

The Examination Regulations 2008

(Regulations for the Assessment of the Practical
Training Logbook, Experiential Learning Portfolio
and the Professional Examination)

June 2008

These Regulations, adopted by Education and Professional Standards Board on 9 July 2008, amended on 27 January 2009 and supersede all previous Examination Regulations

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These regulations are subject to change. In order to ensure that you are aware of the most current version please see the CIEH website: www.cieh.org

Definitions

1997 curriculum:	Environmental health qualifying degree courses accredited by the CIEH prior to 2003.
2003 curriculum:	Environmental health qualifying degree courses accredited by the CIEH from 2003.
CIEH:	Chartered Institute of Environmental Health.
Chief Executive:	Chief Executive of the CIEH. The Chief Executive may authorise any other officer of the CIEH as signatory or agent on his behalf.
Degree:	A BSc (Hons) or higher award in Environmental Health.
EHP:	Environmental Health Practitioner.
EHRB:	Environmental Health Registration Board.
ELP:	Experiential Learning Portfolio
Logbook:	Practical Training Logbook
Moderator:	<p>The Moderator is responsible for ensuring that each assessor has:</p> <ul style="list-style-type: none">a) marked all elements of submitted work;b) correctly totalled all marks;c) accurately and consistently applied the marking scheme;d) exhibited sufficient care, accuracy and consistency of professional judgement within marking of comparable submissions, answers and elements of answers submitted by individuals within a cohort. <p>Where any disparities exist between assessors concerning the marks to be awarded to students for the same piece of work, then the Moderator will work with parties, (including the External Examiner in the case of the Professional Examination) to resolve such disparities."</p>
External Examiner:	A person of appropriate experience and professional standing, appointed by the Qualifications Board, in accordance with its agreed Terms and Conditions, to oversee the quality and rigour of the written components of the Professional Examination

The Regulations

Introduction

- 1 A student graduating from a CIEH accredited degree course in or after June 1998 and completing “end-on” practical training in or after 1997 is required to complete and to have had their Logbook or ELP assessed. The Professional Examination, as defined in Regulations 19 to 25 inclusive, is accessed following completion of an accredited degree course and appropriate practical training (except in the case of persons seeking to qualify via the process outlined in Regulation 2(e) to 2(k) inclusive).

- 2 To be eligible to receive the EHRB Certificate of Registration a student registered with EHRB must have either:
 - a) been awarded a degree accredited by the CIEH, and
 - b) passed their Logbook or ELP assessment, and
 - c) passed all components of the applicable professional examination, and
 - d) in the case of students enrolled on courses accredited under the 1997 curriculum, have passed a meat and other foods practical examination accredited by the CIEH; or in the case of students enrolled under the 2003 curriculum, have passed a practical food inspection examination accredited by the CIEH.or:
 - e) hold a relevant degree or higher award as determined by the CIEH, and
 - f) hold any EHRB ‘technical’ qualification or equivalent as determined by the CIEH, and
 - g) have at least 5 years full time equivalent experience in some aspect of environmental health work following the award of an EHRB qualification or passing of the CIEH Accredited Associate Assessment, and
 - h) have held Accredited Associate membership for at least the 3 years prior to application for registration [see note below], and
 - i) passed their ELP assessment, and
 - j) have passed a practical food inspection examination accredited by the CIEH., and
 - k) been awarded a pass in both the Part 1 and Part 2 examinations of the CIEH Professional Examination

Note

Until 31st December 2007, Affiliate or Associate Membership will be accepted as equivalent to Accredited Associate Membership for the purpose of part (h) above, subject to submission of a minimum of 30 hours of compliant CPD records undertaken within the 3 years prior to application for registration.

