



# The Examination Regulations 2017

(Regulations for the Environmental Health Practitioner Qualification and Environmental Health Technical Qualifications)

These Regulations, approved by the Board of Trustees on 12 January 2017, 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](http://www.cieh.org)

## Definitions

1997/2003/2007/ 2010/2011 curriculum:	Documents detailing the learning outcomes for accredited environmental health programmes and the assessment regimes referred to by this date.
CIEH:	Chartered Institute of Environmental Health
Chief Executive:	Chief Executive of the CIEH
Degree:	A BSc (Hons) or higher award in Environmental Health
EHP:	Environmental Health Practitioner
EHRB:	Environmental Health Registration Board
ELP:	Experiential Learning Portfolio
Education Unit:	The unit headed by the Head of Membership and Professional Standards including the administration section.
Environmental Health Technical Qualifications:	Higher Certificate in Food Premises Inspection, Higher Certificate in Food Control, Higher Certificate in Housing Practice, Diploma in Environmental Protection and the Diploma in Health and Safety at Work Enforcement
Extended Professional Interview:	The scenario based Standard Interview followed by a Viva Voce on a PPP Public Health report.
External Examiner:	A person of appropriate experience and professional standing appointed by the Learning and Qualifications Advisory Group to oversee the quality and rigour of the Written Professional Examination.
Hybrid:	A portfolio of intervention fields presented in both PPP and ELP formats.
IPA:	Integrated Professional Assessment delivered by a university as part of the accredited degree.
Logbook:	The Logbook completed by candidates pursuing the Environmental Health Practitioner Qualification prior to 2003.
Practical Training Logbook:	The Logbook completed by candidates pursuing Environmental Health Technical Qualifications
PPP:	The Portfolio of Professional Practice
Professional Written Examination:	A single substantial case study paper which is intervention based and covers at least two different intervention groups (i.e. health and safety, food safety, environmental protection, housing and public health).
Standard Professional Interview:	A scenario based interview.
TAA:	Technical Aptitude Assessment. Technical examination papers covering health and safety, food

	safety, environmental protection, housing and public health.
Technical Qualification Professional Interview:	A scenario based interview completed by candidates pursuing Environmental Health Technical Qualifications.

## The Environmental Health Practitioner Qualification

1. To qualify as an Environmental Health Practitioner and be awarded the EHRB Certificate of Registration a candidate must:

### **2011 Curriculum Candidates:**

- a) have been awarded a degree accredited by the CIEH;
- b) have passed a practical food inspection examination;
- c) have passed the IPA;
- d) have passed the PPP; and
- e) have passed the Extended Professional Interview.

### **2003, 2007 and 2010 Curriculum Candidates:**

- f) have been awarded a degree accredited by the CIEH;
- g) have passed a practical food inspection examination;
- h) have passed the Logbook, ELP, PPP or Hybrid assessment;
- i) have passed the Written Professional Examination; and
- j) have passed the Standard Professional Interview.

### **1997 Curriculum Candidates:**

- k) have been awarded a degree accredited by the CIEH;
- l) have passed a meat and other foods practical examination;
- m) have passed the Logbook assessment, or ELP, PPP or Hybrid assessment following the withdrawal of the Logbook;
- n) have passed the Food Safety, Health and Safety, Housing and Health, Environmental Protection, Public Health and Risk Audit Professional Examinations or the Written Professional Examination following the withdrawal of the aforementioned Examinations; and
- o) have passed the Standard Professional Interview.

### **Accredited Associate Route Candidates:**

- p) hold a relevant degree or higher award as determined by the CIEH;
- q) hold an Environmental Health Technical Qualification or equivalent as determined by the CIEH;
- r) have at least 5 years full-time equivalent experience in some aspect of environmental health work following the award of an Environmental Health Technical Qualification or upon passing the CIEH Membership Assessment;
- s) have held Accredited Associate or Ordinary membership for at least the 3 years prior to application for registration;
- t) have passed a practical food inspection examination;

- u) have passed the ELP, PPP or Hybrid assessment;
- v) have passed the Written Professional Examination;
- w) have passed the TAA; and
- x) have passed the Standard Professional Interview.

## Environmental Health Technical Qualifications

2. To obtain the Higher Certificate in Food Premises Inspection, Higher Certificate in Food Control, Higher Certificate in Housing Practice, Diploma in Environmental Protection or the Diploma in Health and Safety at Work Enforcement Environmental Health Technical Qualifications and be awarded a Certificate from the EHRB, a candidate must:
  - a) have passed a course of study accredited by the CIEH or EHRB;
  - b) have completed a minimum period of six months practical training;
  - c) have passed the Technical Qualification Practical Training Logbook; and
  - d) have passed the Technical Qualification Professional Interview.

