



IOSH Assessment Guidelines

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Undertaking Classroom-based Assessments – Guidance

This is not an exhaustive list

- IOSH-produced and approved course materials contain guidance for trainers on facilitating assessments, which should always be used by the trainer.
- Assessments should take place in a quiet area.
- Delegates should be a reasonable distance apart to avoid the chance of copying (1m).
- An invigilator should be present during the assessment process.
- Delegate workbooks should be closed and out of sight.
- Mobile phones or any other device should remain outside the room/with the invigilator.
- Delegates should not talk to each other - they should raise their hand and wait for assistance from the invigilator.
- All flip charts and any poster material should be removed from the walls prior to the assessment.
- Delegates should be informed of the start time and end time of assessments.
- Delegates should be given instructions on reading each question carefully prior to answering.
- Delegates should be reminded to put their name on all assessment papers.
- Delegates should be given the appropriate time to complete their assessments.
- When an assessment is complete the delegate should turn it over and remain quiet.
- Noise outside the room should be kept to a minimum – a notice sign could be displayed on the outside of the door of the classroom.
- Once the time is completed, delegates should be asked to finish the question they have commenced and turn their paper over.
- The room should remain quiet until all papers have been collected.

Undertaking Virtual Assessments – Guidance

Guidance on virtual delivery of courses and assessments can be found in the Video Conferencing Guidelines document within the Training Provider Knowledge Hub.

About IOSH

The Institution of Occupational Safety and Health (IOSH) is a global Chartered body. The largest membership organisation for health and safety professionals worldwide. We connect our members with resources, guidance, events, and training, and we're the voice of our profession, campaigning on issues that affect millions of working people.

As a qualifications Awarding Organisation, a developer of training, and an advocate for positive transformation, we seek to build excellence in our profession, drive action from everyone who can influence occupational safety and health standards and ensure that protecting people is at the heart of sustainability.

IOSH was founded in 1945 and is a registered charity with international NGO status.

About IOSH Training

IOSH Training is the specialist learning delivery arm of IOSH Services Limited (ISL). ISL is a separate commercial entity that invests for the future, generating a surplus which is fully gift-aided to fund IOSH charitable activities.

ISL activities are aligned to IOSH's charitable objects, providing training, education and consultancy support services to organisations and individuals seeking to enhance their knowledge and competence in OSH.

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