

Administratieve Module CNaVT

Manual for candidates



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Contents

1	Registration	3
1.1	Register as a candidate	3
1.2	Personal information	4
1.3	Languages and education	4
1.4	Complete registration.....	5
1.5	Activate account.....	5
2	Log in for the first time	6
3	Book an exam at an exam institution	7
3.1	The CNaVT exams	7
3.2	Subscribe for an exam	8
	Step 1: Select an exam	8
	Step 2: Select an exam centre	9
	Step 3: Requesting an exam with an Adapted Procedure (AP).....	10
	Step 4: Confirmation of your exam request.....	11
	Step 5: Payment.....	12
4	Dashboard	14
4.1	Exams & sessions.....	14
4.2	Your exam request has been rejected	15
4.2.1	You can make a new exam request	15
4.2.2	When your exam with AP has been rejected	15
4.3	My profile.....	16
4.3.1	Change personal information, addresses, languages and education.....	16
4.3.2	Change password.....	17
4.3.3	Uploading documents	17

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.

Select your preferred language


Nederlands


English

To register, select **Register as a candidate**.



CNaVT

Certificaat Nederlands als Vreemde Taal

Onze taak, uw toekomst



Login

Login

Email

Password

Stay Logged In Forgot your password?

Log in

Don't have an account yet? Sign up as a Candidate.

No account? Register here

 [Register as a candidate](#)

[Register as an exam centre](#)

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!

Register as a candidate

<p>First Name*</p> <input type="text"/>	<p>Surname*</p> <input type="text"/>
<p>Email Address*</p> <input type="text"/>	<p>Password*</p> <input type="password"/>
<p>Confirm Password*</p> <input type="password"/>	

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.

Languages and Education

Highest Level of Education*

- Please Select - ▼

Language*

- Please Select - ▼ - Please Select - ▼ **Add**

I agree to [Terms and Conditions](#)

Register

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**.

Languages and Education

Highest Level of Education*

- Please Select - ▼

Language*

- Please Se ▼ - Please Se ▼ **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**.

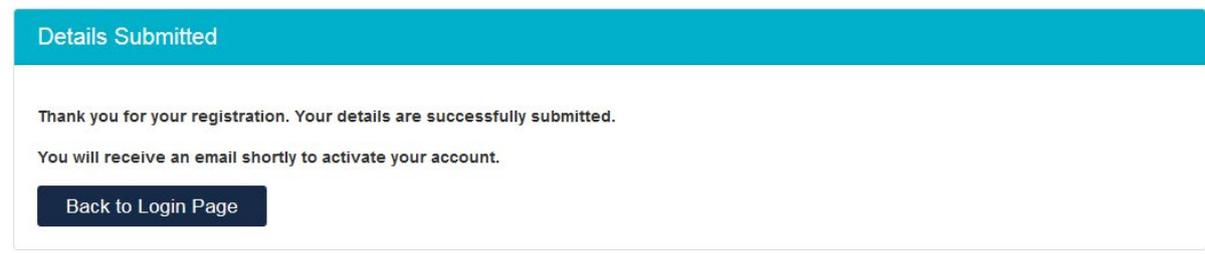


I agree to the [Terms and Conditions](#)

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).



Details Submitted

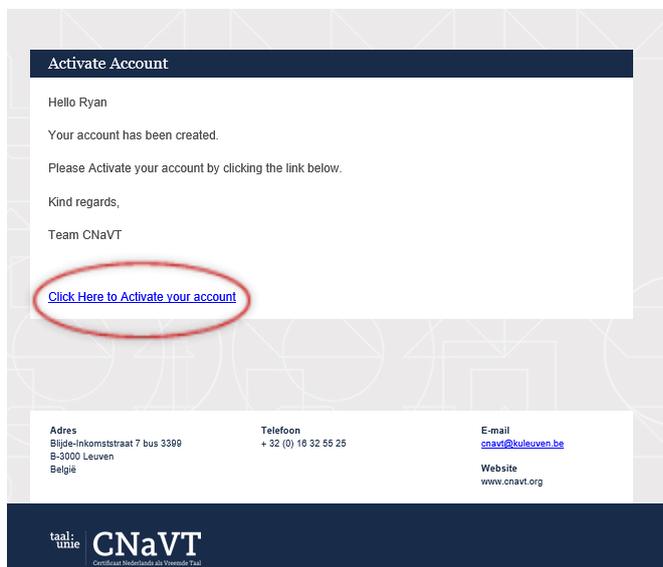
Thank you for your registration. Your details are successfully submitted.

