


Taal:Unie EBM Examiner Guide



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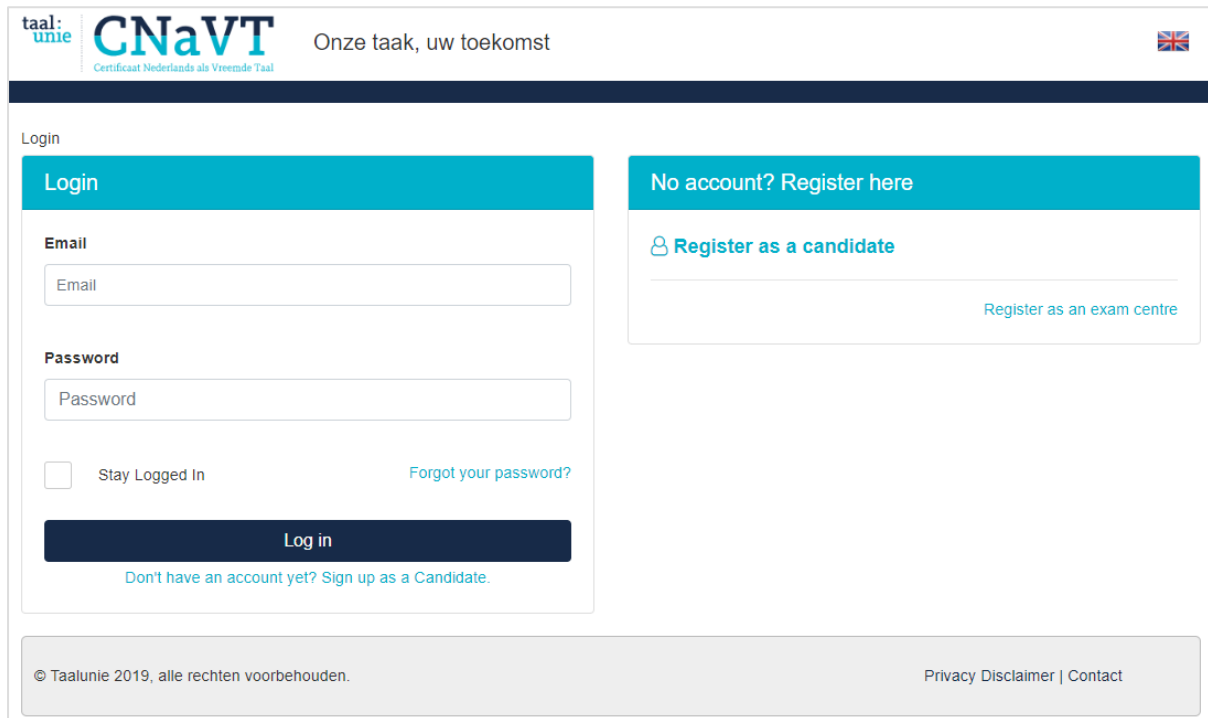
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Using the site

