



## 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 results and Pass Certificate (if applicable) via email within two weeks.

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 Health, Safety and Environmental Assessment  
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

**All ECS Health, Safety & Environmental Assessment Application Requests should be posted to:**

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