



ח' באייר תשפ"ה
06 במאי 2025
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***In case of any discrepancy between this English translation and the original Hebrew text, the Hebrew version will take precedence.**

Dear examinees

Below are instructions and information for the Government Licensing Theoretical Exam for Tour Guides – July 2025.

Exam Date:

The exam will take place on Thursday, 24.7.2025.

The exam will start at 10:00 AM; however, we advise arriving at least half-an-hour in advance, in order to find parking and your seat in the exam hall.

Examinees who arrive late will be allowed to enter the exam hall until 10:30 AM, but their exam time will not be extended. Entry into Part A of the exam will not be permitted after 10:30 AM.

The exam time schedule is as follows:

10:00-11:00 – Part A

11:00-11:45 – Recess (break)

11:45-14:45 – Part B (for examinees with extra time, the exam will extend until 15:30 or 15:45 depending on the exam accommodation approved for them)

The exam location:

The exam will be held in one examination center - Binyanei Ha'uma (International Convention Center), 1 Shazar Boulevard, Jerusalem. Getting there: you can arrive by bus to the central bus station in Jerusalem and then cross the road, or take the train and get off at the Yizhak Navon station, and cross the road from there.

Examinee registration:

Note! Registration for the exam will start on 21.5.2025 and end on 25.6.2025.

The registration process consists of two stages:

Stage A: creating a file in the exam system – each examinee creates a file on their own in the exam system at the following link:

<https://e305b4370915.mybusiness.co.il/RegistrationFormcopy>

Stage B: registration for the exam and uploading documents – following the confirmation of the examinee's details and creating the file in the exam system, the examinee must register for the exam at the following link:

<https://e305b4370915.mybusiness.co.il/apps/mybusiness/PortalLogin>



Note! Registration for the exam will be available only until **25.6.2025**. After that date, **you will no longer be able to register and/or apply for exam accommodations.** During registration, you will receive a link to an instruction video about the registration process and a link to the practice system for the licensing theoretical exam. The links can also be found on the [Ministry of Tourism website](#) (the Ministry website also has a version for practicing recording exam answers in all the languages in which the exam is available. this version for recording will also be sent to those with that exam accommodation after it will be approved for them).

Upon registration, the following documents must be submitted:

1. A certificate from the training institution confirming the successful completion of the course and fulfillment of the course's requirements, both for new examinees and for repeat examinees.
2. A certificate of completing a first aid course/ photocopy of a **valid** first aid certificate.

For questions regarding creating a file and registering for the exam, please contact the exam call center, Sunday through Thursday, 09:00-17:00 at the following phone number: 03-7545420

Exam accommodations:

1. **Examinees over the age of 55** (subject to the date on the ID card; the exam date constitutes the date of reference).
2. **Pregnancy and childbirth** (up to three months after the date of giving birth, subject to uploading a medical certificate at the time of registration for the exam).
3. **New immigrants (Olim Hadashim)** - a person who made Aliyah in the past 10 years (subject to uploading a Teudat Oleh [Oleh booklet] at the time of registration for the exam).
4. **Learning disability** – upload a didactic or psychodidactic assessment from a certified assessor, administered in the past 5 years or conducted after the age of 18.
5. **Attention disorder** – upload a detailed attention assessment in accordance with the Ministry of Health procedures specified here <https://www.gov.il/he/pages/mr15-2021> administered in the past 3 years or after the age of 20. Medical certificates that do not include all that is required in the attention assessment, or results of computer-based tests only (TOVA, MOXO, BRC) will not be accepted.
6. **Medical limitation** – a medical certificate from a specialist physician in the field of the limitation (not from a family physician) from the past year.



Receipt of an exam accommodation for one of the reasons mentioned above grants the examinee 25% extra time for the second part of the licensing exam i.e. 45 minutes extra time (no extra time is granted to any of the examinees in the first part of the exam). if you are approved for two or more of the aforementioned categories, up to 35% of extra time will be granted at most i.e. 60 minutes extra time for the second part of the licensing exam.

To apply for exam accommodations, the relevant documents must be uploaded to the personal zone during the mentioned registration period. Applications for exam accommodations **submitted after the registration period will not be considered.**

Note! A request for exam accommodation must be applied again for each exam.

The exam questionnaire:

The questionnaire is divided into two parts:

Part A: cloze questions and multiple-choice questions (you must answer only 30 of 33 questions) – one hour will be allocated for part A – no extra time will be granted for this part of the exam.

The first part of the exam will be followed by a 45-minute recess.

Part B: an open question that includes planning of an itinerary.

Three hours will be allocated for this part.

Draft pages will be handed out to every examinee. Each examinee must write their ID number at the top of each page. All the draft pages must be handed back to the invigilators at the end of the exam (these pages will not be checked).

Reference materials permitted in Part B of the exam: a 1: 250,000 map of Israel, without attractions and without any additional accompanying information (there will be no map attached to the exam), and a dictionary (not an electronic dictionary).

How the exam is conducted:

The exam is computer-based, as detailed below:

- The exam will be held in one examination Center - Binyanei Ha'uma (International Convention Center), Jerusalem.
- A computer will be provided to each examinee for the exam.
- The exam is conducted in the following languages: Hebrew, Arabic and English only.
- The language of the exam for each examinee will be based on the data selected by the examinee during registration for the exam. It is hereby clarified that the language of the exam cannot be changed on the day of the exam.
- **The exam of an examinee who answers in a different language to that s/he registered for will be disqualified.**



- Inquiries, complaints or comments about the licensing exams or parts of it are to be addressed in writing to Ms. Dalia Matityahu at the following email address daliam@tourism.gov.il within a week of the exam date.
- A grade of 60 or higher constitutes a pass grade. An examinee who has passed the theory exam is eligible for the practical exam.
- An examinee assigned a grade below 60 is not eligible for the practical exam.
- **Note that examinees who received a grade of 55 to 59 on their licensing theoretical exam can appeal the exam results.**
- The appeal must be submitted in the personal zone, **within a week of receipt of the exam results.**
- The practical licensing exams will take place from September 2025.
- For those with a recording accommodation: if you record and also type in the same segment, only **the typed part** will be taken into account. Recordings that go beyond the time stipulated on the exam form will not be checked.

Additional points:

- Examinees are required to bring a valid document of identification (**ID card, passport, driver's license**) with them to the exam. An examinee who does not have one of the specified documents will not be allowed to take the exam.
- **The exam halls are air-conditioned. You are advised to bring warm clothing with you.**
- You must turn off cellphones and smart watches and put them in a bag.
- You may not use a stopwatch or clock that makes a noise of any kind.
- Do not use any auxiliary materials apart from the draft pages and approved tour maps.
- You must leave your bags in the corner of the room, taking with you to your seat only an identifying document, something to drink and permissible auxiliary materials. The details of an examinee who disobeys these instructions, or in whose proximity a transmitting or receiving device of any kind is found, such as a cellphone or smartwatch, regardless of whether it is on or off, will be forwarded to the supervisors at the Ministry of Tourism and to the Integrity of Exams Committee.
- During the first part of the exam, examinees will not be allowed to go to the toilet. During the second part of the exam, examinees will be allowed to go to the toilet, one at a time, accompanied by an invigilator.
- Anyone who feels unwell should speak to the invigilators.



- Examinees who are sensitive to noise can use earplugs (but not earphones).
- Do not bring a companion to the exam. At the end of the exam, examinees must leave the place immediately.

Good luck everyone

The professional Training Division