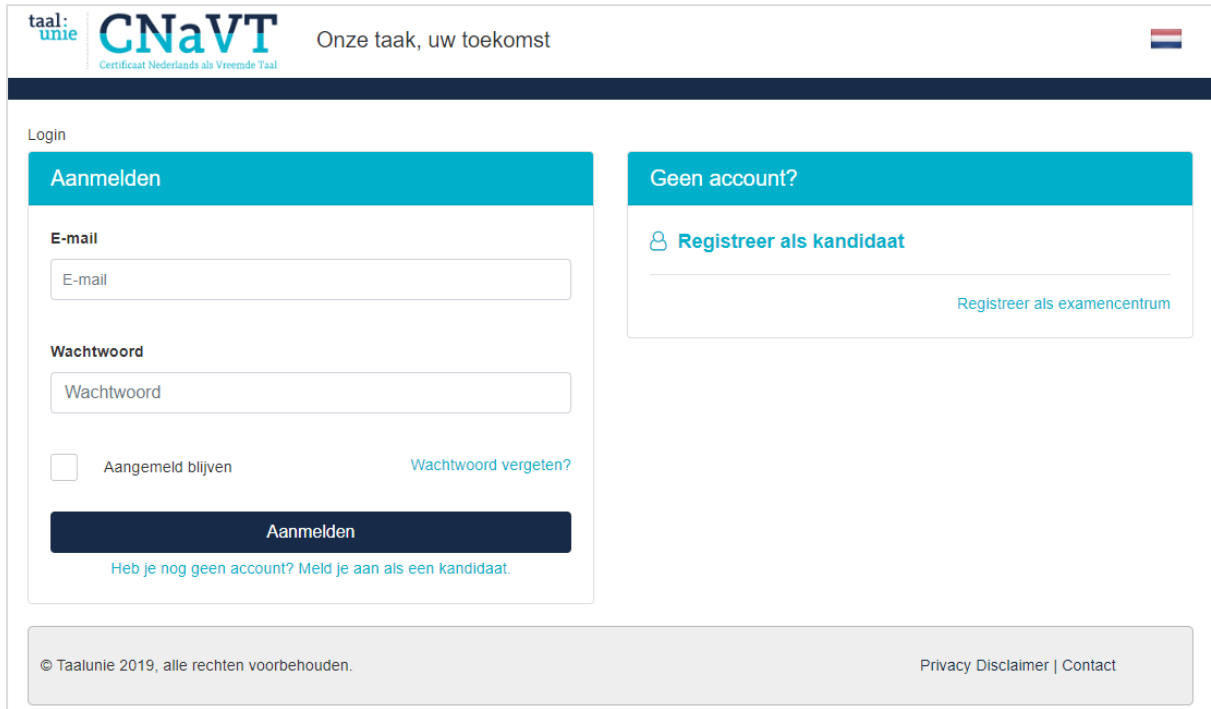
Registration

Before you are able to use the site, you will be required to register first.

To register, select **Register as an exam institution**.



The screenshot shows the login and registration interface for CNaVT. The header includes the 'taal: unie' logo, the 'CNaVT' logo with the tagline 'Onze taak, uw toekomst', and a UK flag. The main content area is divided into two columns. The left column is titled 'Login' and contains fields for 'Email' and 'Password', a 'Stay Logged In' checkbox, a 'Forgot your password?' link, and a 'Log in' button. Below the button is a link: 'Don't have an account yet? Sign up as a Candidate.' The right column is titled 'No account? Register here' and contains a 'Register as a candidate' link with a user icon, and a 'Register as an exam centre' link. The footer contains copyright information: '© Taalunie 2019, alle rechten voorbehouden.' and links for 'Privacy Disclaimer | Contact'.



taal: unie CNaVT Onze taak, uw toekomst

taal: unie CNaVT
Certificaat Nederlands als Vreemde Taal

Login

Aanmelden

E-mail

E-mail

Wachtwoord

Wachtwoord

Aangemeld blijven [Wachtwoord vergeten?](#)

Aanmelden

[Heb je nog geen account? Meld je aan als een kandidaat.](#)

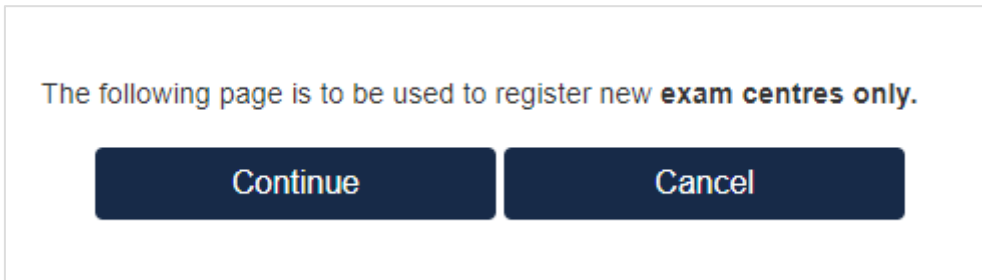
Geen account?