Practical training/work-based experiential learning requirements

- 3 A student enrolled on the 1997 curriculum is required to undertake a period of practical training within an organisation delivering an environmental health service in whole or in part. During this period a student must record and complete a Logbook and produce an accompanying portfolio of evidence.
- 4 A student enrolled on the 1997 curriculum may, if they wish, complete and submit an ELP instead of a Logbook. A prior written request, giving reasons, must be made to the Director of Education and Professional Standards. Prior to a decision, an Education Officer of the CIEH will counsel the student over their proposed course of action. If approval is granted this will be in writing and will be given by the Director of Education and Professional Standards or, in his absence, the Principal Education Officer. A student given permission to submit an ELP must agree to be bound by its requirements.
- 5 A student enrolled on the 2003 curriculum or who has transferred to the ELP under Regulation 4 is required to undertake a period of work-based experiential learning within an organisation delivering an environmental health service in whole or in part. During this period a student is required to comply with the requirements of the CIEH document "Success in Experiential Learning" and record their attainment of such experiences and the development of such skills as may be prescribed in that document.

Assessment of the Logbook and ELP

- 6 Details of dates and venues for the assessment of Logbooks and ELPs will be published in Environmental Health News and on the CIEH website (www.cieh.org) in November / December in preparation for the forthcoming year. Notification will also be sent to accredited universities. Application forms are available from the CIEH web site and participating universities.
- 7 Applications for assessment of a student's Logbook or ELP must be made on the appropriate form accompanied by the appropriate fee and received by the CIEH by a date so specified on the application form. It is the student's responsibility to ensure their application is received on time and all late applications will be rejected.
- 8 All applications for a Logbook or ELP assessment will be acknowledged in writing by the CIEH, the date and location of the assessment will be confirmed approximately 2 weeks prior to the event and a receipt issued for the fee under a separate cover.
- 9 A student undertaking the ELP must be registered with the EHRB for not less than 21 days prior to submitting their application for ELP for assessment.
- 10 It is the student's responsibility to ensure the safe delivery of their Logbook or ELP to the chosen assessment venue by the date notified to the student. It is equally the student's responsibility to make adequate arrangements for the safe collection or return of the Logbook or ELP after the assessment. The CIEH will accept no responsibility for the Logbook or ELP when in transit to and from the assessment venue.
- 11 On receipt of a Logbook or ELP for assessment, CIEH staff or their appointed assessor will examine the Logbook or ELP and the associated evidence to ensure that all sections are completed. Should an incomplete Logbook or ELP be identified then the student will be contacted and advised that the Logbook/ELP will be withdrawn from assessment and

returned to the students without assessment and without the return of the fee. The only exception to this requirement is if the assessment session Moderator determines that the shortfall is capable of immediate rectification; in which case, the student may be contacted and given the opportunity to make good any identified shortfalls in their submission provided that such shortfalls are of a minor nature and are capable of immediate rectification prior to assessment at that session.

- 12 Only Logbooks or ELPs that are complete will be assessed.
- 13 Logbooks or ELPs will be assessed by assessors appointed by the CIEH and in accordance with an assessment scheme approved by the CIEH.
- 14 Where an assessor suspects a breach of the Examination Regulations within a Logbook or ELP (for example, plagiarism, false signatures or falsification of evidence or claims made) the assessor will notify the Moderator. If satisfied there is a breach the Moderator will suspend the assessment of the Logbook and initiate an investigation the findings of which will be presented to the Qualifications Board for consideration.
- 15 The Logbook or ELP may be collected by the candidate at the end of the assessment session or may be returned to the candidate by hand, post or by courier. The result of the assessment and a copy of the assessor's assessment sheets will be posted to the candidate within 21 days of the close of the assessment session.
- 16 A Logbook or ELP that has minor failings may be determined by the Moderator to be a 'deferred result'. In such circumstances the failed learning outcome(s) or portfolio requirements, along with their associated supporting evidence, may be resubmitted for re-assessment at any time. The CIEH will set the appropriate fee, per learning outcome, for this category of reassessment. No right of appeal shall exist in respect of the offer to a candidate of a 'deferred result'. Where such an offer is not accepted, the Logbook or ELP will be deemed to have 'failed' its assessment.
- 17 A student may elect to withdraw or transfer from the assessment (prior to its commencement) by notifying the Education and Professional Standards Unit in writing. Unless determined otherwise by the Qualifications Board the fees for transfer or withdrawal are:

