

Examination Regulations

of January 23, 2025

Section 1 Purpose

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These Regulations define the conditions for conducting the certification examinations of the Fondation de la Haute Horlogerie (FHH).

Section 2 Registration, Notification, and Cancellation

Art. 2 Registration

¹ Registration for the FHH certification examination may be carried out by the participant personally, by the participant's employer, or by the participant's representative.

² Registration is subject to payment of the corresponding fee.

³ Participants who are 18 years of age or older may freely register for the examinations. Minors must provide written authorization from their legal guardians.

⁴ The FHH may enter into agreements that derogate from the provisions of these Regulations, except for those concerning the conduct and evaluation of examinations (Sections 3 and 4).

Art. 3 Notification

¹ Participants shall be notified of the examination by email at least 72 hours prior to the start of the examination. The notification specifies the date, time, and location of the examination.

² The FHH may modify the date, time, or location of the examination. If the participant is unable to attend on the new date, the registration fee will be refunded, to the exclusion of any further compensation.

Art. 4 Cancellation

¹ Participants may cancel their registration for the examination. A refund of the registration fee or a re-registration for another session is offered if the cancellation occurs more than 72 hours before the start of the examination.

² The FHH reserves the right to cancel an examination session in the event of an emergency or *force majeure*. Participants will either be refunded the registration fee or enrolled in another examination session, at their choice, to the exclusion of any further compensation.

Section 3 Conduct of the Examinations**Art. 5** Examination Format

¹ Examinations may be conducted either in person or remotely.

² They shall be proctored on-site or remotely by the organizer.

Art. 6 Types of Examinations and Certificates

The following examinations are offered:

- a. The FHH Watch Advisor examination, which leads to the FHH Watch Advisor certificate.
- b. The FHH Watch Specialist examination, which leads to the FHH Watch Specialist certificate.
- c. The FHH Watch Expert examination, which can lead to the FHH Watch Expert certificate, the FHH Watch Specialist certificate, or the FHH Watch Advisor certificate.

Art. 7 Knowledge Areas

Questions are divided into four knowledge areas:

- a. Techniques
- b. Market Players
- c. Materials
- d. History and Culture

Art. 8 Examination Duration

Examinations last as follows:

- a. One hour for the FHH Watch Advisor examination.
- b. One hour and thirty minutes for the FHH Watch Specialist examination.
- c. Two hours for the FHH Watch Expert examination.

Art. 9 Rules of Conduct

¹ During the examination, it is prohibited to communicate with other participants or with outside individuals, to possess or use unauthorized documents or equipment, or to use a mobile phone, computer, or any other technological device not authorized by the organizer.

² For on-site examinations, smoking, eating, and consuming alcoholic beverages are prohibited.

Art. 10 Examination Supervision

¹ The organizer is responsible for the proper conduct of the examination. They monitor the functioning of the system and ensure that participants comply with the rules. In the event of any incident, the organizer may end the examination at any time.

² The organizer may provide remote support and supervision.

³ The examination may be recorded, in whole or in part, for the purposes of supervision and resolving technical issues. Such data shall be retained until the deadline for appealing the results has passed or until any appeal procedure has concluded.

Art. 11 Fraudulent Behavior

¹ In the event of suspected fraudulent behavior, the examination shall be immediately interrupted.

² If fraudulent behavior is confirmed, the examination is nullified without refund. The organizer may impose disciplinary measures up to and including permanent exclusion from the examination.

³ If fraudulent behavior is not confirmed, the examination shall be rescheduled or refunded, at the participant's choice.

Section 4 Examination Evaluation**Art. 12** Questions

¹ The FHH Watch Advisor examination consists of 80 questions, divided as follows:

- a. 40 questions on Techniques.
- b. 20 questions on Market Players.
- c. 15 questions on Materials.
- d. 5 questions on History and Culture.

² The FHH Watch Specialist examination consists of 120 questions, divided as follows:

- a. 45 questions on Techniques.
- b. 38 questions on Market Players.
- c. 22 questions on Materials.
- d. 15 questions on History and Culture.

³ The FHH Watch Expert exam consists of 160 questions, divided as follows:

- a. 60 questions on Techniques.
- b. 50 questions on Market Players.
- c. 30 questions on Materials.
- d. 20 questions on History and Culture.

⁴ Each question has up to six options, only one of which is fully correct. The participant must also indicate their degree of certainty.

Art. 13 Score Calculation

¹ Each question is assigned a point value ranging from -20 to 20.

² The number of points depends on both the correctness of the answer and the participant's indicated degree of certainty:

- a. Where the degree of certainty is between 0% and 25%, 4 points are awarded if the answer is incorrect and 13 points if it is correct.
- b. Where the degree of certainty is between 25% and 50%, 3 points are awarded if the answer is incorrect and 16 points if it is correct.
- c. Where the degree of certainty is between 50% and 70%, 2 points are awarded if the answer is incorrect and 17 points if it is correct.
- d. Where the degree of certainty is between 70% and 85%, no points are awarded if the answer is incorrect and 18 points if it is correct.
- e. Where the degree of certainty is between 85% and 95%, 6 points are deducted if the answer is incorrect and 19 points are awarded if it is correct.
- f. Where the degree of certainty is between 95% and 100%, 20 points are deducted if the answer is incorrect and 20 points are awarded if it is correct.

³ The total points are summed and then divided by 20 to obtain a percentage score.

⁴ Each examination produces an overall score and four separate scores corresponding to the four knowledge areas.

Art. 14 General Passing Criteria

A participant is awarded a certificate if they have answered all questions and have met the specific passing criteria for the relevant certificate.

Art. 15 Specific Passing Criteria

¹ The specific passing criteria for the FHH Watch Advisor certificate are:

- a. either achieving an overall score of at least 70% on the FHH Watch Advisor examination,
- b. or achieving an overall score of at least 55% on the FHH Watch Expert examination.

² The specific passing criteria for the FHH Watch Specialist certificate are:

- a. either achieving an overall score of at least 75% on the FHH Watch Specialist examination,
- b. or achieving an overall score of at least 70% on the FHH Watch Expert examination, provided that the History and Culture score is at least 60%, and each of the other three knowledge areas is at least 70%.

³ The specific passing criterion for the FHH Watch Expert certificate is achieving an overall score of at least 80% on the FHH Watch Expert examination, provided that the History and Culture score is at least 70%, and each of the other three knowledge areas is at least 80%.

Section 5 **Communication of Results****Art. 16** Grade Report

The FHH issues the grade report, which may be viewed in the participant's user account one week after the examination session in which they participated.

Art. 17 Issuance of the Certificate

The FHH issues the certificate in paper or electronic format.

Section 6 Challenges and Legal Recourse

Art. 18 Contestations

¹ Participants may challenge their results in writing within 30 days following notification of the results.

² The FHH shall make a final decision on any such challenge.

Art. 19 Legal Recourse

These Regulations are governed by Swiss law. Any dispute or litigation arising from these Regulations shall be subject to the exclusive jurisdiction of the Swiss courts, with Geneva as the legal forum.

Section 7 Applicable Provisions

Art. 20 Terms of Use

The FHH's terms of use for its websites and mobile applications apply on a subsidiary basis.

Art. 21 Data Protection

Personal data are processed in accordance with the Swiss Federal Act of September 25, 2020, on Data Protection (LPD; RS 235.1), as well as the FHH's Privacy Policy.