[Registreer als kandidaat](#)

[Registreer als examen centrum](#)

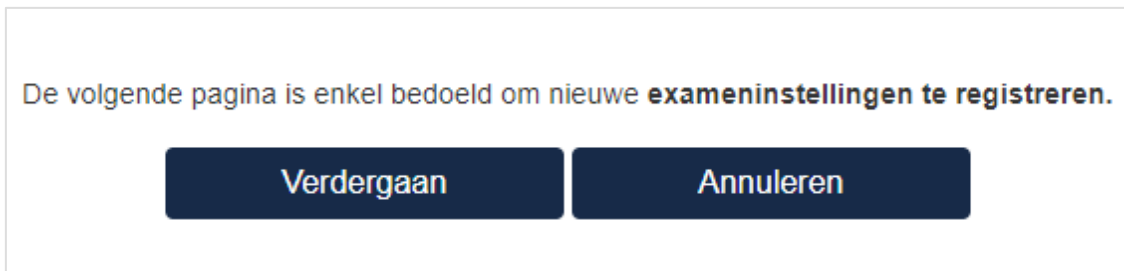
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This will open a pop-up asking you to confirm you want to register as an exam institution. Select **Continue** to move on to the registration page.



The following page is to be used to register new **exam centres only**.

Continue **Cancel**



De volgende pagina is enkel bedoeld om nieuwe **exameninstellingen te registreren**.

Verdergaan **Annuleren**

On the registration page you will be required to complete all the relevant details on each of the following tabs:

Account Details - This is the name and address of the institution.

Contact Details - This is the contact details of the institution.

Financial Details - These are the financial details of the institution, where you can set whether the institution is to accept digital or non-digital payments.

Examiner Details - These will be your details as the primary examiner for the institution.

You will need to ensure that all mandatory fields marked with a * are completed.

Register as an centre

Account Details	Contact Details	Financial Details	<u>Examiner Details</u>
Firstname*		Family Name*	
<input type="text"/>		<input type="text"/>	
Email Address*		Password*	
<input type="text"/>		<input type="text"/>	
Confirm Password*		Birthplace*	
<input type="text"/>		<input type="text"/>	
Date of Birth*		Country of Birth*	
Day <input type="text" value="▼"/> Month <input type="text" value="▼"/> Year <input type="text" value="▼"/>		- Select - <input type="text" value="▼"/>	
<input checked="" type="checkbox"/> Address is the same as that of the centre		<input type="checkbox"/> I agree to the Terms and Conditions	
		<input type="button" value="Register"/>	
Previous			

Registreer als een centrum

Profielgegevens.	Contactgegevens.	Financiële gegevens.	<u>Examinatorgegevens.</u>
Voornaam*		Familienaam*	
<input type="text"/>		<input type="text"/>	
E-mailadres*		Wachtwoord*	
<input type="text"/>		<input type="text"/>	
Bevestig wachtwoord*		Geboorteplaats*	
<input type="text"/>		<input type="text"/>	
Geboortedatum*		Geboorteland*	
<input type="text" value="Dag"/> <input type="text" value="Maand"/> <input type="text" value="Jaar"/>		<input type="text" value="- Select -"/>	
<input checked="" type="checkbox"/> Adres is hetzelfde als dat van de centrum		<input type="checkbox"/> Ik ga akkoord met de Voorwaarden	
		<input type="button" value="Registreren"/>	

[Previous](#)

Once you have completed all the required fields, select the **I agree to the Terms and Conditions** checkbox the select **Register** to complete the registration process.

You will be directed to a confirmation page advising that the application will be reviewed by admin.

Submitted for Review

Thank you for registering a new Centre

An email has been sent to the contact email provided. They will also receive an email once their application has been reviewed by an admin.