Prior to the deadline date for applications	No Charge
More than 14 days notice:	25% of the appropriate fee paid
Between 8-13 days notice:	50% of the appropriate fee paid
Less than 7 days:	100% of the appropriate fee paid

- 18 A student who, having made an application for their Logbook or ELP to be assessed, fails to submit their Logbook or ELP and fails to give a satisfactory written explanation that is accepted by the Director of Education and Professional Standards, will forfeit their assessment fee. In addition, the fee for its next assessment will be double the normal fee.

The Professional Examination

- 19 The Professional Examination for those students enrolled under the 1997 curriculum shall, except where stated, consist of:
- a) A written examination comprising five papers, one relating to each of the five main environmental health functions (i.e. health & safety, food, environmental protection, housing and public health); and
 - b) A risk audit; and
 - c) An interview

The exception to this being that from July 2008 and until the final sitting of these exams in the July 2009, students may elect to omit (a) and (b) above and replace them with the Part 2 examination described in Regulation 25 of these Regulations.

- 20 In respect of regulation 19(a) the information on which each of the papers will be based will be posted to the candidate not less than 21 days before the published date of the written examination.
- 21 In respect of regulation 19(b), the type of premises that will be the subject of the risk audit will be revealed to the candidate at least 1 week prior to the date of that examination.
- 22 The Professional Examination for those students seeking to achieve the EHRB Certificate of Registration via the procedure outlined in Regulation 2(e) to 2(k) inclusive, shall consist of:
- a) The 'Part 1' examination; followed by
 - b) The 'Part 2' examination
- 23 The Professional Examination for those students enrolled under the 2003 curriculum shall consist of:
- a) The 'Part 2' examination
- 24 The 'Part 1' examination shall comprise five papers, one relating to each of the five main environmental health functions (i.e. health & safety, food, environmental protection, housing and public health), unless the candidate is eligible to be awarded exemptions from any or all of these papers in accordance with such a scheme of exemptions as may be approved by the Qualifications Board.
- 25 The 'Part 2' examination shall comprise a single substantial case study paper and an interview. The case study will be intervention based and will cover at least two different intervention groups (i.e. health & safety, food, environmental protection, housing and public health)

Applications for the Professional Examination

- 26 Students enrolled on accredited courses with integrated work-based learning or practical training that lead to the qualification of EHPs and who wish to sit the professional examination may apply to sit the professional examination:
- a) On completion of their accredited degree or at anytime thereafter;
- or

- b) At the examination session immediately prior to their graduation, provided that they have passed the ELP/Logbook assessment.
- 27 Applicants for any assessment (ELP, PTL, Professional Interview or Professional Exams) must have an EHRB student Registration number at time of application (Note: applicants should allow at least 21 days for EHRB Registration process to be completed).
- 28 Students from non-integrated ('end-on' study) programmes may apply to take the professional examination following completion of 48 weeks of practical training or work based learning (or equivalent as may be determined by the Director of Education and Professional Standards), or at any time after passing their PTL or ELP.
- 29 Students seeking to qualify via the route identified in regulation 2(e) to 2(k) inclusive, may apply to take the (Part 1) professional examination at any time, but they may only take the Part 2 examination provided that they have successfully completed the Part 1 examination and the ELP
- 30 Applications to take the Professional Examination must be made on the appropriate form accompanied by the appropriate fee and received not less than six weeks before the date of the first element of the Professional Examination which the student wishes to take. It is the student's responsibility to ensure their application is received on time. Late applications will be rejected as will multiple applications from any student for successive sittings of each and any assessment – all such applications (other than the initial application) will be returned to the student without processing.
- 31 A student may request to withdraw an application at any time up to the date of the particular element of the Professional Examination, providing the withdrawal is confirmed in writing within 7 days accompanied by the justifiable reasons for the withdrawal. A charge is payable in relation to withdrawal on the same basis as withdrawing from the Logbook or ELP assessment as detailed in Regulation 17.
- 32 A student who, having made an application to sit the Professional Examination at a particular venue or session, fails to attend and fails to give a satisfactory written explanation accepted by the Director of Education and Professional Standards will forfeit their examination fee.