## Partial Registration with the Environmental Health Registration Board

3. Candidates working towards the Environmental Health Practitioner Qualification must apply for partial registration with the EHRB at least 21 days before submitting their ELP, PPP or Hybrid for assessment or applying for the Written Professional Examination or Standard or Extended Professional Interview.
4. Candidates working towards an Environmental Health Technical Qualification must apply for partial registration with the EHRB to obtain the Practical Training Logbook. Partial registration must be obtained at least 21 days before applying for the Interview.
5. The partial registration fee is non refundable and non transferable.

## Assessment of the ELP, PPP, Hybrid and Practical Training Logbook

6. The ELP, PPP, Hybrid and Practical Training Logbook are assessed on demand. Applications for the assessment must be made on the appropriate form and accompanied by the current fee. All applications will be acknowledged by the CIEH via email and a receipt for the fee will be issued separately.
7. The Practical Training Logbook can be submitted at any time after the completion of the six months practical training period and successful completion of the accredited course of study.
8. ELP submissions will be assessed in no less than 6 weeks of the date of acknowledgement. Practical Training Logbooks will be assessed in no less than 8

weeks of the date of acknowledgement. PPP and Hybrid submissions will be assessed in no less than 12 weeks of the date of acknowledgment.

9. The CIEH will accept no responsibility for the ELP, PPP, Hybrid or Practical Training Logbook when in transit. (Note: Candidates are advised to keep a copy of the submission.)
10. On receipt of an ELP, PPP, Hybrid or Practical Training Logbook for assessment the submission will be examined to ensure that all sections are completed. If a submission is incomplete it will be returned to the candidate without assessment and without the return of the fee.
11. ELPs, PPPs and Hybrids will be assessed in accordance with the assessment scheme. Submissions will be graded 'Distinction', 'Pass', 'Deferred Result' or 'Fail'.
12. Practical Training Logbooks will be assessed in accordance with the assessment scheme. Submissions will be graded 'Pass', 'Deferred Result' or 'Fail'.
13. In the case of a 'Fail' candidates are required to resubmit the entire submission and pay the full assessment fee.
14. In the case of a 'Deferred' result candidates are required to resubmit the intervention areas which failed and pay the appropriate fee per intervention area. Candidates are required to pass all intervention areas resubmitted to obtain a 'Pass'. No appeals are permitted for this category of assessment.
15. The ELP, Hybrid or Practical Training Logbook will be returned to the candidate by hand, post or courier. The PPP is non-returnable. The result of the assessment and a copy of the assessor's assessment sheets will be dispatched to the candidate in accordance with the time specified in Regulation 8.
16. Where an assessor suspects a breach of the Examination Regulations within an ELP, PPP, Hybrid or Practical Training Logbook the assessor will notify the Education Unit who will initiate an interim investigation. If satisfied there is a case to be made, the Head of Membership and Professional Standards will suspend the assessment and initiate a full investigation, the findings of which will be presented to the Appeals Panel.

## Assessment of the Written Professional Examination

17. Candidates can apply to sit the Written Professional Examination on completion of the taught element of the accredited degree programme and at anytime thereafter. Applications must be made on the appropriate form and accompanied by the current fee and received not less than six weeks before the date of the examination.
18. Late applications will be accepted up to 14 days after the six week deadline upon payment of the late application fee, provided that the CIEH has the capacity to accommodate the candidate. Applications received later than this will not be accepted under any circumstances.
19. 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 that, so far as possible, respond to those needs.

20. The examination will be held under the 'Examination Room Rules' approved by the Learning and Qualifications Advisory Group.
21. The following classification of marks will be used for the Written Professional Examination:

<b>Band</b>	<b>Reference Criteria for Each Band</b>
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.

22. The Head of Membership and Professional Standards will:
- 22.1 Take account of any representations made to them in determining the pass list for the Written Professional Examination.
  - 22.2 Take into account any matters brought to their attention by the examination invigilator, Moderator or External Examiner.
  - 22.3 Report on the above to the Learning and Qualifications Advisory Group.
23. 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.

