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# Diploma Digital Assessment: Learner Guide

Guidance for preparing for an online NEBOSH Diploma assessment

# Diploma Digital Assessment: Learner Guide

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# Diploma Digital Assessment: Learner Guide

## Introduction

Assignments and case studies are commonly used and are a valid and reliable form of assessment that enables you to sit your NEBOSH assessment from your own home or other safe and suitable location. These forms of assessment continue to uphold the rigour and recognition that people have come to expect from NEBOSH. This includes scrutiny for plagiarism and collusion.

This document will:

- help you prepare for your assessment and professional discussion
- clarify what to expect
- provide guidance on how to perform at your best.

We recommend that you read this guide in conjunction with the:

- [Diploma Digital Assessment: Technical Learner Guide \(CX029\)](#)
- [Resources for the National Diploma for Occupational Health and Safety Management Professionals](#)
- [Resources for the International Diploma for Occupational Health and Safety Management Professionals](#)

## What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your assessment.

## What resources are available?

In the resource section of the National and the International Diplomas (links above), you will find lots of essential information to help you with your qualification:

- Syllabus guides
- Assessment guidance - sample assessments for you to practice
- FAQs - a really useful source of information
- Reference sources

## What do I do if I still have questions?

Please contact your Learning Partner in the first instance.

If you are unable to speak to them, our Customer Enquiry Team is here to help. If you have any further questions please get in touch using our on line [Contact us form](#).

## The assessment

### What is the assessment?

Uninvigilated assignments and case studies can test the same learning outcomes and assessment criteria as invigilated paper-based assessments. However, unlike a closed book assessment, you can access textbooks and digital resources.

These assessments test your ability to extract and apply relevant knowledge and organise it to address the question asked.

### How does this form of assessment differ from traditional invigilated assessments?

NEBOSH assessments have traditionally been:

- invigilated, handwritten assessments
- sat under timed conditions
- sat in an assessment venue where many learners take the same assessment at once.

For a NEBOSH Diploma Digital assessment you will:

- sit the assessment remotely on your own – usually in your own home
- be able to access your textbooks, notes and any other resources while sitting this assessment

### How will I access and submit my assessment?

You will use our online assessment platform. Please refer to the [Diploma Digital Assessment Technical Learner Guide \(CX029\)](#) for full guidance.

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## What will the format of the assessment be?

For information about the specific assignments and case studies - including samples - please see the resources in the Assessment Guidance and FAQs sections of your qualification webpage:

### National Diploma for Occupational Health and Safety Management Professionals

### International Diploma for Occupational Health and Safety Management Professionals

**Tip:** Download a sample question paper from the NEBOSH website: <https://www.nebosh.org.uk/digital-assessments/diploma/resources/>

## Preparing for your assessment

### Will I still need to revise?

Yes! Every assessment in any form is designed to ensure you have met the unit's learning outcomes, so you should be as prepared as you would be for any other assessment.

During the assessment you will have the opportunity to refer to books and search the Internet, but this should be supplementary to thorough and robust revision and preparation. You will have a limited time to complete and submit your answers and you will be surprised how quickly this time will pass.

### How can I best prepare?

Work with your tutor and Learning Partner and take advantage of all teaching and support available. Follow their revision and preparation advice. This will include:

- studying your course materials
- making sure you understand all the learning outcomes (detailed in the qualification specification on the relevant qualification page of our website)
- conducting wider research to understand how your studies relate to the real world.

As part of your preparations we recommend that you complete wider reading so you don't have to do this during the assessment. You want to be able to focus and be capable of retrieving relevant information fast. To do this you must be familiar with your notes, organising them in advance so you can find anything you need quickly during the assessment.

## How long do I have to complete my assignment?

Assessments vary in length. Please refer to the specific qualification page or your Assessment Registration Confirmation for details of your unit.

## Where do I complete my assessment?

You can complete your assessment at home or other suitable location. To allow you to concentrate during your assessment it is important that you prepare a comfortable space to work.

## Am I allowed to refer to my course books, notes, or any other materials?

You can refer to written and online materials to help you prepare your answers. However, the work you submit must be entirely your own and, for the duration of the assessment, you must **not**:

- communicate with Learning Partner employees on the topic of the assessment
- communicate with other learners on the topic of the assessment
- seek advice or contribution from any third party, including proof-readers, friends, or family members.

During the assessment you can use textbooks, learning materials and other resources for reference. Be careful not to copy directly from the reference books. Use your own words applying the knowledge gained during your training course.