Assessors

- 33 The CIEH shall appoint assessors for the purposes of assessing the Logbook, ELP and conducting the Professional Examination.
- 34 From the date of endorsement of these Regulations by Council, all new assessors shall be 'Chartered' members of the CIEH who have successfully completed the relevant training course; alternatively, 'Voting' members who have:
- a) taken and passed the Assessment of Professional Development (APD) Part 1 assessment; and
 - b) have at least three years of post-qualification experience
- and who have also successfully completed the relevant training course may also be appointed as assessors for the purposes of these regulations.
- 35 The performance of all appointed assessors will be monitored by the Director of Education and Professional Standards and appropriate further training or re-training will be offered as

may be necessary. The entire panel of CIEH appointed assessors will be subjected to a quinquennial review by the Director of Education and Professional Standards (commencing on 1st January 2006) and the outcome of that review, together with any appropriate recommendations, will be submitted to the Qualifications Board for consideration and action.

- 36 The role of the assessor is to assess each candidate in accordance with these Regulations and any further advice issued by the CIEH.

Moderation

- 37 At least one appropriately trained and experienced person shall be appointed by the CIEH to act as a Moderator at each Logbook or ELP assessment session and at each session involving an element of the Professional Examination.
- 38 The Moderator is responsible for ensuring that each assessor has:
- a) marked all elements of submitted work;
 - b) correctly totalled all marks;
 - c) accurately and consistently applied the marking scheme;
 - d) exhibited sufficient care, accuracy and consistency of professional judgement within marking of comparable submissions and elements of submissions submitted by individuals within a cohort.

Where any disparities exist between assessors concerning the marks to be awarded to students for the same piece of work, then the Moderator will work with parties, (including the External Examiner) to resolve such disparities. The moderator may, where necessary, interpret the Regulations and advise assessors accordingly and make appropriate decisions on behalf of the CIEH.

- 39 The assessment session Moderator, following discussions with the relevant assessor, may award a 'condoned pass' to a Logbook failed by an assessor, where the Moderator determines that the shortfalls are insignificant and that there would be no benefit in requiring the student to make up the shortfall and resubmit the Logbook for further assessment.

Conduct of the Professional Examination

- 40 Examinations will be held at such centres in England, Wales and Northern Ireland as may be determined by the Director of Education and Professional Standards and confirmed by information placed on the CIEH website, advertised in Environmental Health News and distributed to accredited Universities.
- 41 All candidates who identify themselves on their application form as having 'special-needs' and who provide evidence to support such claims will be offered arrangements for sitting the examination at Chadwick Court that, so far as possible, respond to those needs.
- 42 A candidate may take into the examination room books, notes or other relevant materials or self-contained electronic information storage and retrieval systems (excluding laptop computers). Such materials and equipment shall not disturb or distract other candidates. Printers are not permitted. A candidate may not make any attempt during the examination to communicate with other candidates inside the examination room or with any data source outside of the examination room.

- 43 Answers to questions posed within the written examination, case study examination or risk audit MUST be submitted within the answer book or on such other media as may be provided by the CIEH for the purpose of the examination.
- 44 The Professional Examination will be held under the 'Examination Room Rules' approved by the Qualifications Board.
- 45 Ownership of a candidate's examination script rests with the CIEH. The candidate cannot have sight of the script after the examination, nor will it be returned to the candidate at any time. Post-examination feedback will not be given on an individual basis. General feedback will be given via the CIEH website.