You will receive an email shortly to activate your account.

Back to Login Page

1.5 Activate account

You receive an email. Click on the link in the email to log in with your email address and password.



Activate Account

Hello Ryan

Your account has been created.

Please Activate your account by clicking the link below.

Kind regards,

Team CNaVT

[Click Here to Activate your account](#)

Adres
Blijde-Inkomststraat 7 bus 3369
B-3000 Leuven
België

Telefoon
+ 32 (0) 16 32 55 25

E-mail
cnvt@kuleuven.be

Website
www.cnvt.org

taal:
tutle **CNaVT**
Centraal secretariaat van de Vlaamse Taal

2 Log in for the first time

Go to the [Administratieve Module CNaVT](#) and log in.

taal: unie CNaVT Onze taak, uw toekomst 

Login

Login

Email

Email

Password

Password

Stay Logged In [Forgot your password?](#)

Log in

[Don't have an account yet? Sign up as a Candidate.](#)

No account? Register here

 [Register as a candidate](#)

[Register as an exam centre](#)

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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.

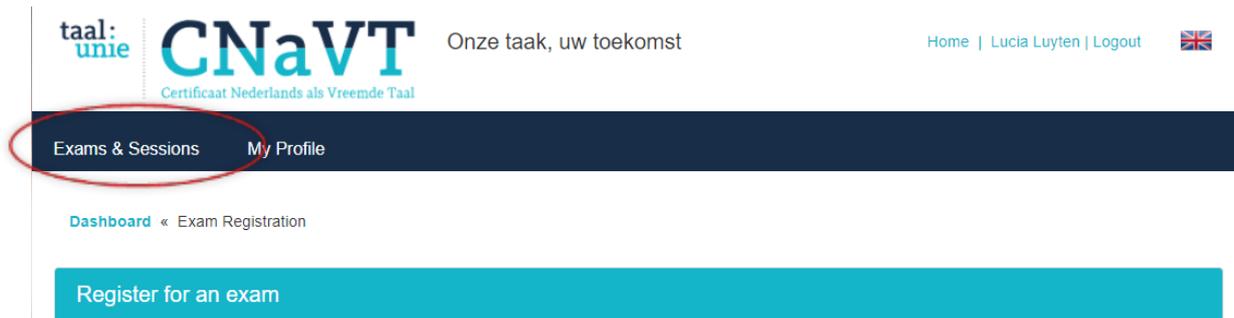
Are you not a student of a CNaVT exam centre? You can now book an exam at any exam centre in the booking section (see below).

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 at 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**.



taal: unie CNaVT Onze taak, uw toekomst Home | Lucia Luyten | Logout

Exams & Sessions My Profile

Dashboard < Exam Registration

Register for an exam

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** from your 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

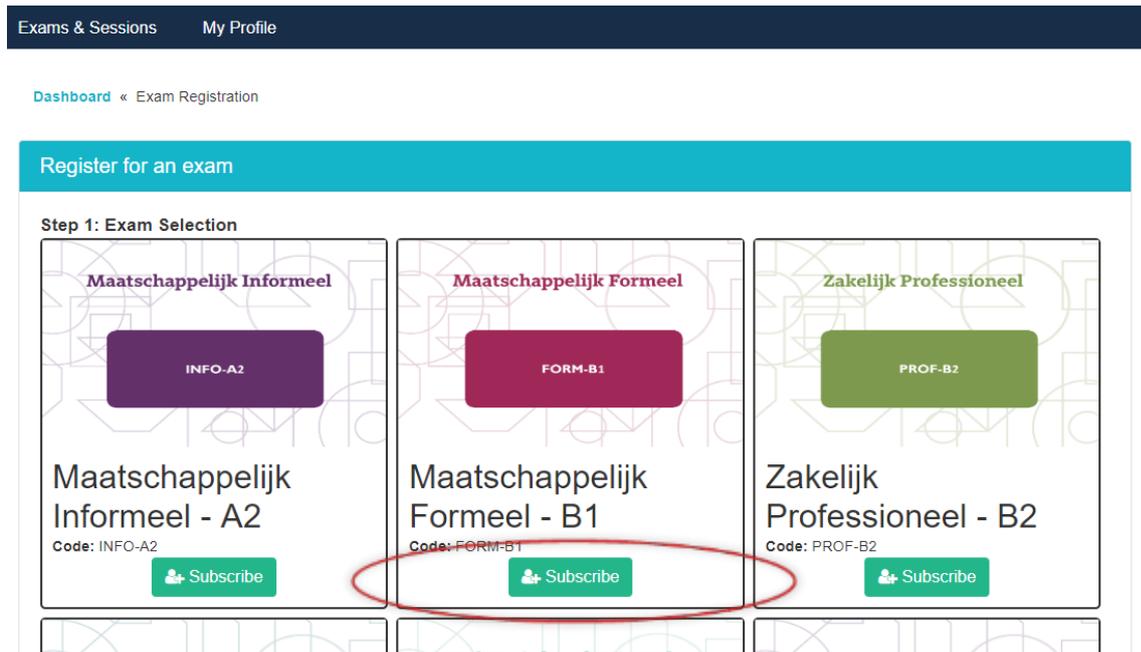
Click on **Register for an exam**.

