immediately book an exam at any exam institution of your choice.

Click on Exams & sessions.

3.1 The CNaVT exams

Please go to the CNaVT-website read the descriptions of all the CNaVT exams in order to be able to choose the most appropriate exam for you. You can also ask your teacher which exam level is the best for you.

What do you have to do now?

- First choose which CNaVT exam you want to take.
- Choose an exam institution. If you are a student at an exam centre (and internal candidate), you will receive an institution code form you exam centre to retrieve the correct exam centre in the list. If you are not a student at any exam centre, then you can book an exam at any centre in the list (you are an external candidate).
- In the next step you will be asked to choose whether you need an adapted exam procedure (AP). You will find all the necessary information and conditions explained on the CNaVT-site: http://cnavt.org/examens-met-aangepaste-procedures. If you don't need an AP, then you choose 'no' in the list and you proceed to the next step.
- Your exam request is sent to the institution (when you request a regular exam) or to the CNaVT and your institution (when you request an adapted procedure).
- When your institution has approved your request, you will receive a payment reminder to pay for the exam. If the exam centre of your choice accepts digital payments, you will be forwarded to a PayPal application. If your exam centre chooses to work with an invoice, you arrange the payment directly with your exam centre (see Step 3: Payment).
- After approval and payment, you will get an email from your exam centre with the details of the administration for the exam (date, place, time).
3.2 Subscribe for an exam

Step 1: Select an exam

Click on Register for an exam.

You see all the CNaVT exams. Click on the exam of your choice. Please consult your teacher about the exam level that you wish to take. Or read our exam descriptions carefully on our website to choose the correct exam: http://cnavt.org/het-examen-nederlands.

Click on the green button Subscribe to proceed.
Step 2: Select an exam centre

Are you a student at the exam centre of your choice? Then you are an internal candidate and you should receive an institution code from your teacher. Please fill in this code and click on Filter, to retrieve the right exam institution to book your exam at.

If you don’t have the code, then it’s possible that you can’t see your exam centre. In that case, please contact your institution or the CNaVT secretariat for the code!

If you are not a student at an exam centre (external candidate), then you choose any exam centre from the given list. Click on Reset to see that list at any given moment.

Please pay attention: it’s very important that you register for the correct exam at the correct exam centre. To avoid mistakes, please contact the institution of your choice before registering, as they have to approve of your booking! A list of all institutions per country can be found on the website: http://cnavt.org/zoek-exameninstelling.

In the given lists of exam institutions, you can also see how much an exam costs at every exam centre (the exam fee), how much you need to pay for the administration of the exam (administration fee) and what the total amount of the payment will be.

The default list of exam centres only renders the centres in the country where you live and who accept external candidates. You can also select another country, for example a neighboring country. Click on the arrow next to the country and select another country. Click on Filter.

Click on Select next to the exam centre where you prefer to take the exam.
Step 3: Requesting an exam with an Adapted Procedure (AP)

In this step, you need to indicate whether you need an Adapted Procedure (AP). For most candidates, this is not the case, only for candidates that have a functional disability (a hearing or visual impairment, dyslexia etc.) an Adapted Procedure can be requested.

If you do not need an adapted procedure, please leave ‘no’ selected in the list and proceed to the next step. Click on Continue:

If you do want to request an AP, please select Yes in the list and choose a reason in the second list (visually impaired, hearing impaired, dyslexia). Then you have to describe which procedures you need to be able to take the exam. You will also have to document your request with solid medical proof (a medical certificate), translated into Dutch. Upload this medical certificate by means of the button Upload File. Click Continue when you have completed the request.

You can also find all information on AP procedures on the CNaVT-website: http://cnavt.org/examens-met-aangepaste-procedures.

Include here the description of your abilities and explain your requirements in the exam procedure.
Please pay attention: the time needed to review an exam request with AP is much longer than for a regular exam procedure. You need to have a solid medical certificate to document your request, and both CNaVT and your institute have to agree on how to organize the exam. All parties (you, your institute, CNaVT) have to agree and sign a proposal for the adapted exam procedure.

In the payment overview you see how much you need to pay. Click on the exam rules and read the terms and conditions. Tick the checkbox I agree with the exam rules.

