

Electronic open assessment requirements and guidance



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Purpose of electronic open assessment

The electronic open assessment is designed to test **your** breadth and depth of knowledge, focusing on **your** ability to apply this knowledge at a level expected of a Chartered Safety and Health Professional.

What is an electronic open assessment?

In an electronic open assessment, candidates log in to the IPD microsite and complete the two sections of the examination online. There is a strict time limit of three hours within which to complete Part A of the examination, but in Part B candidates can work through the assessment at their own pace and refer to appropriate textbooks or other sources to help them compile their answers, within seven days.

Once registered, you will be provided with the start time of the assessment, and access to the Dummy Quiz, which will show you how to answer the exam. On the day the exam is available you will have 14 days in which to start and complete the process. Please note: the examination must be undertaken on either a computer or laptop. It will not work on an iPad or iPhone.

- Don't commence Part A questions without first studying the syllabus.
- You have a total of 14 days from start to finish.
- If you do not pass Part A you won't be able to take Part B.
- You have a maximum of seven days to complete Part B.

Part A of the examination consists of 48 questions with a selection of different answers from options provided (multiple choice, true or false, etc). There is a dummy test available to show you the different question styles and we suggest you undertake this before you attempt the exam.

Part A questions are marked automatically as you complete them, and you will receive immediate feedback on whether or not you have passed. You have three hours in which to complete Part A.

Part B consists of two longer scenario-type questions, for which you must construct and submit answers. Each question attracts 50 marks, the relative spread of the marks available being indicated within the question. An answer must be submitted online, either directly for plain text only, or through uploading a Word file, which will subsequently be marked by our experienced examiners. Please note that for fairness, anti-plagiarism software is built into our system for this part of the examination (see later guidance). Any significant plagiarism detected by this software could result in the answer being rejected and your disqualification from the examination. There is a limit of **700 words** for each answer for Part B (only the first 700 words will be marked).

You must not copy directly from any other work without using correct protocols, see later guidance. If you use any diagrams or tables from existing publications, you must reference your sources.

The open assessment will be available in most months. Part A of the examination must be completed in one sitting and is answered in three hours. Candidates must pass Part A of the examination before they can take Part B.

Candidates can start Part B at any time during the 14-day examination period. Once they have started Part B, they have up to seven days to complete it. Candidates can interrupt, save and complete their work on Part B at any time during the seven days. However, candidates who start Part B after day 7 of the examination period will have less than seven days for their task.

It is strongly recommended that you research and revise for the first part of the examination, with reference to the syllabus which is available on the Open Assessment help tab. It is unlikely that most people would pass the assessment without such revision and research.

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Subject matter to be assessed

A greater part of the questions will be based on National Occupational Standards (NOS), but the subject matter has been adapted and expanded to encompass internationally-recognised standards and material (e.g. International Labour Organization conventions, codes of practice and guidance).

In principle, questions can be set on any of the subjects in the syllabus. The action words in the question, e.g. 'describe', 'outline' and 'explain', tell you how much detail you should give in your answers to Part B questions.

Question guidelines

In setting the questions we've followed these guidelines:

- We won't set questions on a technical subject which could be regarded as at the periphery of knowledge needed by the majority of health and safety professionals.
- We set Part A questions based on recognised best practice. In particular, questions have been set on issues where there is common ground between UK and ILO sources.
- Where Part B questions are set on legal issues, your answers should normally be based on UK law. However, if the country you work in doesn't operate under UK law, your answers can in many cases reflect the legal framework of the country you work in or, where specific legislation doesn't exist in that country, best practice. In such circumstances, you should clearly indicate which legal system/guidance you are basing your answers on so that we can make appropriate allowances when marking your answers.
- The lists of legal/guidance sources contained in the various elements of the syllabus are correct at the time the questions were set. When a new piece of legislation or guidance document comes into force or is proposed, and has a bearing on any of the topic areas within the syllabus, we may set a question on it.
- Candidates must keep questions set in the examination confidential, and must not publish or disseminate them by any means

Plagiarism

Plagiarism can be defined as copying someone else's work and presenting it as your own. This would apply to information copied and pasted from other sources, or from other candidates. This is viewed very seriously, and if significant plagiarism is detected in a candidate's answer, this could lead to the answer being rejected and the candidate being disqualified from the Open Assessment (which could mean the candidate cannot complete the IPD process). In order to avoid this, candidates must follow the protocols below.

Correct quoting and referencing

It is permitted for candidates to use quotes from other sources in their answer, within reason. The amount of quoted material should be very low in comparison to the total word count if the answer is to be treated as the candidate's. If quoting from another source, the passage quoted should be enclosed in speech marks, or typed in italics, to indicate that it is quoted material. A reference to the source should also be provided, either immediately after the quoted passage in brackets, or as a footnote to the answer with a footnote link after the quoted passage. These are standard referencing protocols that the candidate is expected to follow. Failure to follow these could result in the passages being viewed as plagiarism.

Unacceptable examination practice

As with any examination, candidates must not engage in anything that is, or could be considered as, cheating. Examples of cheating would include getting someone else to help compile your answers, which could include asking someone else their opinion of your answers and benefitting from their feedback, or getting someone else to answer the questions for you.

Candidates are taken on trust that they complete this examination themselves and that the answers they submit are their own work, and no-one else's. Should this be found to be not the case, candidates could be disqualified from the examination (and by implication from the rest of the IPD process), and could face disciplinary action under the IOSH Code of Conduct.