Assessment Criteria

- 46 The Qualifications Board, in determining a pass list for the written examination, will take into account any representations made by a candidate or others in respect of any aspect of the examination or of any circumstance which may have affected the performance of all or a group of candidates or an individual candidate. The Board will also take into account any matters brought to its attention by the examination invigilator, Moderator or External Examiner.
- 47 The Qualifications Board, in determining a pass list for any element of the Professional Examination may take into account any result, within any element of the examination, as it sees fit, either within the current assessment session or at previous assessment sessions.
- 48 The following classification of marks are used for the written examination and risk audit components of the Professional Examination for students enrolled under the 1997 curriculum for environmental health

70% and over	Good pass
65% - 69%	Pass
60% - 64%	Marginal Fail
Less than 60%	Fail

- 49 A candidate, enrolled under the 1997 curriculum, will pass the Professional Examination if they achieve the following:
- Written Examination - A 'pass' or 'good pass' in each of the 5 written papers, unless regulations 50 and/or 51 below apply; and
 - Risk audit - A 'pass' or a 'good pass', and
 - Interview - A 'pass' or a 'good pass' as defined in regulation 60(c) below.
- 50 Where a candidate obtains a marginal fail in one or more papers in the written examination, the candidate will be deemed to have passed the written examination if the average for all 5 papers is 65%.or above.
- 51 A candidate will not pass the written examination if they fail in one or more papers, except as may be determined by the Qualifications Board provided for in regulation 47.
- 52 Where a candidate obtains a 'Marginal Fail' in the risk audit and a 'Good Pass' in the Interview, or vice versa, the candidate will be deemed to have passed both elements. This option will only be available to candidates on the first occasion on which the risk audit and

interview elements are taken. A 'Marginal Fail' or a 'Good Pass' cannot normally be carried forward to subsequent re-sits of either element unless so determined by the Qualifications Board.

53 A candidate, enrolled under the 2003 curriculum, will pass the Professional Examination if they achieve the following:

- a) Case study examination – A 'pass' or 'distinction'; and
- b) Interview – A 'pass' or 'good pass' as defined in Regulation 61(b) below.

54 The following classification of marks are used for the case study components of the Professional Examination for students enrolled under Curriculum 2003

Band	Reference Criteria for Each Band
Distinction	An excellent response in all respects. The candidate has appropriately addressed all of the set tasks. The candidate's response demonstrates excellent knowledge and a deep understanding of the issues addressed within the scenario. The candidate has appropriately identified a range of interventions strategies / actions that will address the issues raised within the case study. The candidate has demonstrated a strong ability to select the correct intervention to exercise and is able to clearly and concisely justify its choice. The candidate demonstrates a clear understanding of the principles of partnership working and has correctly selected appropriate partners with whom to work. The candidate's reflection on the responses provided to the set tasks is deep and insightful.
Pass	The candidate's responses to the set tasks are generally, but not universally, good or appropriate. The candidate has demonstrated sound knowledge and understanding in respect of most of the issues that are referred to within the set scenario. The candidate has identified a range of intervention strategies and actions that are, in the main, correct or appropriate with respect to the case study. The candidate's ability to select the correct or appropriate intervention to excise is sound in most respects and he/she is capable of justifying the choices made, although the given justification is not universally appropriate. The candidate's understanding of the principles of partnership working is quite clear and has largely identified appropriate partners with whom to engage. Reflection on the proposed practice by the candidate is provided, although it is not always deep and insightful.
Fail	Whilst the candidate may have provided plausible or appropriate responses to parts of the set tasks; overall, the candidate's responses demonstrate limited knowledge and understanding of the stressors that are referred to within the case study. The candidate demonstrates limited ability to identify potential intervention options to control, eliminate or mitigate the implications that arise from the impact of the various stressors that are present within the case study scenario. The candidate also demonstrates an inability to select the most appropriate intervention(s) to exercise and is unable to identify appropriate partners with whom they should work to maximise the impact of the chosen intervention. The candidate's response contains little evidence of personal reflection and may exhibit a general failure to address the set tasks.