Please do not copy and paste information from materials as this will not gain you the marks you need to pass. You must link your answers to the scenario given in the question paper.

## Will I need to reference study material?

It is important to reference any materials used during your assessment because your answers will be scrutinised for plagiarism and collusion (please see the section on Malpractice later in this guide for further information).

The level of referencing expected will, as a minimum, be to list the sources of information you have used. This can include textbooks, journals, articles, and online sources. For example:

- Textbook: title, author(s), year published)
- Website: the url and area/documents used
- your course materials (tell us who you studied with).

If more detail is required this will be listed on the assessment.

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Making your reference list while you are writing responses will help to ensure you do not miss any references. Your reference list does not count towards the overall word limit.

Your reference list needs to be at the end of your answer document. If you are using the NEBOSH answer sheet, there is a place to put your references. If you are not using the answer sheet, please include them at the end of your work.

## Is there a word count for my assessment?

There may be some sections of the assessment that require a specific word count. Where this is the case, it will be clearly stated on the assessment paper. Remember that you are being assessed on relevance and quality, rather than quantity of words.

Your responses may not be marked if you significantly exceed the allocated word count (instructions will be included with the assessment)

## What standards of behaviour do NEBOSH expect during the Diploma assessments?

You are expected to act responsibly and with integrity, this means you are:

Permitted to:

- refer to your own course and revision notes
- look up information in offline or online resources, for example textbooks or online journals.

Expected to:

- include a list of the sources of information you have used or quoted during your assessment in a reference list.

Required to confirm:

- that the work that you are submitting is entirely your own, except where referenced; and
- that you have not copied from the work of any other learner, nor consulted or colluded with any other learner/person during the assessment.

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## Malpractice

### What do I need to know about malpractice?

We expect you to maintain the integrity of the assessment and qualification by following the instructions for the Diploma Digital assessment. Failure to adhere to these requirements will be considered a breach of the Malpractice Policy, where the offences of plagiarism, collusion, impersonation/ commissioning are relevant. Please see the [Policy and procedures for suspected malpractice in examinations and assessments](#) for further information.

Suspected plagiarism and/or collusion will be thoroughly investigated, and the outcome of the investigation will determine the level of any sanction applied.

NEBOSH takes all forms of assessment malpractice seriously, and repeated attempts of plagiarism or collusion may lead to a learner being banned from taking future NEBOSH assessments.

### What is plagiarism?

Plagiarism is taking the work of another person or source and claiming it as your own. The following are examples of plagiarism:

- Including paragraphs, sentences, and the ideas (either published or unpublished) of others (including the work of other learners) without acknowledgement of the source through referencing
- Paraphrasing the work and ideas of others without acknowledgement through referencing, including material from computer files or downloaded from the internet.

The answers you submit will be accepted on the understanding that it is your own work and without wrongful appropriation of any kind. You are expected to offer your own analysis and presentation of information gained from your research.

Please be aware that highly plagiarised assessment submissions will be subject to penalty and suspension.

### How do I avoid plagiarism?

To avoid plagiarism, you must reference any third-party sources that you use in your Diploma Digital assessment answers. This means acknowledging where you have used sources, ideas, or work that is from someone else. You can do this simply by adding references to the end of your answer document.

### What is collusion?

Collusion is when two or more learners collaborate to produce work which is submitted by each in an identical, or highly similar, assessment submission with the claim that the work was completed independently.

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people, with the intent to deceive. It can take the following forms:

- two or more learners conspiring to produce a piece of work together with the intention that at least one passes it off as their own work.
- the submission by a learner of the work of another, in circumstances where the latter has willingly lent the former the work and where it should be evident to the learner lending the work that by so doing an advantage is conferred on the other learner. In this case, both learners are guilty of collusion.
- unauthorised co-operation between a learner and another person in the preparation and production of work which is presented as the learner's own.
- the commissioning and submission of work as the learner's own, where the learner has purchased work, or solicited another individual to produce work on the learner's behalf.

### What is impersonation?

Impersonation is when a learner asks someone else to complete all, or part, of their assessment submission and then claims the work as their own. You will be asked about your answers in the professional discussion process.

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## How will NEBOSH deter cheating?