Ter beoordeling ingediend

Bedankt voor het registreren van een nieuwe centrum

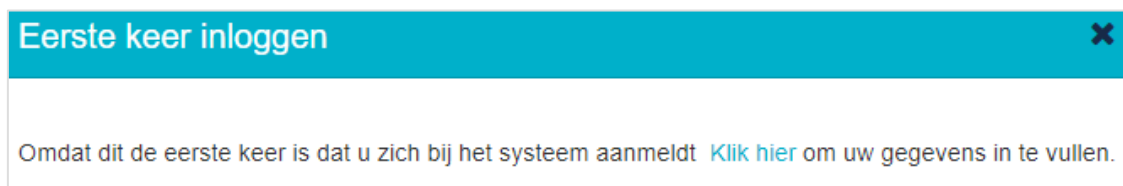
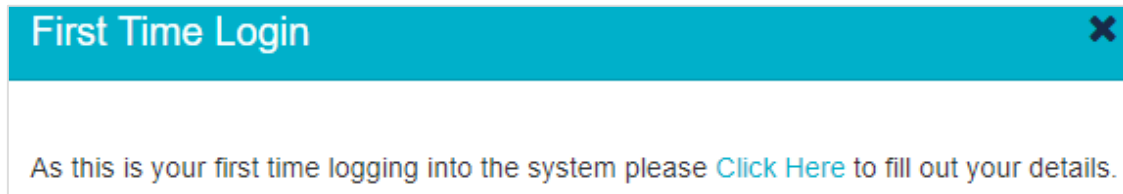
Er is een e-mail verzonden naar de opgegeven e-mailadres voor contact. Ze ontvangen ook een e-mail zodra hun aanvraag door een beheerder is beoordeeld.

Once the application has been approved by an admin you will receive an email confirming this and you will then be able to log in using the email and password that was set during registration.

First Time Login

The first time you log in a pop-up will appear asking you to review your details. Selecting **Click Here** will direct you to the **My Profile** page.

You can ignore the pop-up by selecting the **X** in the top right corner.



To see more details on updating your profile please see the **My Profile** chapter of this guide.

Institutions

The **Institutions** page will list all of the institutions you are assigned as an examiner. You can search for institutions using the filters provided and selecting **Filter** to start the search.

My Centres

Filter

Centre Name

Examiner Name

Candidate Name

Country

Status

Exam Delivery Status

Show Paged entries

Date of Registration	Name	Main Examiner	Examiner Email	Rejection Notes	Status	Last Exam Date	Exam Delivery	Actions
14/08/2019 16:26:44	Exam Centre 01	chris test 12314	test1235346@test.com		Approved	01/10/2019	✓	<input type="button" value="⚙"/>
26/09/2019 14:29:45	centre BB	chris test 12314	test1235346@test.com		Approved		✓	<input type="button" value="⚙"/>

Mijn instellingen

Filteren

Naam van de exameninstelling

Naam van de examiner

Naam van de kandidaat

Land

Status

Status examenlevering

Show Paged entries

Datum van registratie	Naam	Hoofdexaminator	E-mail examiner	Afwijzing opmerkingen	Status	Laatste examendatum	Examenlevering	Acties
14-8-2019 16:26:44	Exam Centre 01	chris test 12314	test1235346@test.com		Goedgekeurd	01-10-2019	✓	<input type="button" value="⚙"/>
26-9-2019 14:29:45	centre BB	chris test 12314	test1235346@test.com		Goedgekeurd		✓	<input type="button" value="⚙"/>

Adding an institution

To create a new institution, select **Add Institution**.

The add institution page requires the same details when you first registered except you don't need to add any examiner details as you will be set as the examiner by default.

Account Details

Add Institution

Account Details	Contact Details	Financial Details
<p>Name of Centre*</p> <input type="text"/>		<p>Name of Centre (on certificate)*</p> <input type="text"/>
<p>Department</p> <input type="text"/>		
<p>Street*</p> <input type="text"/> <input type="text"/>		<p>House Number*</p> <input type="text"/>
<p>Postcode</p> <input type="text"/>		<p>City*</p> <input type="text"/>
<p>Country*</p> <input type="text" value="Select a Country"/>		
<p>Exam Delivery Status</p> <input type="text" value="Active"/>		



You will need to provide account details for the new Institution.

