

# CIEH examination guidance notes for scan-marked examinations

The CIEH operates a computerised marking system.

Please read these guidance notes carefully and follow the instructions given.

## Before the examination starts

An original summary sheet must be completed for each examination. Using a pencil (type 2B recommended):

- enter the subject code, examination date, centre number (including the two-letter/digit prefix code) and name, trainer information and number of candidates whose Answer Information Sheets (AISs) you are submitting with the summary sheet
- complete the candidate list, indicating attendance and proof of identity check.

If more than 40 candidates have taken the examination, please complete an additional summary sheet.

Each qualification has its own two-letter/digit prefix code and three-letter subject code:

- the prefix code can be obtained from the AIS – the two letters or digits that precede the Security Code on the top right of the AIS
- the subject code can be obtained from the examination paper – the three letters that precede the Paper Code on the top left of the examination paper.

## The examination

Examinations should be conducted in accordance with the procedures for examination and assessment set out in the CIEH Procedure Manual.

Each candidate should be provided with an examination paper and AIS supplied sealed in a polythene bag. The seal must **only** be broken by the candidate at the time of the examination. Under no circumstances should a candidate be supplied with an unsealed examination paper.

**Please note:** there are usually a number of CIEH examination papers in circulation at any one time – each paper is distinguishable by a code – and candidates sitting the same examination may be issued with different papers.

Before the examination starts, instruct the candidates how to complete the AIS and provide them with the centre number, trainer number and subject code.



Chartered  
Institute of  
Environmental  
Health

## Examination Services

Chartered Institute of Environmental Health  
Chadwick Court, 15 Hatfields, London SE1 8DJ

**Telephone** 020 7827 5800

**Email** [examinationservices@cieh.org](mailto:examinationservices@cieh.org) **Web** [www.cieh.org/training](http://www.cieh.org/training)

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If the candidate is undertaking a CIEH unit or award as part of a larger qualification offered by another awarding body, he/she is likely to possess a Unique Learner Number (ULN). You should instruct the candidate to add his/her ULN to the front of the examination paper if there is an allocated space to include it. (The examination papers are gradually being updated to include space for the ULN.)

Please encourage candidates to complete their date of birth – this information is required for security purposes (for example to distinguish between candidates with the same name if a replacement certificate is requested).

The candidate can choose whether or not to include his/her mobile telephone number and email address – for first-aid qualifications, this information is used to remind candidates when their refresher or requalification training is due.

You must not assist candidates in recording their answers on the AIS without prior permission of the Examination Services Process Manager. If special assessment arrangements have been made, you must ensure that you confirm all such cases in writing when submitting the results (see procedures for reasonable adjustments and special consideration in the Procedure Manual).

You are responsible for checking that the candidates have completed the AIS properly.

You must not make any changes to the answers given by candidates.

## After the examination

With reference to the used examination paper(s), complete the examination feedback form (copies can be downloaded from the CIEH website or you can complete an online version of the form). By completing this form you will provide us with valuable feedback that can be used to improve the quality and integrity of our examinations.

Securely destroy all the used examination papers. (Centres may retain stocks of sealed examination papers for use at a later date.)

Sign and date the summary sheet(s) to certify that all the information required on the summary sheet and AISs is complete and correct and that you have securely destroyed all the used examination papers.

It is strongly recommended that you make photocopies of the completed summary sheet(s) and AISs and keep these until the results have been received.

Send the original completed summary sheet(s) and associated AISs to the CIEH (also include a copy of the examination feedback form if you have comments to make and have not completed an online form). These documents should be sent by special delivery immediately after the examination. **Please do not fold the documents.**

If you need further information or advice, please contact the Examination Services Team.