In a Diploma Digital assessment, you must submit your own work, without any help from others. When you submit your answer paper you will be asked to agree to the following declaration to confirm that you have understood and abided by our rules on plagiarism and collusion:

*Declaration: by submitting this examination for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see NEBOSH Policy and procedures for suspected malpractice in examinations and assessments for further information).*

All Diploma Digital assessments will be marked by NEBOSH Examiners and will be scrutinised for plagiarism and collusion. NEBOSH reserves the right to also make use of plagiarism and collusion checkers.

After your Diploma Digital assessment you must attend a professional discussion with your Learning Partner. The purpose of the discussion is to confirm that the work you have submitted is your own. You must attend a professional discussion for your mark to be awarded. Guidance on your professional discussion can be found on the next page.

## How will the assessments be marked?

All assessments will be marked by NEBOSH Examiners and will be scrutinised for plagiarism and collusion.

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## Professional discussions

### What is the purpose of a professional discussion?

The purpose of the professional discussion is to confirm that the work you have submitted is your own work and that you did not have assistance in completing your assessment.

The Interviewer may ask you questions based on your assessment.

Your professional discussion will be arranged directly with your Learning Partner. It will take place via a video link or in person, and will be conducted by an Interviewer nominated by your Learning Partner (your Learning Partner is the organisation you have studied with).

You **must** attend a professional discussion – if you do not attend then your mark will not be awarded.

### How should I prepare for my professional discussion?

You need one of the following forms of identification to show to the Interviewer at the start of the discussion:

- passport
- driving licence
- national identity card.

You will be given a date and time for your professional discussion. If the discussion is via video link, you will need access to either a smart phone, tablet or computer. Professional discussions must take place in a private room and you are not permitted to have another person in that room at the time of the discussion. The exceptions to this are:

- if you are caring for children or a vulnerable person and you are unable to make safe arrangements for them to be looked after by someone else
- if you require another person to be present during the professional discussion as part of a reasonable adjustment. You should discuss this in advance with your Learning Partner.

Please note that reasonable adjustments will need to be approved by NEBOSH, so please ensure that you speak with your Learning Partner as soon as possible.

Please contact your Learning Partner to arrange your professional discussion.

### What format will the professional discussion take?

The Interviewer will introduce themselves.

**Show your identification:** you will be asked to show your identification to the Interviewer, who will cross check this with your registration details.

**Show the room you are in:** if the discussion is taking place via video link, the Interviewer needs to see there is no one there assisting you. You will also need to sit so that the Interviewer can see the door of the room you are sat in.

**Questions:** the Interviewer will ask you questions based on your assessment. This is an opportunity for you to demonstrate what you have learned during your studies. Please also refer to 'Advice for a successful professional discussion' section on the next page.

**End of the professional discussion:** the Interviewer will close the discussion but will not be able to inform you of the outcome.

### What happens next?

If the Interviewer is happy that the work is your own, your mark will be declared in line with published NEBOSH timeframes. If your Interviewer is not satisfied that the work is your own work, they will notify NEBOSH who then contact you directly to advise the next steps. This may initially be a second discussion with NEBOSH, or possibly an investigation in line with **NEBOSH's Policy and procedures for suspected malpractice in examinations and assessments**.

### Will I receive a mark for my professional discussion?

Your professional discussion is not an assessment, and therefore you will not receive a mark for it.

### What if I do not have access to either a smart phone, tablet or computer to do the professional discussion?

You should discuss this with your Learning Partner. It may be possible to arrange for the discussion to be done face-to-face. One of the purposes of the professional discussion is to confirm your identity. Unfortunately, it is not possible to do this by telephone alone. If alternative arrangements cannot be made, then there is the option to postpone this final stage until it is safe to complete a face-to-face discussion. Your mark will not be declared until the professional discussion has taken place.

You should contact your Learning Partner if you have any questions relating to your professional discussion.



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## Advice for a successful professional discussion

### Before the discussion

- Download any software, such as Zoom or Skype, that you may need for a video discussion.
- Practice with a friend or family member - describe what you wrote about for your assessment. If possible, do this using a video link, so that you can get used to presenting in this way.

### On the day of the discussion

- Make sure that you have your identification ready.
- Make sure that you have a quiet room where you will be comfortable and will not be disturbed.
- You can take a glass of water.

### During the discussion

- Answer your questions honestly and if you are not sure about something do not try to guess the answer. Remember, the Interviewer is not assessing you, so you will not be marked down.
- You will be required to provide as much detail as possible when answering your questions.
- Listen carefully to the questions being asked and try to answer them succinctly.
- Try to relax. This may seem difficult but remember this is your opportunity to demonstrate what you have learned during your studies.

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