Instelling toevoegen

Profielgegevens	Contactgegevens	Financiële gegevens
Naam van de exameninstelling* <input type="text"/>		Naam van de exameninstelling (om af te drukken op het certificaat)* <input type="text"/>
Afdeling <input type="text"/>		
Straat* <input type="text"/> <input type="text"/>		Huisnummer* <input type="text"/>
Postcode <input type="text"/>		Stad/Gemeente* <input type="text"/>
Land * <input type="text" value="Selecteer"/>		
Exam Delivery Status <input type="text" value="Actief"/>		

Document Signing

Download this Agreement and digitally sign to continue with Registration.

-  Download Agreement One
-  Download Agreement Two

Once you have signed it please upload it using the upload functionality below.

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



Document Upload No file chosen

Register

You will see at the foot of the page an area named **Document Signing** where you will be required to download, sign and upload the documents **Agreement 1** and **Agreement 2**.

Ondertekening van Documenten

Download de overeenkomst en de Voorwaarden om verder te gaan met de registratie.

-  Download overeenkomst één
-  Download overeenkomst twee

Upload de ondertekende overeenkomst via de upload-functie hieronder.

Ik ga akkoord met de [Voorwaarden](#)

Document uploaden No file chosen

Registreren

You will need to select the **I agree to the Terms and Conditions** checkbox to enable the **Document Upload** function.

To select the files to be uploaded from your machine, select **Choose Files**, this may say **Browse** depending on your browser.

Select **Register** to complete adding the new institution. An admin will then review the institution as it will require approval before you will be able to start using it.

Contact Details

Add Institution

Account Details	Contact Details	Financial Details
E-mail Address* <input type="text"/>	Website <input type="text" value="http://"/>	
Phone* <input type="text" value="- Select -"/> <input type="text"/>		
<input type="checkbox"/> Delivery Address is the same as the account address		
Street* <input type="text"/> <input type="text"/>	House Number* <input type="text"/>	
Postcode <input type="text"/>	City* <input type="text"/>	
Country* <input type="text" value="- Select -"/>		

You will need to provide contact details.

Instelling toevoegen

Profielgegevens	Contactgegevens	Financiële gegevens
E-mailadres* <input type="text"/>	Website <input type="text" value="http://"/>	
Telefoon* <input type="text" value="- Selecteer -"/> <input type="text"/>		
<input type="checkbox"/> Bezorgadres is hetzelfde als profieladres.		
Straat* <input type="text"/> <input type="text"/>	Huisnummer* <input type="text"/>	
Postcode <input type="text"/>	Stad/Gemeente* <input type="text"/>	
Land * <input type="text" value="- Selecteer -"/>		

Financial Details

Add Institution

Account Details	Contact Details	Financial Details
Account Number / IBAN <input type="text"/>	BIC Code <input type="text"/>	
Company Registration Number <input type="text"/>	Banking Name <input type="text"/>	
VAT Number <input type="text"/>	<input type="checkbox"/> I wish to be invoiced by CNAVt (no digital payments with PayPal)	
	Paypal Email Address* Attention: the e-mail address should be connected to an existing PayPal account. <input type="text"/>	

Please provide the financial details for the Institution

Instelling toevoegen

Profielgegevens

Banknummer / IBAN

Ondernemingsnummer

BTW-nummer

Contactgegevens

Financiële gegevens

BIC-code

Banknaam

 Ik wens via factuur te werken (geen digitale betalingen met Paypal)

Paypal e-mailadres

Let op: het e-mailadres moet verbonden zijn aan een bestaande zakelijke PayPal-account!

Exam Requests

The Exam Request page will display any exam requests that have been submitted by candidates to your institution(s). You will see the following details for each request:

Institution - The name of the institution the request is for.

Exam - The name of the exam requested.