55 A candidate for the professional examination who seeks to achieve the EHRB Certificate of Registration by completing the process detailed in Regulations 2(e) to 2(k) inclusive, will be deemed to have passed the Professional Examination if they achieve the following:

- a) A 'pass' or 'good pass' in each of the 5 written papers of the Part 1 examination, unless regulations 50 and/or 51 apply; and
- b) Case study element of the Part 2 examination – A 'pass' or 'distinction'; and
- c) Interview element of the Part 2 examination – A 'pass' or 'good pass' as defined in Regulation 61(b) below.

56 If a candidate obtains a 'marginal fail' in one or more papers in the Part 1 examination, the candidate will be deemed to have passed the Part 1 examination if the average for all 5 papers is 65%.or above.

57 A candidate will not pass the Part 1 examination if they fail in one or more papers, except as may be determined by the Qualifications Board provided for in regulation 47

58 For candidates enrolled under the 1997 curriculum:

- (a) The interview will be assessed in 5 areas:
 - i. The prioritisation of 3 scenarios relating to environmental health matters;
 - ii. The student's approach in dealing with the chosen scenario;
 - iii. The student's application of knowledge and skills to resolve the problem in the chosen scenario;
 - iv. The student's appreciation of the wider issues relating to the chosen scenario;
 - v. The communication skills demonstrated and made reference to by the candidate during the interview.

(b) The following classifications will be used for each area of the assessment::

A	Very Good
B	Satisfactory
C	Unsatisfactory
D	Poor

(c) The following classification of marks will be used:

Minimum of 5Bs	Good pass
4As and/or Bs with 1C	Pass
Maximum of 2Cs or 1D with the remaining grades a minimum of Bs	Marginal Fail
3Cs or 2Ds or worse	Fail

59 For candidates enrolled under the 2003 curriculum or who are seeking to achieve the EHRB Certificate of Registration by the process identified in Regulation 2(e) to 2(k) inclusive:

- (a) The interview element of the Part 2 examination will be assessed in 5 areas:
 - i) Prioritisation
 - ii) Professional attitude / approach

- iii) Determination of an appropriate course of action / intervention
- iv) Identification of others with whom they should be working
- v) Wider understanding of the potential or actual health impacts emergent from within the scenarios selected by the student for discussion.

(b) The following classifications will be used for each area of the assessment::

A	Very Good
B	Satisfactory
C	Unsatisfactory
D	Poor

(c) The following classification of marks will be used:

Minimum of 5Bs	Good pass
4As and/or Bs with 1C	Pass
Maximum of 2Cs or 1D with the remaining grades a minimum of Bs	Marginal Fail
3Cs or 2Ds or worse	Fail

60 A distinction within the Professional Examination may be awarded to candidates achieving the following: -

- (a) For a candidate enrolled on a course of study under the 1997 curriculum:
 - i) A good pass in each of the 5 papers of the written examination or an average of 75% overall with no single paper scoring a mark of less than 65% at their first attempt; and
 - ii) at least a pass in both the interview and the risk audit at the first attempt.
- (b) For candidates enrolled on a course of study accredited under the 2003 curriculum or who seek to achieve the EHRB Certificate of Registration by completing the process detailed in Regulations 2(e) to 2(k) inclusive:
 - i) Achieving a 'distinction' in the case study examination at the first attempt; and
 - ii) A 'good pass' in the interview at the first attempt.

