

**Certification Examinations for Individuals Providing Services
under Article 93 of Law 4514/2018
November 2nd-3rd, 2024, Athens
Instructions for candidates**

1. Examination Centers

Athens: Intercontinental Hotel, 89-93 Andrea Syggrou Avenue, 117 45

NOTE

The use of a mask is optional in interior spaces.

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

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

2. Attendance and exams timetable

On Saturday, November 2nd, and due to the large number of candidates, there will be two (2) examination sessions concerning the following two topics: Legislative Framework (α1-δ) and Special topics (α1). Candidates will be distributed in strict alphabetical order of their surnames, according to the following schedule.

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

Saturday, November 2 nd , 2024			
Exam section	Surname		Hours
Legislative Framework of the Capital Market (α1-δ) in <u>English</u>	Candidates with surnames A to ΜΑΡΚΑΤΟΥ ΒΑΣΙΛΙΚΗ (surnames with latin characters also included)	Registration attendance	08:15
		Exam	09:30-10:30
Special topics (α1) in <u>Greek</u>	Candidates with surnames A to ΜΑΡΚΑΤΟΥ ΒΑΣΙΛΙΚΗ (surnames with latin characters also included)	Registration attendance	09:45
		Exam	11:00 -12.00
Legislative Framework of the Capital Market (α1-δ) in <u>Greek</u>	Candidates with surnames ΜΑΣΤΟΡΑΣ ΑΝΑΣΤΑΣΗΣ έως και Ω	Registration attendance	11:15
		Exam	12:30-13:30
Special topics (α1) in <u>Greek</u>	Candidates with surnames ΜΑΣΤΟΡΑΣ ΑΝΑΣΤΑΣΗΣ έως και Ω	Registration attendance	13:00
		Exam	14:00-15:00
Special topics (β1) in <u>Greek</u>	All candidates (A to Ω)	Registration attendance	14:00
		Exam	15.30-16.30



Sunday, November 3 rd , 2024			
Exam section	Surname		Hours
Special topics (α2) & Legislative Framework of the Capital Market (στ1) in Greek	All candidates <u>(Α to Ω)</u>	Registration attendance	9:15
		Exam	10.30-11.30
Special topics (β) & Special topics (στ1) in Greek	All candidates <u>(Α έως Ω)</u>	Registration attendance	11:00
		Exam	12.00-13.00
Special topics (γ) & Legislative Framework of the Capital Market (στ2) in Greek	All candidates <u>(Α έως Ω)</u>	Registration attendance	12:30
		Exam	13.30-14.30
Special topics (δ) & Special topics (στ2) in Greek	All candidates <u>(Α έως Ω)</u>	Registration attendance	14:15
		Exam	15.00-16.00

3. Candidates will enter the examination rooms only upon registration and identification check at the Registry administration. **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 registry 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 is strictly prohibited.

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

4. Candidates must have with them a pen (black or blue), a simple calculator if examined in Modules (α1), (α2), (στ1), (στ2) and a pocket scientific calculator if examined in modules (β1), (β), (γ) and (δ). 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.

5. After entering the examination rooms, Candidates are obliged to turn off their mobile phones or any other electronic devices (e.g. smart phones). 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.
6. 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.

7. During the examination the supervisor has the authority to ask a candidate to change the seating arrangement. Candidates are required to follow all instructions given by the supervisors.
8. 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.
9. **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 ($\alpha 1$ - δ)**", "**Special Topics [($\alpha 1$), ($\alpha 2$), ($\beta 1$) & (β)]**". For the sections "**Legislative Framework of the Capital Market [($\sigma 1$) & ($\sigma 2$)]**», "**Special Topics [(γ), (δ), ($\sigma 1$) & ($\sigma 2$)]**", 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!