

Green Belt/Black Belt

Guidelines for the examinations required to obtain Six Sigma certification from the Six Sigma College Düsseldorf

General Examination Guidelines

§1 Subject of the examination

- (1) The examination covers the specialised knowledge taught in the subject-related courses of the Six Sigma College Düsseldorf. Subject of the examination is the current status of the training documents.

§2 Examination registration and admission

- (1) Individuals participating in a Six Sigma College Düsseldorf training seminar are automatically registered for the respective final examination.
- (2) To be admitted to the examination, participation in the corresponding Six Sigma College Düsseldorf course, with a minimum record of 80% attendance at the teaching units, is required (attendance requirement).
- (3) For courses with entry requirements, proof that the entry requirements have been met is also required.

§3 Examination procedure

- (1) The specialised knowledge examination is administered by Fuchs & Consorten Unternehmensberatung GmbH.
- (2) The examination will be conducted either exclusively in writing or as a combination of oral and written exercises.
- (3) For the written exam, a distinction is made between multiple choice questions and questions that require a descriptive answer. At least one authorised member of the Fuchs & Consorten Unternehmensberatung GmbH team will oversee the written examination.
- (4) For the oral exam, a distinction is made between an individual examination carried out in the form of an examination interview and an examination colloquium conducted in small groups (two to four exam participants). At least one person authorised by Fuchs & Consorten Unternehmensberatung GmbH is responsible for overseeing the oral examination.
- (5) The duration of the written and oral examinations is two hours.

§4 Examination requirements

- (1) During the exam, the participant must prove that he/she has acquired the specialist knowledge pertaining to the relevant qualification field and that he/she is capable of applying it in practice.

§5 Withdrawing from an examination

- (1) If a participant withdraws from the examination after it has begun, he/she will be deemed to have failed the exam.

§6 Cheating or causing disruptions

- (1) In the event a participant is caught cheating on the exam, the facts and circumstances shall be recorded by the examiner on the examination documents or in the examination report. The participant will be dismissed from the exam. In the case of dismissal, the participant will be deemed to have failed the exam.
- (2) The exam materials handed out during the exam must be returned in full. If the materials are not returned in full, the participant will be deemed to have failed the exam.
- (3) If a participant hinders the examination procedure with significant disruptions, the examiner is authorised to dismiss the participant from the examination. In this case, the participant will be deemed to have failed the exam.

§7 Authorisation of tools/examination aids

- (1) Decisions concerning the approval of examination aids shall be made by those responsible for the course.

§8 Assessment of examination performance

- (1) Examination performance is assessed using a points system. For both the written and oral exam, a maximum possible score is predefined.
- (2) Examination performance is assessed by the respective examiner. If there are several examiners, the arithmetic average of all assessments will be used to determine the final score.
- (3) If at least 60% of the maximum possible points are attained, the exam will be deemed as passed.
- (4) If an exam contains several sections, the entire exam is deemed as passed if each section of the exam has been passed.
- (5) A justification for the respective assessments shall not be provided by the examiner.

§9 Repeat examinations

- (1) If the examination or part of the examination is failed, the participant must retake the exam at the next possible examination date.

§10 Certificates

- (1) Each exam participant receives an examination certificate. Once the exam has been passed, the participant will receive an examination certificate in the form of a Six Sigma College Düsseldorf certificate with the respective qualification. If the exam is failed, the participant will receive written notification of the result.
- (2) The certificate does not contain any information on the number of points achieved.
- (3) The certificate is signed by the head of the Six Sigma College Düsseldorf training and by the CEO of Fuchs & Consorten Unternehmensberatung GmbH.
- (4) Certificates are issued only upon fulfilment of the attendance requirement and after the participant has passed the examination.

§11 Examination costs

- (1) Information regarding the costs for Six Sigma College Düsseldorf courses can be found on the homepage.
- (2) In the case of repeat examinations, which are not taken on the Fuchs & Consorten Unternehmensberatung GmbH premises, the costs will be determined on a case-by-case basis by Fuchs & Consorten Unternehmensberatung GmbH and communicated to the participant before the examination.

§12 Examination documents

- (1) All examination documents are stored in digitised form on the Fuchs & Consorten Unternehmensberatung GmbH business premises. All passed examinations will be archived for at least three years and at least six years for failed exams. The archiving period begins at the end of the year in which the examination was assessed.
- (2) Access to the examination documents is only granted upon written request. Access to examination documents is given on the Fuchs & Consorten Unternehmensberatung GmbH business premises and in the presence of an authorised Fuchs & Consorten Unternehmensberatung GmbH employee. The examination participant is responsible for any related costs incurred.