



EDU DANMARK - EXAMINATION SERVICES

Information to students and universities

EDU administers examinations on behalf of foreign universities and professional bodies. This can be for Danish or international students who have finished their studies abroad and return home before taking their examinations, for candidates taking distance learning courses or where candidates need to re-sit a paper.

EDU Danmark Guarantees a Correct Examination

Examining board all over the world have strict regulations about how examinations should be run; EDU Danmark guarantees implementation of these regulations. We receive the examination papers under strict security, provide a room and invigilator for the examination, and return the finished scripts to the university per courier.

EDU Test Facilities

The EDU office and test facility is located in the center of Copenhagen – close to public transport. We can host 5 candidates at a time in our test facility.

Our test facilities are for written examinations only. We are not at the moment able to provide facilities for practical tests. We will be able to provide computer facilities for students, but only on request. This service must be requested well in advance.

Fees for Examinations

We charge the following fees for our services:

- **Administration fee** of DKK 1.400 (€ 190) per session/day. This includes organizing the exam, setting up the examination room, preparation and handling of examination papers etc. This fee includes 1 candidate.
- **Handling fee** of DKK 550 (€ 75) per extra candidate per session for preparation and handling of examination papers etc.
- **Invigilation fee** of DKK 110 (€15) per hour per invigilator, plus we allow 15 minutes before and after each session for the invigilator to check the papers.

As an example, an examination of 3 hours duration with one candidate sitting the exam will be charged a fee of DKK 1.785 (€ 242,50).

If the number of candidates exceeds 5 per exam, we will organize exam facilities in external rooms. Costs of hiring external rooms will be passed on to the institution conducting the exam.

All fees must be paid into our account before the candidate sits for the examination. When you request an examination, please indicate if the student or the institution will pay the fees.



Fees for Examinations (continued)

The administration and handling fees cannot be refunded if candidates withdraw their application to sit the examination. Administration and handling fees include Danish VAT, which is obligatory under Danish tax laws. Invigilation fees are not applicable to Danish VAT.

Banking Details

Bank details, EDU Exam Services:
Nordea Bank, Reg. 2191 – Account no. 5908-502304.
IBAN: DK8720005908502304
Swift-code: NDEADKKK

Information to Students

The candidate will receive the necessary information from EDU Danmark regarding the address of the examination location and other practical issues.

Further Information and Contact Details

Address:
Examination Services
EDU Danmark
Købmagergade 2, 5th floor
DK-1150 Copenhagen K.
Denmark
exams@edu-danmark.dk

Tel.: +45 - 70 20 28 24 (phones are open 8 am to 5 pm)
Fax: +45 - 70 20 28 37

EDU Examination staff:
Ms. Clsca de Wilde, Examination officer
exams@edu-danmark.dk
or
Mr. Palle Steen Jensen, General Manager
palle.steen.jensen@edu-danmark.dk

Kind regards,

Examination Services
EDU Danmark