Step 4: Confirmation of your exam request

Whether you have requested an AP or not, you will get a screen as confirmation of your request. If you booked a regular exam procedure, you will see this confirmation screen:

If you requested an exam with AP, you will see this confirmation screen:
Please wait for further instructions in your mailbox. Your request has to be approved by the institution (or in case of an AP also by the CNaVT!).

**Step 5: Payment**

As soon as your request has been approved, you will receive a Payment Reminder in your mailbox.

Please click on the link in your mailbox to log into the system again and fulfill your payment. If the link in your mailbox is disabled, please just log in the system again. You will see now that your exam request contains a button **Pay Now**. Select this button to start the payment process:

![Payment Reminder](image)

You will see the total cost of the exam in your basket. Did you receive a **voucher**? Fill out the code of the voucher and click **Validate** to apply the discount to your total.

Select the checkbox **I agree with the exam rules** before selecting the green button (**Continue** or **PayPal**). This button will display either Continue or PayPal depending on whether the centre accepts PayPal payments or prefers payment managed by the centre itself (e.g. cash, money transfer etc.).

Select the checkbox **I agree with the exam rules** before selecting the green button (**Continue** or **PayPal**). This button will display either Continue or PayPal depending on whether the centre accepts PayPal payments or prefers payment managed by the centre itself (e.g. cash, money transfer etc.).
Once payment has been processed successfully, you will be directed to the **Payment Confirmation** page. This will advise that the booking has been submitted and will confirm your payment reference number.

Your exam centre will contact you if the payment should be organized in cash, money transfer etc. Please keep in contact with your exam centre regarding the alternative payment procedures, as they can refuse that you take the exam when you haven’t paid it yet!

Click on the green button **Return to Dashboard** to return to the page ‘Exams and Sessions’ (= your Dashboard) and complete the booking progress. The institution will contact you via e-mail to set the exam date.
4 Dashboard

In the tab Dashboard you can choose another language via the flag, right at the top. To log out, click on Log out.

4.1 Exams & sessions

Here you see all the exams you have booked and the status of your bookings. The status can be:

- **In Progress** – This is an exam booking that you have started but not completed. Select **Edit** to pick up where you left off and complete the booking.
- **Institution Review** – Your exam request is waiting for approval by the exam centre.
- **Awaiting Payment** – Your request has been approved by the institution and you still need to pay for the exam (by PayPal or an alternative payment method of the exam centre).
- **Approved** - Your exam request has been approved by the exam centre and you should receive a booking schedule confirmation by email soon.
- **Rejected** - Your exam request has been rejected by the exam centre. You will receive an email with the reason for rejection.

The status of a request for an adapted procedure can be:

- **CNaVT Review** - Your request has been submitted and is waiting for approval by the exam commission of CNaVT.
- **Institution Review** – your request also has to be approved by the exam institution (after being approved by CNaVT).
- **Approved** – Your request has been approved by CNaVT.
- **Rejected** – This indicates that CNaVT have rejected your request. Select **Update** to either continue a request without an adapted procedure or cancel the exam request completely.
4.2 Your exam request has been rejected

If your exam centre rejects your exam request, you receive an email with the reason of rejection.

4.2.1 You can make a new exam request

After your exam request was rejected by an exam centre, you can always apply for a new request at another exam centre. See 3.2.

4.2.2 When your exam with AP has been rejected

Your request for special requirements has been rejected? Click on Update to read the message from CNaVT.

You can read the reason for rejection in the grey text field. At the bottom of the page there’s a list where you can select the next option:

- **Continue with exam without special requirements**: select this option if you have decided to take an exam without any special requirements.
- **Dispute rejection of my special requirements**: select this option if you have uploaded more information.
4.3 My profile

On this page you can change all your details, your password and upload documents.

Attention: you can’t change your email address!

4.3.1 Change personal information, addresses, languages and education

Change your details. Click on Save.
4.3.2 Change password

You can change your password by filling out the current one and then change it. If you have forgotten your password, please request a new one. Your password should be made of at least 3 characters. If you have no more changes to make, select Save at the foot of the page.

4.3.3 Uploading documents

Do you want to upload a document? Click on Choose file and select the document from your computer. Save the changes by clicking Upload.

You can download or delete a document. Click on and click on Download or Delete.