Candidate - The candidate's name.

Special Requirements - If they have requested special requirements.

Attachments - If there is an attachment supporting the request for special requirements.

Last Updated - When the request was last updated.

You can download a list of requests by selecting **Export** at the foot of the page.

Exam Request

Filter —

Name

Attachment

Select All
▼

Filter

Show 10 entries

Centre	Exam	Candidate	Special Requirements	Attachments	Last Updated	Actions
Exam Centre 01	Exam A1	Pam Beasley	I am dyslexic and require extra time	<input checked="" type="checkbox"/>		
Exam Centre 01	Exam A1	Angus McKinnon	...	<input type="checkbox"/>		

Export

Examinaanvraag

Filter —

Naam	gehechtheid
<input type="text"/>	<input type="text" value="Selecteer alles"/>

Filter

 Toon entries

centrum	Tentamen	Kandidaat	Speciale vereisten	Bijlagen	Laatst bijgewerkt	Actions
Exam Centre 01	Exam A1	Pam Beasley	I am dyslexic and require extra time	<input checked="" type="checkbox"/>		⚙️
Exam Centre 01	Exam A1	Angus McKinnon	...	<input type="checkbox"/>		⚙️

Exporteren

Reviewing an Exam Request

To review an exam request, select **Review** in the **Actions** column next to the request you would like to review. This will navigate you to the **Exam request - Review page**.

Here you will see the candidate's name, special requirements requested and any uploaded supporting documentation for the request. If the candidate has not requested any special requirements these fields will be blank.

Exam request - Review

Name

Special Requirements

Medical Certificates/Documentation:

Name	File Type	Actions
Medical Certificate.pdf	application/pdf	⚙️

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. If you require more information then enter some text in the 'Rejection Notes' text box then click on 'Request more information'

+ Accept
? Request more information
⊖ Reject

Examenaanvraag - Review

Naam

Speciale vereisten

Medische certificaten / documentatie:

Naam	Bestandstype	acties
Medical Certificate.pdf	application/pdf	

Als u het examenverzoek wilt weigeren, voert u eenvoudig de tekst in het tekstvak 'Weigeringsnotities' hieronder in en selecteert u vervolgens de knop 'Weigeren'. Om het verzoek te accepteren, klikt u eenvoudig op de knop 'Accepteren' hieronder. Als u meer informatie nodig heeft, voert u wat tekst in het tekstvak 'Weigeringsaantekeningen' in en klikt u vervolgens op 'Meer informatie aanvragen'

+ Accepteren
? Vraag meer informatie aan
⊘ Weigeren

Approve a request

If you would like to approve the request, select **Accept**.

The candidate will receive an email advising the request has been approved.

The request will then be removed from the list of requests and moved to the **Exam Bookings** area.

Request more information

If you would like more information regarding the request, select **Request more information**. This will pass the request back to the candidate giving them the ability to add the requested information.

Reject a request

If you decide to reject a request you will be required to enter your reason's for rejection in the required field then select **Reject**.

The candidate will receive an email advising the request has been rejected and will include the reason you entered.

Exam Bookings

The **Exam Bookings** page will list all exam requests that have been approved as well as those that have been scheduled.

You can download a list of the exam bookings by selecting **Export** at the foot of the page.

Exam bookings

Filter

Candidate

Centre


Type


Payment Status

Status

Filter

Show Paged

Centre	Exam	Status	Name	Price	Payment Status	Date of exam	Actions
Exam Centre 01	Exam A1	AwaitingPayment	chris new candidate 2	N/A	Unpaid		

 **Export**

Exameninschrijvingen

Filteren —

Kandidaat	Instelling	Type
<input type="text"/>	---	---

Betalingsstatus	Status
Selecteer	Selecteer

Filteren

Show Paged

Exameninstelling	Examen	Status	Naam	Prijs	Betalingsstatus	Datum van het examen	Acties
Exam Centre 01	Exam A1	AwaitingPayment	chris new candidate 2	N/A	Onbetaald		⚙️

📄 Exporteren

Scheduling

To schedule an exam booking, select **Schedule** in the **Actions** column next to the booking you want to schedule.

