



nebosh

Instructions for Conducting Examinations: pandemic addendum

**In-person examinations: measures to protect
learners and employees**

Version 1 (September 2020)

**To be used in conjunction with *Instructions for Conducting Examinations (C020)*.
At least one copy of these instructions must be available in each examination room.**

From 9 September invigilated and multiple-choice examinations will resume, enabling many learners to complete and achieve the NEBOSH qualification they have worked hard for. NEBOSH expects all Learning Partners to have measures in place for the safety of their employees and learners and to prevent the spread of COVID-19. We also expect that you will ensure examinations operate in accordance with local guidelines and comply with any legal requirements at the examination location.

Instructions for Conducting Examinations

Some sections of the [Instructions for Conducting Examinations \(ICE\) document](#) may conflict with local guidance. For clarity, these points are addressed below as supplementary guidance. Please note, legal requirements should always prevail.

- **Examination rooms (page 8)**

Our *ICE* document states the minimum distance between learners needs to be 1.25m. Please consult local guidance on this as the minimum distance in many countries is 2m.

- **Isolation of learners with infectious diseases (page 9)**

In the light of current guidance on COVID-19, learners should not attend examinations if they suffer from symptoms of COVID-19. Local guidance should also be referred to regarding quarantine, self-isolation and shielding.

- **Identification checks (page 13)**

We understand that it may not be possible to maintain social distancing outside of the examination hall, therefore Learning Partners are permitted to complete identification checks inside the examination room. You should also give consideration to ensuring sufficient social distancing for learners to remove their masks if required as part of the identification check.

- **Opening question paper packets (page 16)**

The *ICE* document states that question papers should be opened in the presence of learners and distributed when learners are seated. This may prevent social distancing and so invigilators are permitted to film themselves opening question paper packets before the examination so that the question papers can be distributed to desks before learners enter the examination hall.

You must ensure that the question papers are placed face down on the desk and the room must not be left unattended.

- **Collection of answer books (pages 20 and 22)**

To maintain social distancing, we recommend that answer booklets are collected at the end of the examination when learners have left their seats.

Points to consider

You should have measures in place to allow for social distancing of learners and invigilators, which might include the implementation of one-way systems. If you provide face masks and hand sanitiser, this should be in accordance with local guidelines. You should also consider hand sanitation when handling examination materials and bilingual dictionaries.

If you are operating examinations through third party organisations, such as British Council, VICTVS and Ecole Global, please consult directly with your contacts prior to the examination day.