Re-sits and re-takes

- 61 Candidates enrolled under the 1997 curriculum or who seek to achieve the EHRB Certificate of Registration by completing the process identified in Regulation 2(e) to 2(k) inclusive and who fail three or more papers in the written examination or the Part 1 examination respectively, must normally retake all five papers unless Regulations 46 or 47 applies.
- 62 A candidate who fails in not more than 2 papers in the written examination or the Part 1 examination may resit those individual papers. Notwithstanding this, a candidate may resit any paper deemed a marginal fail in order to improve their aggregate mark. Such resits can be taken once only, at the same assessment session, which must be within 12 months of the CIEH notifying the candidate of the examination results.
- 63 If the results of any of the paper(s) re-sat as provided for in regulation 62 are deemed a 'marginal fail', regulation 50 will apply using these results and the results of the papers they sat previously. If the candidate fails to pass, following the application of regulation 50, the candidate will normally be required to retake all five papers at their next attempt unless Regulations 46 or 47 applies.
- 64 Where a candidate re-sits one or more papers as provided for in regulation 62 above, the higher score from either the original result or the retake will be used to determine the outcome of the assessment.
- 65 A candidate enrolled under the 1997 curriculum and who fails the risk audit or interview must retake the failed element. Should the risk audit or interview be retaken, both must be passed. The facility for passing available in regulation 52 may be applied to the retakes at the discretion of the Qualifications Board.
- 66 Applications for re-sits or retakes must be on the appropriate form. It is the student's responsibility to ensure that the form is submitted appropriately.
- 67 Candidates who fail any exam or suite of exams on 2 occasions shall be offered counselling on their performance by the CIEH. Candidates who fail any exam or suite of exams on 3 occasions shall be obliged to undertake a period of compulsory counselling and any candidate who fails any exam or suite of exams on 5 occasions shall be excluded from re-sitting or retaking any exam for a period of one year from the date of the last attempt during which they are obliged to complete a process of independent study and reflection on their performance. During this period, candidates may not re-sit or re-take the exam(s) in question, except where they obtain the written consent of the Qualifications Board following submission of a letter of application that details the steps they have taken to address their own shortcomings.

Extenuating circumstances

- 68 A candidate may notify the CIEH of any extenuating circumstances that may have adversely affected their performance in any element of the Professional Examination to enable those circumstances to be taken into account by the Qualifications Board in determining a result. Any such circumstance must be notified to the Director of Education and Professional Standards in writing within seven days of the relevant examination element.

Loss or damage that is the fault of the CIEH

- 69 In the event of a candidate's Logbook or ELP being lost or otherwise irretrievably damaged by the CIEH or its examiners the candidate will be deemed to have passed their Logbook or ELP.
- 70 In the event of a candidate's script being lost or otherwise irretrievably damaged by the CIEH, its examiners, or in transit, the candidate will be deemed to have passed the paper to which the loss or damage is related. A mark equating to a 'pass' will be awarded to the candidate for any missing written paper, risk audit or case study examination script.
- 71 In the event of any candidate's Logbook, ELP or script being lost or irretrievably damaged, it will be brought to the attention of the Qualifications Board. The Board may consider any cases brought to its attention where the loss of a candidate's script(s) may have implications for the candidate's overall result.

Breach of Examination Regulations

- 72 The Qualifications Board may disqualify a candidate from the Logbook or ELP assessment and/or any element of the Professional Examination for a period of time (including indefinitely) if found guilty of:
- a) any breach of the Examination Room Rules;
 - b) plagiarism;
 - c) deception or attempted deception of the assessors or Qualifications Board by falsely presenting material as their own;
 - d) a failure to follow the instructions of the CIEH examiners or examination invigilator that result in disruption of the Professional Examination or other candidates;
 - e) attempting to influence the decision of an assessor or examiner;
 - f) using sexist, racist or abusive language in the Logbook, the ELP or any element of the Professional Examination;
 - g) any action considered by the Qualifications Board to have influenced the result of the Professional Examination or the Logbook / ELP assessment.
- 73 A candidate suspected of a breach of the Examination Regulations will be notified in writing as soon as possible of the nature of the suspected breach and provided with any evidence supporting the alleged breach.
- 74 A candidate accused of a breach of the Examination Regulations may submit documentary evidence to the CIEH and may elect to appear (accompanied or otherwise) before the Qualifications Board to answer to the alleged breaches of the Regulations. The candidate will be notified of the date of the Qualifications Board at which the allegations will be considered.
- 75 Any action considered, and decisions made, by the Qualifications Board will not preclude or limit any subsequent action that may be taken in respect of any suspected breach of the Code of Professional Conduct.
- 76 Action in respect of any of the above may be taken under either the CIEHs Regulations for Disciplinary Procedures relating to members (if the candidate is a member of CIEH) or the Examination Regulations or both.