Centre	Exam	Status	Name	Price	Payment Status	Date of exam	Actions
Exam Centre 01	Exam A1	AwaitingPayment	chris new candidate 2	N/A	Unpaid		⚙️

📄 Export

- ☰ Schedule
- 📄 Set as Paid

Exameninstelling	Examen	Status	Naam	Prijs	Betalingsstatus	Datum van het examen	Acties
Exam Centre 01	Exam A1	AwaitingPayment	chris new candidate 2	N/A	Onbetaald		⚙️

📄 Exporteren

- ☰ Examen plannen
- € Instellen als Betaald

You will see the details of the booking including the candidate's name, any special requirements, any uploaded documents and the name of the examiner that approved the request.

Exam request - Review


Name

Pam Beasley

Special Requirements

I am dyslexic and require extra time

Medical Certificates/Documentation:

Name	File Type	Actions
Medical Certificate.pdf	application/pdf	

Approved by

John Smith

Approved at

08/02/2019

Set exam date

Date of exam

DD/MM/YYYY





Examenaanvraag - Review


Naam

Pam Beasley

Speciale vereisten

I am dyslexic and require extra time

Medische certificaten / documentatie:

Naam	Bestandstype	acties
Medical Certificate.pdf	application/pdf	

Goedgekeurd door

John Smith

Goedgekeurd op

8-2-2019

Stel de examendatum in

Datum van het examen

DD/MM/YYYY





To set a date, select the **Date of exam field** then select a date from the calendar pop-up. You can also manually enter the date using your keyboard in the following format: DD/MM/YYYY.

Once you have chosen a date, select **Save** to confirm. The candidate will receive an email advising of the date of the exam booking.


Re-scheduling

If you need to change the date of a booking that has already been scheduled, select **Re-schedule** in the actions column next to the booking in question.



Centre	Exam	Name	Price	Payment Status	Date of exam	Actions
Exam Centre 01	Exam A1	Pam Beasley	100.00	Unpaid	01/03/2019	

 Export

 Re-schedule
 Cancel Without Refund

Centrum	Tentamen	Naam	Prijs	Betalingsstatus	Datum van het examen	acties
Exam Centre 01	Exam A1	Pam Beasley	100,00	Onbetaald	01-03-2019	

 Exporteren

 Re-schedule
 Annuleren zonder restitutie


You will see the booking details as before when scheduling the request. Select a new date for the booking and enter a reason for the change of date. Select **Save** to confirm.

Exam request - Review

Name

Special Requirements

Medical Certificates/Documentation:

Name	File Type	Actions
Medical Certificate.pdf	application/pdf	

Approved by

Approved at

Set exam date

Date of exam

Reason for re-schedule

← Back
Save →

Examinaanvraag - Review

Naam
Pam Beasley

Speciale vereisten
I am dyslexic and require extra time

Medische certificaten / documentatie:

Naam	Bestandstype	acties
Medical Certificate.pdf	application/pdf	

Goedgekeurd door
John Smith

Goedgekeurd op
8-2-2019

Stel de examendatum in

Datum van het examen
1-3-2019

Reden voor herplanning
Reden voor herplanning

[Terug](#) [Opslaan](#)

Cancel a booking

To cancel a schedule, select **Cancel Without Refund** next to the booking you want to cancel. You will see a pop-up asking if you are sure, select **OK** to confirm and the schedule will be canceled.

Centre	Exam	Name	Price	Payment Status	Date of exam	Actions
Exam Centre 01	Exam A1	Pam Beasley	100.00	Unpaid	01/03/2019	

[Export](#)

Re-schedule

Cancel Without Refund

Centrum	Tentamen	Naam	Prijs	Betalingsstatus	Datum van het examen	acties
Exam Centre 01	Exam A1	Pam Beasley	100,00	Onbetaald	01-03-2019	

[Exporteren](#)

Re-schedule

Annuleren zonder restitutie

Reports

The **Reports** page will list any reports available to you.

