

## RULES OF INVIGILATION FOR INVIGILATORS

Invigilators should be Directors, Partners or Owners. Alternatively, other suitably qualified and experienced people with whom the Director/Partner/Owner nominates for their integrity may be relied upon (for example HR Managers, Line Managers, Wage Clerks). The Director/Partner/Owner is held responsible for the conduct of their Nominated Invigilator.

It is the Director/Partner/Owner who must complete the SNIJIB Invigilator Declaration Form for the SNIJIB approval.

A Registered Invigilator has a fundamental role in ensuring the integrity of the SNIJIB/CSCS Health and Safety Test. It must be highlighted that a Registered Invigilator acts as a representative of the Company from whom they represent for the Industry, in terms of the Health and Safety at Work Act. It is the employer that is responsible for ensuring the competence and safety of his workers.

### Revision for the SNIJIB/CSCS Health and Safety Test

The SNIJIB/CSCS Health & Safety Test Revision Manual is available from the SNIJIB. Please call 0131 524 1225 to purchase a copy.

### Preparing yourself for the invigilation

Ensure the test room is large enough to comfortably seat the candidate with a computer. You must provide a computer. The room should be closed off during the period of the test. The test should take place in the employer's time.

Ensure you instruct the candidate to arrive well before the start time. We suggest at least 15 minutes before the start time as this will give them an opportunity to settle and be ready to start when the online Test Portal becomes live.

The SNIJIB will email you a link to the online portal which you can open for the candidate at the designated date and time.

### Preparing the candidate for the test

Verify the candidate's identity before starting the assessment (photographic ID, passport etc).

Instruct the candidate where they should sit and where they should click to start the test, when the test link becomes live.

Instruct the candidate on the mechanics of the test:

- ➔ The SNIJIB/CSCS Health and Safety Test is unique to each and every candidate, to ensure the legitimacy of the Test.
- ➔ Inform the candidate that they have 30 minutes to complete and submit the test. The test will close at the end of designated time slot- **if it has not been submitted it will be an automatic fail**. You must therefore ensure you state the start and end times clearly.
- ➔ Inform the candidate that there shall be 45 questions and to pass, they must achieve a minimum of 38 correct questions.
- ➔ Instruct the candidate to read the questions very carefully before they select their answers. If they do not know the answer it would be best to guess than leave the answer blank.
- ➔ If candidates finish and submit the test early, they should remain silent until everyone has finished and until you state they can leave.
- ➔ Ask them to remove any Smart phones from view or any books which could be used as reference aids.

## **Invigilation of the test**

Provide the candidate with their designated link to the test. The test will not open until the designated time slot.

State the start and end times clearly.

Ensure they know to click submit within the 30 minute timeline.

The test is a 'closed book' assessment. You must ensure there are no aids in the room when the test is undertaken (books, Smart phones etc).

During a test there should be no conversation unless between you and the candidate.

You must be present throughout the full test.

Ensure the candidate clicks the submit button at the end of the test, to ensure it is a recognised test submission. Failure to submit a test will be an automatic fail and will require a re-booking and re-payment.

## **When the test is completed and submitted**

The test automatically provides a pass or fail mark when the candidate clicks submit at the end of the test.

As all necessary documents have been submitted before the test, you should receive the SNIJIB Grading Card within 1 week.