

FORM B

SNIJIB (PLUMBING) CSCS HEALTH & SAFETY TEST INVIGILATOR NOMINATION /DECLARATION

A Director, Partner, Owner or other responsible officer of the Company registering the names of invigilators **must** sign this nomination for approval and registration by the Scotland & Northern Ireland Joint Industry Board (SNIJIB) for the purpose of conducting Plumbing Industry CSCS Health & Safety tests.

I certify that the business will comply with the requirements of Invigilation as determined by the SNIJIB and that the undernamed are approved by the Company to conduct paper-based tests.

I understand that **breach** of the Rules **will** result in sanctions as laid down by the SNIJIB.

Business name	
Address	
Contact number	
Email	
Name of responsible person	
Signature of responsible person	

Invigilators Declaration

*The undersigned declare that I/we have read, understood and undertake to comply with the Rules for Invigilation as determined by the SNIJIB. I/we understand that **breach** of these Rules **will** result in sanctions as laid down by the SNIJIB. I/we understand I/we could be removed from the registration list of Approved Invigilators, invalidating tests already conducted.*

Fraudulently assisting persons to attain the CSCS Health & Safety certificate / card could lead to prosecution on Health and Safety grounds.

Note: You can register as many invigilators as you require.

Invigilator Name <i>(Block Capitals)</i>	NI Number	Signature	Date

In order for us to ensure you receive the assessments and then the certificates in a timely manner please provide the following details of the Company Contact.

Name	
Address <i>(if different from above)</i>	
Contact number <i>(if different from above)</i>	

The Company Contact will be the person you wish the SNIJIB to send all test papers and results to.

This page must be completed fully and returned to the SNIJIB at Bellevue House, 22 Hopetoun Street, Edinburgh, EH7 4GH.

The remaining pages are Guidance Notes to be kept by the invigilator or employer for reference.

GUIDANCE NOTES FOR INVIGILATORS (AND EMPLOYERS) TO KEEP

One or more suitable invigilators must be identified and their names forwarded to the SNIJIB for approval. Invigilators should be Directors, Partners, Owners or other suitably qualified and experienced people whose integrity may be relied upon (for example Personnel Managers, Line Managers, Wage Clerks, Trade Union Representatives etc, or a course trainer conducting the test on completion of a Health and Safety training course). Organisations and their invigilators are required to sign declarations confirming that they will comply with the JIB rules for invigilation (please see attached Invigilators Nomination / Declaration **Form B**). This need only be completed once unless a new invigilator is appointed.

Invigilation Rules

The invigilator has a fundamental role in ensuring the integrity of the SNIJIB Plumbing CSCS Health and Safety Test. It must be impressed on the invigilators that they are acting as a representative of the employer or the industry, in terms of the Health and Safety at Work Act in which the employer is responsible for ensuring the competence of his workers

Candidates must be given at least two weeks' notice so that they can prepare for the test. Employers should direct candidates to the SNIJIB website www.snijib.org.uk where they can view the questions and answers. If candidates do not have access to the internet, employers can print off the questions and answers for candidates to study. Alternatively a Question & Answer study booklet is available from the SNIJIB at a cost of £8.00.

The test is a closed book assessment and as such an invigilator must ensure there are **no aids** in the room when the test is undertaken. This is particularly important where the test is carried out at the end of a training course – all course materials should be removed prior to the test.

The only conversation that should take place during the test is between the invigilator and the candidate and should be limited to the procedure of the test. Candidates should not be allowed to converse with each other while anyone in the room is undertaking the test and should be instructed to remain silent until everyone has finished. The invigilator must be present throughout the test.

Facilities

All test centres must have adequate facilities to run the tests. A room large enough to comfortably seat the number of candidates simultaneously undertaking the test must be provided. The room should be closed off during the period of the test. The test should take place in the employer's time.

Preparing yourself for the invigilation

- Verify the candidate's identity before starting the assessment (photographic ID, passport etc).
- Be aware of candidate's special needs (if any). For example, someone has forgotten their glasses, in this instance you can read the questions and potential answers to the candidate and mark the answers as appropriate.
- Instruct the candidates on the mechanics of the test and ensure there are **no** reference aids being used. Inform the candidates they have 30 minutes to complete the test (45 questions) and ensure the start and stop times are clearly stated.
- Issue the candidates with their individual test papers. Advise them not to open the papers until directed, once all the candidates understand the procedure and any questions have been answered.
- Before the test begins ensure all candidates check their Names and National Insurance Numbers are correct on the test paper, if there are any errors they should correct these by putting a line through the mistake and entering the correct details.
- Instruct candidates to read the questions very carefully before they select their answers.

- Candidates must be aware that if they finish the test early they should sit quietly until the invigilator states the test session has ended.

Once the test has finished the invigilator should collect all the test papers and return them to the SNIJIB at:

SNIJIB for the Plumbing Industry
P.O. Box 13853
Penicuik
EH26 6AA

The SNIJIB will mark the papers and will issue (if successful) Plumbing Industry CSCS Test Certificates, Congratulatory Letters and CSCS cards within 4 to 6 weeks of marking. Notification of test failure and the need to re sit will be within 3 weeks of marking.

Employers must notify the outcome of the tests to the candidates within 2 weeks of receiving the results.

Employers must ensure that they provide additional training to candidates who fail the test and they should fund the first re-sit.

- **Each test is unique to the individual and must not under any circumstances be copied or completed by any other candidate. If this occurs the test will be invalid.**