Exam Report

The **Exam Report** allows you to produce a report that will show exam bookings between a set time period.

Set the **From** and **To** dates to the period you want to search, then select **Submit** to run the report.

Filter Reports

Reports

Filter

Report Name

Show Paged ▾

Name	Description	Last Ran (dd/mm/yyyy)	Action
Kandidaat-ID	Kandidaat-ID	04/10/2019 15:19:51	<input type="button" value="View"/>

Overzichten

Filteren

Rapportnaam

Show Paged ▾

Naam	Omschrijving	Laatste uitdraai (dd/mm/yyyy)	Action
Kandidaat-ID	Kandidaat-ID	4-10-2019 15:19:51	<input type="button" value="Bekijken"/>

You can enter a name of a report and click **Filter**.

Report Viewer

Print | Open | Save | ? | Page 1 of 1 | 100% | Single Page

SearchDate From: 08.02.2019 15:44:14 To: 08.03.2019 15:44:14



**Beleids- en kennisorganisatie
voor het Nederlands**

Print Date:
08 February 2019

Page 1 of 1

Scheduled Exams Report

Exam Centre 01
The following exam requests have been made for Exam Centre 01.

EXA1 Exam A1
1 Exam Requests

Candidate	Email Address	Status	Exam Date	Payment
Pam Beasley	pam@example.com	Approved	01 March 2019	Not Paid

Report Viewer

Print | Open | Save | ? | Page 1 of 1 | 100% | Single Page

SearchDate From: 08.02.2019 15:46:00 To: 08.03.2019 15:46:00



**Beleids- en kennisorganisatie
voor het Nederlands**

Print Date:
vrijdag 8 februari 2019

Page 1 of 1

Scheduled Exams Report

Exam Centre 01
The following exam requests have been made for Exam Centre 01.

EXA1 Exam A1
1 Exam Requests

Candidate	Email Address	Status	Exam Date	Payment
Pam Beasley	pam@example.com	Approved	vrijdag 1 maart 2019	Not Paid

My Profile

The **My Profile** page will display all the information given during registration. You can update any of your details except for your email address.

When you log in for the first time you will be asked to update your profile as you will not have been asked to set any of your language or education levels during registration. If you have any documents you would like saved to your profile you can upload them here.

Please note that you will need to set a highest level of education and a native language before you can save any changes.

Languages and Education

To add a level of education select a level from the **Highest Level of Education*** dropdown list. You will then need to select a Language and a level from the relative dropdown lists, you are required to select at least one native language.

Select **Add** to confirm your choices.

If you have no more changes to make, select **Save** at the foot of the page.

Languages and Education

Highest Level of Education*

- Please Select - ▼

Language*

- Please Se ▼ - Please Se ▼ **Add**

Talen en opleiding

Hoogste onderwijsniveau*

- Selecteer alstublieft - ▼

Taal*

- Selecteer ▼ - Selecteer ▼ **Voeg toe**

Change your password

To change your password, you will be required to enter your current password, your new password and confirm the new password.

Please note that the password is required to be more than 3 characters long.

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

Wachtwoord instellingen

Huidig wachtwoord

Nieuw wachtwoord

Bevestig nieuw wachtwoord

Uploading documents

To upload documents to your profile, select **Choose file**, this may say **Browse** depending on your browser. Locate the file to be uploaded on your machine then select **Upload** and the file will now be in your profile.

If you have no more changes to make, select **Save** at the foot of the page.

Document Upload

Document No file chosen

Name	Date Uploaded	Actions
Competency Document.pdf	08/02/2019 16:05:03	<input type="button" value="⚙"/>

Document uploaden

Document No file chosen

Naam	Uploddatum	Acties
Competency Document.pdf	8-2-2019 16:05:03	<input type="button" value="⚙"/>

You can download or delete a document by using the relevant option in the **Actions** column.