

Procedure for Conducting Offline Testing

1. The in-person testing format is used for testing managers (candidates for relevant positions), chief accountants, key personnel, employees responsible for financial monitoring, payment institutions, electronic money institutions, branches of foreign payment institutions and branches of foreign e-money institutions, postal operators authorized to provide financial payment services, financial institutions authorized to provide payment services (hereinafter referred to as “non-bank payment service providers”), and other persons specified in the Regulation *On the Authorization Procedure for Providers of Financial Payment Services, and Limited Payment Services* approved by NBU Board Resolution No. 217 dated 7 October 2022 (as amended), and the Regulation *On Authorization of Financial Services Providers and Requirements for Providing Financial Services* approved by NBU Board Resolution No. 199 dated 29 December 2023 (as amended) (hereinafter referred to as “Regulation No. 199”).

2. Candidates shall take the test in writing and sign it.

3. After the scheduled time for testing expires and points scored by the candidate are calculated, the test paper is marked with a total number of points. The completed test is attached to the materials for the meeting of the Commission considering the candidate.

4. During the test candidates are not allowed to:

- use any sources of information
- speak to other persons
- perform the test assignment for other candidates and/or transfer their test to be completed by other persons
- use any devices that record, reproduce, process and receive information, including mobile phones and computers
- leave the testing area without permission [except for receiving civil defense sirens (air raid, chemical, biological, and radiological warning)].

If a candidate violates the requirements, the Commission members are authorized to decide to dismiss the candidate from the test and deem the candidate as one who has failed the test (with no right to retake it).

5. Candidates have 30 minutes to pass the test.

6. The time to pass the test for a nonnative speaker of the language of the test who is accompanied by an interpreter is 40 minutes.

7. If a candidate who applies for the position of a chair or member of a non-bank payment service provider’s supervisory board is asked an additional question, the candidate has a minute and a half to answer this question (two and a half minutes, if the candidate is accompanied by an interpreter).

8. Each test assignment contains 20 questions. Each question can have one or more correct answers. If it is a multiple-choice question, the number of correct answers is indicated in the question itself. The answer to such a question is considered correct, if the candidate selects all correct options. If only one correct option is selected or if one of the selected options is incorrect, than the answer to such a question will be deemed incorrect.

9. A candidate who is considered for the position of a chair or a member of a non-bank payment service provider’s supervisory board and who scores 14 points, receives one additional question.

10. Each correct answer scores 1 point.

11. The maximum test score is 20 points.

12. The test is considered passed if the candidate scores:

- **15 points and more** (including the candidate testing as part of the NBU's compliance with Ukrainian law on the bank's top manager, chief accountant, key person, and the employee responsible for financial monitoring of a non-bank payment service provider)
- 15 points and more (if the candidate applies for the position of a chair or member a non-bank payment service provider's supervisory board), taking into account the candidate's response to the additional question.

13. If the candidate fails the test, they have one more attempt to redo the test.

14. If a candidate fails to pass the test for the second time, the candidate is deemed to have failed the test and is not allowed to retake the test based on the results of the NBU's review of the relevant set of documents. A candidate who fails the test is not permitted to take the interview unless the Commission conducts the interview to review an application for exemption from being classified as having a compromised business reputation, or an application contesting such classification, as outlined in Section IV Chapter 29 of Regulation No. 199.

15. When testing the candidate as part of the NBU's control of compliance with the requirements Ukrainian law, the candidate has one attempt to redo the test. If the candidate failed to score 15 points or more for the first time, they are shall be deemed to have failed the test.

16. After completing the test, the scored points and the result of the test are announced to the candidate.

Procedure for Conducting Online Testing

1. Foreigners residing abroad applying for the positions of a chairman and members of a non-bank payment service provider's supervisory board take the test online.

2. The Commission may decide to test the candidates online in the event of circumstances that impede testing on NBU premises, or to avoid endangering the lives of candidates amid martial law or quarantine.

3. Before conducting a test, the candidate's identity is verified via video conference following the requirements set out in the NBU regulation.

Online testing is recorded using remote communication means and the candidate is informed accordingly. Candidates who refuse to be recorded, will not be allowed to take the test.

4. Questions and answer options will be displayed on the screen using remote communications means.

5. The candidates are not allowed to:

- use any sources of information
- speak to other persons
- use any devices that record, reproduce, process, and receive information, including mobile phones, computers (except for technical means used for video conferences).

The Commission, upon confirming that the candidate violated the requirements set out in paragraph 11, is authorized to invite the candidate to pass the test at the premises of the NBU or to test the candidate under the supervision of the Commission with members of the Commission in attendance.

6. Candidates have 30 minutes to pass the test.

7. The time to pass the test for a nonnative speaker of the language of the test who is accompanied by an interpreter is 40 minutes.

8. If a candidate who applies for the position of a chair or member of a non-bank payment service provider's supervisory board is asked an additional question, the candidate has a minute and a half to answer this question (two and a half minutes, if the candidate is accompanied by an interpreter).

9. Each test assignment contains 20 questions. Each question can have one or more correct answers. If it is a question has more than one correct answers, the number of correct answers is indicated in the question itself. The answer to such a question is considered correct, if the candidate selects all correct options. If only one correct option is selected or if one of the selected options is incorrect, than the answer to such a question will be deemed incorrect.

10. A candidate who is considered for the position of a chair or a member of a non-bank payment service provider's supervisory board and who scores 14 points, receives one additional question.

11. Each correct answer scores 1 point.

12. The maximum test score is 20 points.

13. The test is considered passed if the candidate scores:

- **15 points and more** (including the candidate testing as part of the NBU's compliance with Ukrainian law on the bank's top manager, chief accountant, key person, and the employee responsible for financial monitoring of a non-bank payment service provider)

- 15 points and more (if the candidate applies for the position of a chair or member a non-bank payment service provider's supervisory board), taking into account the candidate's response to the additional question.

14. If the candidate fails the test, they have one more attempt to redo the test.

15. If a candidate fails to pass the test for the second time, the candidate is deemed to have failed the test and is not allowed to retake the test based on the results of the NBU's review of the relevant set of documents. A candidate who fails the test is not permitted to take the interview unless the Commission conducts the interview to review an application for exemption from being classified as having a compromised business reputation, or an application contesting such classification, as outlined in Section IV Chapter 29 of Regulation No. 199.

16. After completing the test, the scored points and the result of the test are announced to the candidate.