Right of Appeal

- 77 Subject to the exception identified in regulation 16, any unsuccessful candidate may appeal against the outcome of the assessment of their submitted Logbook or ELP or the decision of the Examiners or the Qualifications Board in respect of any breach of the Examinations Regulations or any other issue as identified in regulation 72.
- 78 Any appeal must be submitted in writing by the appellant to the Chief Executive and must be received within 28 days of the date the results were posted. A full statement of the grounds on which the appeal is based must be included.

Grounds for Appeal

- 79 A candidate may only appeal in respect of the assessment of their submitted Logbook or ELP and Professional Examination on the following grounds:
- a) That a material error or defect occurred in the pre or post examination administrative procedures followed by the CIEH and/or its examiners which adversely affected the outcome of the assessment, or any part of it; or
 - b) That an examiner did not perform their duty in accordance with these Regulations or other advice issued by the CIEH to such an extent that it may have adversely affected the outcome of the assessment or any part of it.
- 80 A candidate may not appeal against any academic judgement made by an examiner, duly appointed Moderator or the Qualifications Board.

Initial Consideration of an Appeal

- 81 On receipt of a written notice of appeal, the Chief Executive will determine, on the evidence provided by the candidate, whether the grounds for the appeal identified in Regulation 79 have been successfully met. As soon as possible after the receipt of the notice of appeal, but in any event within 56 days, the appellant will be notified of the Chief Executive's decision.
- 82 Where the decision is that the candidate has not provided sufficient evidence to demonstrate that the 'grounds for appeal' have been met, the appellant may either provide further information and request that the decision be reviewed in the light of that information provided or else appeal against that decision. The candidate must provide the further information or lodge this further appeal within 28 days of the date of the letter giving the decision. Where the appellant appeals against the decision, the details will be considered by the Chairman, or, if unavailable, the Deputy Chairman or other nominated member of the Education and Professional Standards Board whose decision will be final.
- 83 Where it is determined that there are sufficient grounds to allow an appeal in respect of a Logbook or ELP submission, arrangements will be made for the Logbook or ELP to be re-assessed. The result of such a re-assessment will be final.
- 84 Where it is determined that there are sufficient grounds for an appeal to be progressed in respect of any element(s) of the Professional Examination, the Chief Executive will arrange a meeting of an Examinations Appeals Panel. The appellant will be notified of that date within 28 days of the date of the notification of the progression of the appeal.

CIEH Professional Examination Appeals Panel

- 85 An Examination Appeals Panel will consist of the Chairman or Deputy Chairman or other nominated member of the CIEH Education and Professional Standards Board, who shall act as the Chairman of the Panel, and two members of that Board who are not members of the Qualifications Board.
- 86 An Appeals Panel may request further evidence and/or copies of documents, before coming to a decision if it considers them to be relevant to the appeal, or it may request the appellant to appear in person. On such occasions where the Appeals Panel requests the appellant to appear in person then the appellant may choose to be legally represented or may choose to bring a friend or colleague to speak on their behalf. Failure by the appellant to answer the Panel's request to 'appear in person' will result in dismissal of the appeal.
- 87 The Panel will consider the appeal lodged by the candidate and notify the appellant of their decision within 28 days of their decision. The decision of the Appeals Panel is final and no further appeal may be made.
- 88 Where the panel determines to allow the appeal it may:-
- a) in the case of an interview:
 - i. deem that the result is set aside and arrange for a new interview as soon as is practically possible, at no cost to the candidate.
 - ii) award a pass without the need for a further interview.
 - b) in the case of the written parts of the Professional Examination:
 - i). deem that the result is set aside and arrange for the appellant to retake the examination at the next programmed sitting, at no cost to the candidate.
 - ii). award a pass without the need for the appellant to retake the examination.
 - c) in respect of a decision by the Qualifications Board in relation to Regulation 72 reduce or remove any penalty imposed by the Board.

Commencement and Amendment of Regulations

- 89 These Regulations shall take effect on the date of adoption and may only be amended, varied or rescinded by Education and Professional Standards Board.