



ECS
Health, Safety and Environmental Assessment
Instructions for Invigilators

During the assessment Invigilators must:

- Verify the Candidates identity before starting the assessment;
- Give the Candidates their assessment instructions (cover page) and assessment paper and advise them not to open the papers until directed;
- Ensure the Candidates check their Name and National Insurance Numbers recorded on the cover page of the assessment are correct. If there are any errors they should correct these by putting a line through the mistake and entering in the correct details;
- Allow the Candidates time to read the instructions and ensure they do not look at the assessment paper until all the Candidates understand the procedure and any questions have been answered;
- Inform the Candidates they have up to 30 minutes to complete the assessment;
- Ensure the start and stop times are clearly stated to the Candidates and they understand that there is no talking once the assessment has begun;
- Instruct the Candidates to read the questions very carefully before they select their answers;
- Inform the Candidates that if they finish the assessment early they should sit quietly until the Invigilator states otherwise;
- Inform the Candidates that the assessments will be returned to the SJIB who will mark the assessments and issue the ECS Health & Safety Certificates, Congratulatory / Fail Letters and assessment papers (if requested) within 2 to weeks;
- Inform the Candidate's that they will receive their ECS Health & Safety Certificates, Congratulatory / Fail Letter.

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

Invigilator must be aware of any Candidate who has special needs. For example, someone who has forgotten his or her glasses, in this instance you can read the questions and potential answers to the candidate and mark the answers as appropriate. In some instances, it may be more appropriate to conduct the Candidates assessment on their own rather than as part of a group.

Employers must communicate the outcome of the assessments to Candidates within two weeks of receiving the certificates and letters.

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



**ECS
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Invigilators Declaration**

I/we, the undersigned declare that I/we have read, understood and undertake to comply with the Rules for Invigilation as determined by the SJIB. Further, I/we understand that **breach** of these Rules **will** result in sanctions as laid down by the SJIB and I/we understand I/we could be removed from the list of approved Invigilators and will invalidate ECS Health and Safety Assessments already conducted.

Company Name.....

Invigilator Name (Block Capitals)	Signature	Date

Costs

SELECT/SJIB Member Companies	£42.00 per Operative
Non Member Companies	£54.00 per Operative
ECS Question & Answer Study Booklet	£10.00 per copy

Important Note:

The SJIB can only accept Card or BAC's payments

For Bacs Transfers use the bank details below:

Bank	Clydesdale Bank Plc
Sort code	82 45 05
Account Number	10500760
Include Reference*	ECS – Company Name

Important Note: Please include the BAC's Reference Number. This enables the SJIB to link your request to your Bacs payment. Failure to do so may delay your request being processed.

All ECS Application Requests should be posted to:

**The SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB**



ECS
Health, Safety and Environmental Safety Assessment
Request Application Form

In order for us to ensure you receive the assessments and later the letters and certificates in a timely manner please complete the following details of the company's point of contact and the name of the company Invigilator.

Company Name: _____

Company Contact: _____

Email address to email assessment to: _____

Note: This cannot be the email address of any Candidate listed on the ECS Request Application Form

Company Address: _____

Contact Number: _____

Invigilator: _____

SELECT/SJIB Membership Number (if applicable): _____

Email Receipt to: _____

SJIB GDPR Privacy Notice

The SJIB records the personal data requested in this application form on a secure IT database which enables the SJIB to provide you with ECS Health, Safety and Environmental Assessments. In order to do this the SJIB are required to record and retain the following details on the SJIB's database:

- Company Name
- Company Contact
- Company Address
- Phone Number
- SELECT/SJIB Membership Number
- Invigilator
- Employees National Insurance Numbers
- Employees Name
- Employees Occupation/Grade
- Type of Assessment

The legal bases for the collection, processing, and transference of this data is *necessary for the discharge of a contract and explicit consent*.

You may request the correction, completion, or deletion of your records at any time by submitting a request in writing to the SJIB. Please be aware that to request the deletion of your records is to delete your entire history and all records with the SJIB. This means that the SJIB would no longer be able to confirm the history of any ECS Health, Safety and Environmental Assessments requests made to date to you or a potential client/site. Unless you specifically request the deletion of your records, the SJIB will retain these indefinitely as a record of your requests.

For more information, please refer to the SJIB Privacy Statement by visiting www.sjib.org.uk and clicking on GDPR.

