



ECS Health and Safety Assessment Procedures

The Electrotechnical Certification Scheme (ECS) became affiliated to the Construction Skills Certification Scheme (CSCS) on the 1st December 2001. This was part of a drive to have the entire construction industry workforce carrying out the appropriate skill cards. This initiative was introduced to ensure that all those who work in the industry are fully competent and to help improve health and safety standards in the industry.

It is important that employers read the following guidelines and ensure that the enclosed Invigilators Rules are communicated to all Invigilators and are adhered to at all times.

Invigilators must complete and return the Invigilators Declaration to the SJIB (Please see attached Invigilators Declaration)

Any invigilators who are found by the SJIB to be guilty of any impropriety will be removed from the Invigilators Register. Additionally, any assessments that have been overseen by the invigilator concerned may be invalidated, thus forcing the candidates concerned to retake their Assessment at their employer's cost.

All ECS Health and Safety Assessments are valid for **three months**; this information will be detailed on the front of each assessment paper. Any assessments returned after this date will be null and void.

Employers who order assessment papers for operatives who later leave the company and have not completed the assessment can request a refund by ticking the void box on the original assessment paper and returning the paper to the SJIB. **Refunds will not be issued for assessments that have exceeded the three-month expiry date.**

Employers can now request the return of completed assessments in order that they can establish areas of weaknesses for individuals who failed the assessment. (See ECS Assessment Request Application Form)

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.

If you have any queries regarding the process please visit the SJIB website www.sjib.org.uk or contact the SJIB on 0131 445 9216.

Licensing – Common Requirements

Facilities

All assessment centers, regardless of the method of assessment being offered, must have adequate facilities to run the assessments. A room large enough to comfortably seat the number of candidates simultaneously undertaking the assessment must be provided. The room should be closed off during the period of the assessment. The assessment should take place in the employer's time.

Invigilators

One or more suitable invigilators must be identified and their names forwarded to the SJIB for approval. Invigilators should be suitably qualified and experienced people whose integrity may be relied upon. These would be individuals of suitable standing within the organization for example Personnel Managers, Line Managers, Wage Clerks, Trade Union Representatives etc., or a course trainer conducting the assessment on completion of an assessed Health and Safety training course. Both organizations and their invigilators are required to sign declarations confirming that they will comply with the SJIB rules for invigilation. (Please see attached Invigilators Declaration) This need only be completed once unless a new Invigilator is appointed.

Invigilation Rules

The Invigilator is paramount to the successful implementation of the ECS Health and Safety Assessment and also to maintaining the integrity of the assessment. 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 etc at Work Act 1974 in which the employer is responsible for ensuring the competence of his workers. The Invigilator may of course be a course trainer who conducts the assessment on completion of a training course.

Candidates must be given at least two weeks notice in order that they can prepare for the assessment. Employers should direct candidates to the SJIB website www.sjib.org.uk where they can view the questions and answers or if they do not have access to the internet employers could print off the questions and answers that candidates could refer to.

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

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

ECS Health and Safety Assessment

- Invigilators must verify the candidate's identity before starting the assessment.
- Be aware of candidate's special needs.
- Issue the candidates with their individual assessment papers. Advise them not to open the papers until the Invigilator directs them.
- Before the assessment begins ensure all candidates check their Names and National Insurance Numbers are correct, if there are any errors they should correct these by putting a line through the mistake and enter the correct details.
- Instruct the candidates on the mechanics of the assessment.
- Instruct candidates to read the questions very carefully before they select their answers.
- Ensure the start and stop times are clearly stated to the candidates and that the duration is limited to thirty minutes.
- Collect all papers on completion of the assessment and return them to the SJIB for marking.
- The SJIB will mark the papers and will issue ECS Assessment Certificates, Congratulatory Letter and assessment papers **within 3 weeks**.

Employers must communicate the outcome of the assessments to the operative's/staff within two weeks of receiving the certificates and letters.

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

Costs

SELECT/SJIB Member Companies	£15 per operative
Non Member Companies	£35 per operative

No assessments will be processed until the SJIB are in receipt of payment.

Cheques should be made payable to the **SJIB** and returned to **The Walled Garden, Bush Estate, Midlothian, EH26 0SB.**

ECS Assessment

Instructions for Invigilator

- Give the candidates the test instructions and assessment paper with their Name and National Insurance Number on it.
- Candidates should be asked to check their Name and National Insurance Numbers are correct if there are any errors they should correct these by putting a line through the mistake and entering in the correct details.
- Invigilators must verify the candidate's identity before starting the assessment.
- Allow the candidate's time to read the Student 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 thirty 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.
- Candidates should be aware that if they finish the assessment early they should sit quietly until the Invigilator states otherwise.
- As Invigilator you 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.
- Once the 30 minutes have elapsed the Invigilator should collect the paper(s) and post these back to SJIB at:

The Walled Garden
Bush Estate
Midlothian
EH26 0SB

- Results will be sent to the company in approximately 3 weeks of receipt by the SJIB.
- **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.**

ECS Assessment - Invigilator Declaration

A Director or other responsible officer of the Company submitting the names of Invigilators for approval by the Scottish Joint Industry Board (SJIB) for the purpose of conducting ECS paper-based assessments must sign this declaration.

I certify that the Company will comply with the requirements for Licensing and Invigilation as determined by the SJIB and that the following person/s is/are approved by the Company to conduct paper-based assessments, and conform to the SJIB Rules for Invigilators and Invigilation.

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

Company Name:	_____
Address:	_____ _____ _____
Contact Number:	_____

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 Assessments already conducted:

Invigilator Name (Block Capitals)	NI Number	Signature	Date

