

Step-by-step application procedure inclusion Language Test appendix to the Code of Conduct HE

Relevant documents:

- Code of Conduct International Student Higher Education 2024 (hereafter Code of Conduct HE).
- Language test Appendix to the Code of Conduct HE
- Language Tests Standard Code of Conduct Organizational and Process Requirements, Product Requirements 2024 (Hereinafter Standard)
- Process description assessment of language tests 2024 (hereafter process description)
- Application form for the Language test Appendix to the CoC

Application period: annually from 1 October to 1 April

Roadmap

- 1) Inform the office of the National Commission of the intended application. Please use the application form for the language test appendix to the Code of Conduct HE. You can send the form via e-mail to: info@internationalstudy.nl
- 2) The language test provider proposes a validating authority to which it wants to commission a quality assessment in accordance with the standard and process description. There are two options for this:
 - a. The language test supplier appoints preferred supplier [Hobéon](#) as validating authority -> proceed to **step 4**
 - b. The language test supplier suggests another validating authority other than Hobéon -> continue to **step 3**

Please note that the costs for a quality assessment are for the language test provider.

- 3) The Language Test Assessment Committee will assess whether the validating authority appointed by the language testing provider meets the conditions set forth in the process description. The language testing provider must provide evidence, which shows that the validating authority and the experts they use meet the basic requirements set forth in the process description. This information should be provided at: info@internationalstudy.nl.
- 4) The language test provider commissions the validating authority - approved by the Assessment Committee - to carry out the quality assessment and has an advisory report drawn up for this purpose. This is done on the basis of the standard and process description developed by Hobéon for this purpose. Part of the assessment are the language test providers proposed scores of the language test in relation to the Language Tests Appendix to the Code of Conduct.
- 5) The language test provider sends the advisory report by email to the Office of the National Commission at: info@internationalstudy.nl. The Assessment Committee will then make a decision on the application for inclusion in the Appendix Language Tests Code of Conduct based on the report. This is considered a marginal review.
- 6) If the Assessment Committee decides in favor of the request, the language test will be included in the Appendix Language Tests Code of Conduct as of October first of the year in question.

For example:

a) The application for a language test is approved at March 14, 2024. The Appendix is updated on the first of October 2024. This means that students who want to apply for the academic year 2025 – 2026 could use the approved language test for enrolment at a Dutch higher education institution.

b) The application for a language test is approved at December 12, 2024. The earliest moment the Appendix is reviewed is October first 2025. This means that students who want to apply for the academic year 2026-2027 could use the approved language test for enrolment at a Dutch higher education institution.

Please note: in case of differences in interpretation between the English and Dutch versions of the above mentioned relevant documents, the original Dutch version shall prevail.