

Pre-course approval: Digital learning management system and assessment integrity

Adherence to these criteria is a pre-requisite for the approval of all digital learning content by the IOSH Development Team. This form is to be signed by the Training Provider before the approval of materials commences.

Quality Assurance

- 1** The content of the materials has been reviewed for accuracy, relevance, and suitability by the Nominated Member responsible for the product.
 - Where the content of the materials is on a topic related to social sustainability or otherwise not exclusive to Occupational Safety and Health (eg Equality, Diversity and Inclusion or audit principles), it has been written and/or peer reviewed by an individual or team with demonstrable subject knowledge and/or qualifications.
 - If an internal or external Subject Matter Expert has been used/contracted to support the development of any of the materials, full details will be supplied to the Development Team via email.
- 2** The content of the materials has been written by an individual or team either employed, contracted, or otherwise associated with the Training Provider submitting the product for approval.
 - If an external contractor or AI service has been used to develop any of the materials, full details will be supplied to the Development Team via email.
- 3** Copyright and IPR permission has been obtained to use all media contained within the product, including (where applicable) content generated by an external contractor or AI service. Evidence of this permission will be provided to IOSH upon request.

The Learning Management System (LMS)

- 1** The Training Provider has reasonable and robust procedures in place to ensure the integrity, reliability and validity of the management of the course content and assessment.
- 2** The Training Provider has reasonable and robust procedures in place to ensure that the risk of cheating and malpractice is at a minimum. This procedure may include:
 - IP Address checking, looking for evidence of unusual practice such as use of multiple delegates on a single IP address
 - assessment duration, learners completing the assessments faster or slower than is typical
 - assessment timings, which could indicate multiple users completing the course at the same time
 - assessment scores, if 100% is frequently achieved
 - learner interviews, ensuring the identity of the registered learner and that the work is their own.
- 3** The LMS only allows access to users holding access credentials. Learners are informed that they must not share their login details with anyone else, and that to do so could constitute malpractice and a breach of the terms and conditions of sale.
- 4** Evidence can be provided on request of the learner logging in, using their own credentials and a secure password.
- 5** Clear guidance on how to use the LMS is given to the learners before they start the course, and information is provided showing where they can obtain support.

The Learning Management System (LMS)

- 6 The LMS shall allow the user to control the pace of their learning, especially when they are looking at videos, animation and scrolling text.
- 7 The LMS will bookmark and track the learner's progress.
- 8 The Training Provider will maintain and regularly review the security of the LMS to ensure authentic test outcomes and protection against corruptive influences. Procedures will be in place to assure the security of hardware and software and the integrity of test data.
- 9 The Training Provider assures IOSH that systems have been thoroughly tested to make sure that they have sufficient capacity to store, retrieve, generate and share all necessary data, including the ability to exchange data securely with other internal and external systems, as required, without endangering the integrity of the data.
- 10 The LMS will be stable and work reliably to generate valid and reliable assessments and/or results. It will be demonstrably consistent with relevant recognised standards of good practice and be easy to navigate.

Assessment Procedures

- 1 Learners will provide assurance to the Training Provider that assessments completed at home or in the workplace are all their own work.
- 2 Assessment will be facilitated in a timely way to avoid learners being disadvantaged by a long wait between the end of the course and the start of the assessment process.
- 3 Only learners who have completed all course modules will gain access to the assessment.
- 4 The assessment given will be the relevant IOSH-approved assessment for the course completed.
- 5 Assessments will not be kept by learners after their submission, unless agreed with the IOSH Development Team during the approval process.
- 6 Any learner failing the assessment will be offered one re-sit using an alternative assessment. If they fail at a second attempt, they will be supported by the Training Provider to re-register for the course.

On behalf of.....
Training provider name

I confirm these criteria will be met by our Quality Assurance Process/es, Learning Management System and Assessment Procedure/s.

Signed.....

Dated.....

For help or more information, please email tailored.courses@iosh.com or call us on +44 (0)116 257 3194