[Dashboard](#) « [Exams & Sessions](#) « [Exam Bookings](#)



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!

Centre	Address	Zip Code	Exam Fee (EUR)	Payment	Administration Fee (EUR)	Total (EUR)	
RF&NWISE	Naarstraat	3150	87.50	Accepts	100.00	187.50	Select

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.

Centre	Address	Zip Code	Exam Fee (EUR)	Administration Fee (EUR)	Total (EUR)	
Exam Centre 02	Road Place	DD1 1DD	100.00	1.50	101.50	Select
Exam Centre 03	Road Place		100.00	0.00	100.00	Select
Exam Centre 01	Road Place		100.00	50.00	150.00	Select

« Previous

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**:



Register for an exam

Step 3: Request an exam with adapted procedures

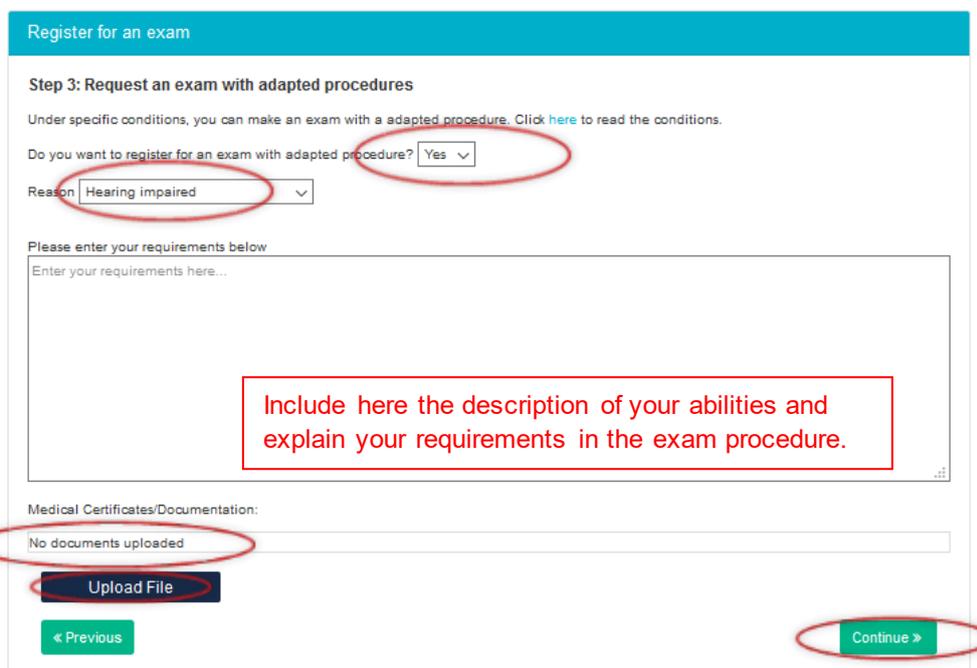
Under specific conditions, you can make an exam with a adapted procedure. Click [here](#) to read the conditions.

Do you want to register for an exam with adapted procedure? No ▾

« Previous 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 medicale certificate), translated into Dutch. Upload this medical certificate by means of the button **Upload File**. Click **Continue** when you have completed the request.

[Dashboard](#) « Exam Registration



Register for an exam

Step 3: Request an exam with adapted procedures

Under specific conditions, you can make an exam with a adapted procedure. Click [here](#) to read the conditions.

Do you want to register for an exam with adapted procedure? Yes ▾

Reason Hearing impaired ▾

Please enter your requirements below

Enter your requirements here...

Include here the description of your abilities and explain your requirements in the exam procedure.

Medical Certificates/Documentation:

No documents uploaded

Upload File

« Previous Continue »

You can also find all information on AP procedures on the CNaVT-website:

<http://cnavt.org/examens-met-aangepaste-procedures>.

