



**Certification Examinations for Individuals Providing Services
under Article 93 of Law 4514/2018
December 4th and 5th, Athens and Thessaloniki
Instructions for candidates**

1. Examination Centers

Athens: Royal Olympic Hotel, 28 Athanassiou Diakou, 117 43.

Thessaloniki: Grand Hotel Palace Hotel, 305 - 307 Monastiriou Street, 546 28.

IMPORTANT NOTE:

Please check carefully the following rules for the prevention of COVID-19 transmission as protection of examinees and staff is a top priority for us. We kindly ask you to abide by them

Access to the exam center is allowed only by presenting one of the following documents:

- **Certificate of full vaccination, completed at least fourteen (14) days prior the exams.**
- **Medical Certificate of COVID-19 disease, issued thirty (30) days after first positive test, valid for a six month period.**
- **Digital certificate of negative diagnostic test, within 48 hours, for a rapid test. This certificate is provided by the website [<https://www.gov.gr/ipiresies/ugeia-kai-pronoia/koronoios-covid-19/bebaiose-arnetikou-diagnostikou-elegkhou-koronoiou-covid-19>]. Prerequisite for the issue of the above mentioned certificate is the registration of the result in the Patient Register COVID-19 of IDIKA SA from the laboratory where the test was performed.**
- **Digital certificate of negative diagnostic test, within 72 hours, for molecular (PCR) test. This certificate is provided by the website [<https://www.gov.gr/ipiresies/ugeia-kai-pronoia/koronoios-covid-19/bebaiose-arnetikou-diagnostikou-elegkhou-koronoiou-covid-19>]. Prerequisite for the issue of the above mentioned certificate is the registration of the result in the Patient Register COVID-19 of IDIKA SA from the laboratory where the test was performed.**

The validity of all above mentioned certificates, will be checked through the official Greek application (app) for verification of digital certificates COVID-19 ("Covid Free GR") along with the identity check of the holder.

Upon entering the hotel, body temperature will be measured, and according to doctor's recommendation, entry may not be allowed.

The use of a mask is mandatory in all areas. It is recommended to use a double mask or mask type FFP2 or KN95. Candidates will not be allowed to participate in the exams without the above mentioned certificates or without masks.

Upon registration overcrowding should be prevented. We kindly ask you to respect the instructions of the staff.

Candidates who are examined in two or more modules are asked to leave the room during the breaks, where also maximum possible distances must be kept along with avoidance of overcrowding. Rooms, surfaces and all equipment will be sanitized during breaks.

Candidates must leave the wider area upon completion of their examination.

Good luck. Thank you for your understanding.



2. Attendance and exams timetable

Timetable should be strictly observed, in order to avoid any delays in the examination process.

Saturday, December 4th, 2021			
Exam section	Surname		Hours
Legislative Framework of the Capital Market <u>in English</u>	All candidates with surname: A to MANH (surnames with latin characters included)	Registration attendance	8:15
		Exam	9.30-10.30
Special topics (α 1) <u>in Greek</u>	All candidates with surname: A to MANH (surnames with latin characters included)	Registration attendance	10:00
		Exam	11.00-12.00
Legislative Framework of the Capital Market <u>in Greek</u>	All candidates with surname: ΜΑΝΙΑΔΑΚΗ to Ω	Registration attendance	11.30
		Exam	12.30-13.30
Special topics (α 1) <u>in Greek</u>	All candidates with surname: ΜΑΝΙΑΔΑΚΗ to Ω	Registration attendance	13.00
		Exam	14.00-15.00
Special topics (β 1) <u>in Greek</u>	All candidates (A to Ω)	Registration attendance	14.00
		Exam	15.30-16.30

Sunday, December 5th, 2021			
Exam section	Surname		Hours
Special topics (α 2) <u>in Greek</u>	All candidates (A to Ω)	Registration attendance	8:15
		Exam	9.30-10.30
Special topics (β) <u>in Greek</u>	All candidates (A to Ω)	Registration attendance	10:00
		Exam	11.00-12.00

- Candidates will enter the examination rooms only upon registration and identification check at the Secretariat. **For identification check, candidates have to provide their police ID card or passport in order to complete their registration and be able to take the exam.** Candidates will receive from the secretariat a card displaying the candidate's code number, which is issued either from the Bank of Greece or the Hellenic Capital Market Commission, and must be copied on the answer sheet(s). The card must be kept by the candidate until the end of the examinations.

Entrance to the examination rooms without prior registration at the secretariat is prohibited.

Attention: Candidates who participate the exams on both dates, will have to re-register at the secretariat on the second day (Sunday).

- Candidates must have with them a pen (black or blue), a simple calculator if examined in Modules ($\alpha 1$), ($\alpha 2$), and a pocket scientific calculator if examined in the remaining modules ($\beta 1$), (β). In no case can candidates use mobile phones for calculations.

The answer sheet is not allowed to be erased in any way. The use of colored inks/pens or markings, will disqualify the paper from grading.

- After entering the examination rooms, Candidates are obliged to turn off their mobile phones or any other electronic devices. In addition, they are not allowed to bring books, notes or other, as well as food and drink. However small bottles of water, (0,5 L) are allowed.
- The time of the examination begins to count after the questionnaire along with the answer sheet is distributed to all candidates, and all necessary instructions are given by the Supervisor. The examination of each module lasts 1 hour (60 minutes). Fifteen (15) minutes before ending the candidates are notified.

Exit from the examination rooms is not allowed before the advent of half an hour.

- During the examination the supervisor has the authority to ask a candidate to change seat. Candidates are required to follow all instructions given by the supervisors.
- Each exam is composed by forty multiple choice questions with possible answers, only one of which is correct. Special attention is recommended to the candidates regarding the marking of the answer sheet, as the grading is done by mechanical means. Thus, valid is considered only the answer where the candidate has clearly marked a single circle only.
- Attention: The Examination Committee, by its decision, has changed the minimum success rate to **70% (28 correct answers out of a total of 40 questions)**, in the examined sections "**Legislative Framework of the Capital Market**", "**Special Topics ($\alpha 1$)**", "**Special Topics ($\alpha 2$)**", "**Special Topics ($\beta 1$)**". For the section "**Special Topics (β)**", the minimum success rate remains at **60%** (24 correct answers out of a total of 40 questions).

- 10.** It is noted that by decision of the Examination Committee, no clarifications are given on the questions. Any comment on a question can be addressed a posteriori/afterwards to the Bank of Greece, through the candidates' financial institution, or to the Hellenic Capital Market Commission, through his company.
- 11.** Candidates can use only the questionnaire sheet as a draft.
- 12.** In the case of a candidate who uses his / her mobile phone or aids or communicates with other candidates or places identification marks on the answer sheet, and generally does not comply with the instructions or instructions of the supervisors or disturbs the class or generally falsifies the examination, his/her answer sheet is removed and the candidate is disqualified.
- 13.** During the examination candidates are not allowed to leave and re-enter the examination room. In exceptional cases, however, at the discretion of the supervisors, a short-term exit of a Candidate accompanied by a supervisor may be allowed.
- 14.** Before leaving the room permanently, the candidate hands over the answer sheet together with the questionnaire sheet to the supervisor.
- 15.** Upon completion of the examination time, candidates must stop writing - regardless of whether they have completed their answers - and wait for the supervisors to guide them in handing over the question and answer sheets.

Wishing you good luck!