## Technical Aptitude Assessment

24. The following classification of marks will be used for the TAA:

Distinction	70% and over
Pass	60% - 69%
Fail	Less than 60%

## Assessment of the Standard Professional Interview

25. The application process outlined in Regulations 17 – 19 is applicable to the Standard Professional Interview.
26. The interview will be assessed against the following four competencies:
- a. The prioritisation of three scenarios relating to environmental health in terms of public health risk;
  - b. The candidate's professional attitude and approach in dealing with a chosen scenario;
  - c. The candidate's ability to determine an appropriate course of action/intervention; and
  - d. The candidate's awareness of the wider implications surrounding the chosen scenario including reference to any additional health impacts and others with whom to work to secure a desirable outcome.
27. The following classifications will be used for each of the four competencies:

Distinction	An excellent response, sound in all aspects
Pass	An adequate response which is generally good, but lacking a little knowledge
Fail	A response which demonstrates limited knowledge and/or understanding



28. The following classification of marks will be used for the Standard Professional Interview:

Distinction	Minimum 3 Distinctions + 1 Pass
Pass	Combination of Distinctions and Passes and up to 1 Fail
Fail	More than 1 Fail

## Assessment of the Extended Professional Interview

29. Candidates can apply to sit the Extended Professional Interview on successful completion of the taught element of the accredited degree programme and the PPP and at any time thereafter. Applications must be made on the appropriate form and accompanied by the current fee and received not less than six weeks before the date of the interview.
30. The application process outlined in Regulations 18 and 19 is applicable to the Extended Professional Interview.
31. The Extended Professional Interview consists of the Standard Professional Interview, as outlined in Regulations 26 - 28, followed by a viva voce examination on one of the candidate's three PPP Public Health reports which were selected for assessment.
32. The following classifications will be used for the viva voce:

Distinction	Candidate was able to freely engage with the assessors in a productive discourse that served to develop their reflection on the practice-based skills in question.
Pass	Candidate was able to engage with the assessors but the discussion, though demonstrating the embedding of knowledge- and practice-based skills and competences, remained largely focused on what had been reported in the PPP and they were reluctant to be drawn further.
Fail	Candidate was unable to properly engage with the assessors on the intervention and so failed to expand upon the reflection detailed in the report to the extent that it was uncertain that the skills and competencies were embedded.

33. Candidates who pass the Standard Interview element but fail the viva voce will retain the Standard Interview classification and will only be required to re-sit the viva voce. The same rule will apply if the candidate passes the viva voce but fails the Standard Interview element.

## Assessment of the Technical Qualification Professional Interview

34. Candidates can apply to sit the interview on successful completion of the accredited course of study and at anytime thereafter. Applications must be made on the appropriate form and accompanied by the current fee and received not less than six weeks before the date of the interview.
35. The application process outlined in Regulations 18 and 19 is applicable to the Technical Qualification Professional Interview.
36. The interview will be assessed in the following four areas:
- Appreciation of the issues associated with the scenario;
  - Application of skills to the scenario;
  - Application of legislative requirements to the scenario; and
  - Communication skills demonstrated at the interview.
37. The following classifications will be used for each of the four areas:

A	Good Pass
B	Pass
C	Marginal Fail
D	Fail

38. The following classification of marks will be used for the Technical Qualification Professional Interview:

Pass with Distinction	3As + 1B or 4As
Good Pass	4Bs or better
Pass	1C (+ 3As or Bs)
Marginal Fail	2Cs or 1D (+ As or Bs)
Fail	3Cs or worse

## Withdrawal from an Assessment

39. A candidate may request to withdraw from the Written Professional Examination and Standard, Extended or Technical Qualification Professional Interview at any time up to the date of the particular assessment. The withdrawal must be confirmed in writing within 7 days and justifiable reasons for the withdrawal must be given. A charge is payable as below:

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

40. A candidate who fails to attend the Written Professional Examination or Standard, Extended or Technical Qualification Professional Interviews and fails to give a satisfactory written explanation accepted by the Head of Membership and Professional Standards will forfeit their fee. In addition, the fee for the next Examination or Interview will be double the fee current at the time.

## Assessors and Moderators

41. The CIEH shall appoint assessors who have successfully completed the relevant training course for the purposes of assessing the ELP, PPP, Hybrid, Practical Training Logbook, Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview.
42. At least one appropriately trained and experienced person shall be appointed by the CIEH to act as a Moderator at each session involving the assessment of the ELP, PPP, Hybrid, Practical Training Logbook, Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview.
43. The Moderator is responsible for ensuring that each assessor has:
- a. marked all appropriate elements of submitted work;
  - b. correctly determined the classification;
  - c. accurately marked in accordance with 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.
44. Where any disparities exist between assessors concerning the marks to be awarded to candidates 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. The Moderator, following discussions with the relevant assessors, has discretion to adjust any mark.