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:

Register for an exam

Step 4: Confirmation

Your registration has now been submitted and the details cannot be changed. An admin will review your application and get back to you soon.

Once your application has been approved you will be prompted to pay your exam and institution fees.

As soon as your exam has been scheduled by your exam centre, you will receive an e-mail in which you will be informed when and where your exam will take place.

If you have registered for an exam with a special procedure, your request will be handled by Team CNaVT. You will receive a separate message about whether or not you can be admitted to this exam.

[Return to Dashboard](#)

If you requested an exam with AP, you will see this confirmation screen:

Register for an exam



Dear

Thank you for your request. Prior to finish your subscription, the CNaVT-team will check if the adapted procedure that you request is possible for this exam and if the institution can provide the necessary resources.

The CNaVT-team will do their best to answer your request within 2 workdays.

Please wait for any mail communication from the CNaVT-team. On your profile pages you can always check the status of your subscription.

On approval of the request for an adapted procedure, the system will automatically forward your request for subscription to the institution.

You'll receive an email of:

- The result of the request for an adapted procedure
- When approved, a copy of the forward mail to your institution
- The result of the request from the institution

When this last step is approved, you can pay your exam subscription to confirm.

In case of any problems or questions, please contact the CNaVT-team.

Kind regards, The CNaVT-team

[OK I Get It](#)

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:

Exam Bookings					Register for Exam
Name	Centre	Paid	Booking Status	Adapted Procedures	
Exam B2: Level 1	Exam Centre 01	No	Awaiting Payment	Not Required	Pay Now

You will see the 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.).

Register for an exam

Step 3: Payment

If you have received a voucher, please enter the code below. The credit on the voucher will be deducted from the total cost for your exam.

Basket

Maatschappelijk Informeel - A2	
Exam Price	67.50 EUR
Institution Fee	82.50 EUR
Discount	-0.00 EUR
Total: 150.00 EUR	

I agree with [the exam rules](#)

Step 5: Payment

If you have received a voucher, please enter the code below. The credit on the voucher will be deducted from the total cost for your exam.

Basket	
Exam B2: Level 1	
Exam Price	120.00 EUR
Institution Fee	40.00 EUR
Discount	-0.00 EUR
Total: 160.00 EUR	

Please Note: Prices may vary I agree with [the exam rules](#)

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.

Step 6: Payment Confirmation

You have successfully registered for your exam.

Mind that your registration is only definitive after payment of the exam fee. If you have paid your exam fee via PayPal, you don't have to do anything. If you did not pay via PayPal, your exam center will contact you separately and inform you about how you can pay.

Your reference number is **D9CBF5934DFD4AA288B01A40174F5730** Please keep this reference safe in case you have any problems.

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 of 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.

Exam Bookings					Register for Exam
Name	Centre	Paid	Booking Status	Adapted Procedures	
Exam A1	Exam Centre 01	No	In Progress	Not Required	Edit
Exam B2: Level 1	Exam Centre 01	No	Institution Review	CNaVT Review	
Exam B1: Level 1	Exam Centre 01	No	Institution Review	Rejected	Update
Exam A2	Exam Centre 01	No	Rejected	Not Required	
Exam A1	Exam Centre 01	No	Awaiting Payment	Not Required	Pay Now

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 of by the exam institution (after being approved of 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.

Exam Bookings					Register for Exam
Name	Centre	Paid	Booking Status	Adapted Procedures	
Educatief Startbekwaam - B2	BELGIANSOLSTICE	No	Institution Review	CNaVT Review	

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.

Exam Bookings					Register for Exam
Name	Centre	Paid	Booking Status	Adapted Procedures	
Educatief Startbekwaam - B2	BELGIANSOLSTICE	No	Institution Review	Rejected	Update

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.

Exam request - Review

Adapted Procedures

No Adapted Procedures

Medical Certificates/Documentation:

Upload File

Name	File Type	Actions
Medisch bewijs gehoorprobleem.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	

To reject the exam request, simply enter text in the 'Rejection Notes' textbox below and then select the 'Reject' button. To accept the request, simply click the 'Accept' button below.

Sorry, your AP is rejected. We cannot allow hearing devices.

Please Select

Please Select

Continue with exam without adapted procedures

Cancel Exam

Save

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.

Password Settings

Current Password

New Password

Confirm new password

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**.

Document Upload

Document **Choose file** No file chosen

Upload

Name	Date Uploaded	Actions
Competency Document.pdf	08/02/2019 16:05:03	

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