

TQA Registration procedure and conditions for Bachelor & Master degrees

Version December 2023

- To participate in the assessment, you must be **registered via OnStage and Osiris**. Registration via OnStage is per assessment period, please check the [overview of the assessment weeks](#) for the related deadlines. You can register in Osiris at any point in the academic year.
- You have **two chances per academic year**. If you do decide not to take an assessment in the week in question, please cancel before the deadline at internshipoffice@hu.nl.
- You may only request not to do your assessment on one specific date in **exceptional circumstances**. These special cases are: your own wedding, a death in first degree and your own hospitalization. The petition must be supported by evidence and submitted before the deadline to internshipoffice@hu.nl. Other requests will not be considered.
- Your **Osiris list (Study Progress Report / SVO)** must meet the requirements at the time of the deadline, otherwise participation is not possible. If your Osiris list is not complete (with the exception of the national knowledge test (LKT/CPE, etc) or if the credits on the list are incorrect (e.g. under other), you must submit an online request to the examination board via HUKAS to have these corrected.
- The **portfolio**, related supporting documents, film clips and status form must be **uploaded to your OnStage dossier before the midday deadline**. Please read the assessment manual for detailed information. If you did not meet the deadline but also did not sign yourself out, a Not Present (NA) will be entered in Osiris and you will lose a test opportunity.
- You cannot participate in the assessment without a **signed status form**. So make clear arrangements about this with your professional development coach at the HU.
- Should it appear before, during or after the assessment that you do not meet the **entrance requirements**, the assessment will be cancelled or declared invalid in consultation with the examination board.
- You will be told when your assessment has been scheduled around the Tuesday **a week in advance**; this information will be shared **via HU email**, so please check your email regularly.
- The assessment takes around **2 hours** for students and is **conducted via MS Teams**. Please read the manual for detailed information. Assessments are administered Monday through Friday in the morning, early or later afternoon, and evening.
- **In exceptional cases**, an assessment will be **cancelled and/or rescheduled** to another time, day or week. This can happen up to the very last minute. Needless to say, this will be kept to a minimum. All communication is via HU-mail, so please check your mail regularly.
- During the educational year, changes may occur in procedure, assessment weeks, deadlines, etc. So always **check for current information** at: <https://husite.nl/teacher-education/teacher-qualification-assessment/>
- Questions? Please contact: praktijkbureau@hu.nl / internshipoffice@hu.nl