## Re-sits and re-takes

45. Candidates who fail the Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview on 2 occasions shall be offered counselling on their performance by the CIEH. Candidates who fail on 3 occasions shall be obliged to undertake a period of compulsory counselling.

46. Candidates who fail the Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview on 5 occasions shall be excluded from re-sitting or retaking the assessment for a period of one year from the date of the last attempt. The candidate is then allowed one further attempt; if unsuccessful, the candidate will be permanently excluded from taking the assessment again. However, the Head of Membership and Professional Standards will consider a written application from a student after the 'final' fail, if it considers a strong case is made for retaking the assessment.

## Extenuating circumstances

47. A candidate may notify the CIEH of any extenuating circumstances that may have adversely affected their performance in the Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview to enable those circumstances to be taken into account by the Learning and Qualifications Advisory Group in determining a result. Any such circumstance must be notified to the Head of Membership and Professional Standards in writing within seven days of the relevant assessment.

## Loss or damage that is the fault of the CIEH

48. In the event of a candidate's ELP, PPP, Hybrid, Practical Training Logbook, Professional Written Examination script or TAA script being lost or otherwise irretrievably damaged by the CIEH or its assessors the candidate will be deemed to have passed the assessment.

## Breach of the Examination Regulations

49. The Learning and Qualifications Advisory Group may disqualify a candidate from an ELP, PPP, Hybrid, Practical Training Logbook, Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview assessment for a period of time (including indefinitely) if found guilty of:
  - a. any breach of the examination rules;
  - b. plagiarism;
  - c. deception or attempted deception by falsely presenting material as their own;
  - d. a failure to follow the instructions of the CIEH assessors or examination invigilator that result in disruption of the assessment or other candidates;
  - e. attempting to influence the decision of an assessor;
  - f. using any abusive language in an assessment;
  - g. any action considered by the Learning and Qualifications Advisory Group to unduly influence the result of the assessment.
50. A candidate suspected of a breach of the Examination Regulations will be notified in writing of the nature of the suspected breach and provided with any evidence supporting the alleged breach.
51. 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 Appeal Panel to answer to the alleged breaches of the Regulations. The candidate will be notified of the date of the panel hearing at which the allegations will be considered.

52. Any action considered, and decisions made, by the Appeal Panel will not preclude or limit any subsequent action that may be taken in respect of any suspected breach of the CIEH Code of Ethics.
53. Action in respect of any of the above may be taken under either the CIEH's Regulations for Disciplinary Procedures relating to members (if the candidate is a member of CIEH) or the Examination Regulations or both.

## Appeals

54. Subject to the exemption identified in Regulation 14, any unsuccessful candidate may appeal against the outcome of an ELP, PPP, Hybrid, Practical Training Logbook, Written Professional Examination, TAA, or Standard, Extended or Technical Qualification Professional Interview assessment. The 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.
55. Candidates may only appeal on the following grounds:
  - a. That a material error or defect occurred in the pre or post assessment administrative procedures followed by the CIEH and/or its assessors which adversely affected the outcome of the assessment, or any part of it; or
  - b. That an assessor 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.
56. A candidate may not appeal against any academic judgement made by an assessor, moderator or the Learning and Qualifications Advisory Group.
57. On receipt of a written notice of appeal and any evidence provided by the candidate the Chief Executive will determine whether the grounds for the appeal have been 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.
58. 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 Learning and Qualifications Advisory Group whose decision will be final.
59. Where it is determined that there are sufficient grounds to allow an appeal in respect of an ELP, PPP, Hybrid or Practical Training Logbook arrangements will be made for the submission to be re-assessed. The result of such a re-assessment will be final.

60. Where it is determined that there are sufficient grounds for an appeal to be progressed in respect of a Standard, Extended or Technical Qualification Professional Interview, Professional Written Examination or TAA assessment the Chief Executive will arrange a meeting of CIEH Appeals Panel. The appellant will be notified of the date of the meeting within 28 days of the date of the Chief Executive's decision.

## CIEH Appeals Panel

61. The Appeals Panel will consist of the Chairman or Deputy Chairman or other nominated member of the Learning and Qualifications Advisory Group, who shall act as the Chairman of the Panel, and two other members.
62. 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.
63. 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.
64. Where the panel determines to allow the appeal it may:-

In the case of a Standard, Extended or Technical Qualification Professional Interview:

- a) 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.
- b) award a pass without the need for a further interview.

In the case of the Written Professional Examination or TAA:

- c) 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.
- d) award a pass without the need for the appellant to retake the examination.

## Amendment of Regulations

65. The Board of Trustees has agreed that these Regulations can be amended by the Learning and Qualifications Advisory Group.