

## NEBOSH Written Examination Dates 2019

	14 <sup>th</sup> Jan	15 <sup>th</sup> Jan	16 <sup>th</sup> Jan	17 <sup>th</sup> Jan	6 <sup>th</sup> March	5 <sup>th</sup> June	15 <sup>th</sup> July	16 <sup>th</sup> July	17 <sup>th</sup> July	18 <sup>th</sup> July	4 <sup>th</sup> Sept	4 <sup>th</sup> Dec
<b>Ndip</b>		Unit A	Unit B	Unit C				Unit A	Unit B	Unit C		
<b>Idip</b>		Unit IA	Unit IB	Unit IC				Unit IA	Unit IB	Unit IC		
<b>Edip</b>	ED1						ED1					
<b>Ecert</b>					EC1	EC1					EC1	EC1
<b>IGC</b>					IGC1, GC2	IGC1, GC2					IGC1, GC2	IGC1, GC2
<b>ICC</b>					IGC1, ICC1	IGC1, ICC1					IGC1, ICC1	IGC1, ICC1
<b>IFC</b>					IGC1, IFC1	IGC1, IFC1					IGC1, IFC1	IGC1, IFC1
<b>IOG</b>					IOG1	IOG1					IOG1	IOG1
<b>NGC</b>					NGC1, GC2	NGC1, GC2					NGC1, GC2	NGC1, GC2
<b>NCC</b>					NGC1, NCC1	NGC1, NCC1					NGC1, NCC1	NGC1, NCC1
<b>NFC</b>					NGC1, FC1	NGC1, FC1					NGC1, FC1	NGC1, FC1
<b>NHWP</b>					NHC						NHC	

## Course Key



### Diploma & Practical Assessments

To access details, you must be a SHEilds student.

<b>Ndip</b> – National Diploma in Occupational Health & Safety	<b>IGC</b> – International General Cert. in Occupational Health & Safety	<b>NGC</b> – National General Cert. in Occupational Health & Safety
<b>Idip</b> – International Diploma in Occupational Health & Safety	<b>ICC</b> – International Certificate in Construction Safety & Health	<b>NCC</b> – National Certificate in Construction Health & Safety
<b>Edip</b> – National Diploma in Environmental Management	<b>IFC</b> – International Certificate in Fire Safety & Risk Management	<b>NFC</b> – National Certificate in Fire Safety & Risk Management
<b>Ecert</b> – National Certificate in Environmental Management	<b>IOG</b> – International Tech. Certificate in Oil & Gas Operation Safety	<b>NHWP</b> – National Cert. in the Management of Health & Well-Being

## NEBOSH Student Study Essentials

## Want to study for success? Here are a few top tips:

**Familiarise yourself:** Look through your course syllabus and begin with the elements you're most familiar with. This will ease you into study mode quicker while you're becoming accustomed to the eLearning platform.

**Find a memorable study method that works:** Try using mind maps, visual cues, memorable rhymes or any other associations to help you remember vital information.

**Know your learning outcomes:** Identify and organise study notes around your course's learning outcomes; this will help you to target and reinforce weaker areas in your knowledge better preparing you for exams.

**Make full use of your tutor support:** Practise lots of past questions to develop your exam technique and have your tutors review the answers. This will allow you to find and correct weaknesses long before the real examinations.



**Always remember; there are no shortcuts, study hard.**

Most certificates require **120 hours of study**, essentially **3 full-time weeks**. Rushing or taking shortcuts will usually result in a failure, more exams, more time and more costs.

## Command Words

**Command words** (or **action verbs** as they are sometimes known) must be respected correctly in your examination answers.



**Give** - Often used in combination with 'give the meaning of' (define in your own words) or 'give an example of'.

**Identify** - Just list the required answers.

**Outline** - Elaborate a little more on a list, ideally summarising each point you are making in **one sentence**. As a rough guide; an 8 mark question = 8 to 12 sentences.

**Describe** - Physical description of the object in question or a step-by-step description of a procedure or task.

**Explain** - Explaining how or why something is the case, usually in considerable detail to demonstrate the highest level of understanding.

**Calculate** - Typically exclusive to Diplomas, where a calculator gets used.

## NEBOSH Student Examination Essentials

## The RIGHT Way to Approach Exam

Walking into an exam with the **right attitude, managing your time effectively** and **answering questions clearly** is as important to success as dedicated study.



**Arrive ahead of time** - Give yourself plenty of time to reach the exam venue in case of delays. If you're required to travel long distance to a venue, aim to arrive the evening before.

**Be prepared** - Bring **photographic ID**, exam entry confirmation, something to drink in a clear unlabelled container, blue or black ink pens and for Diplomas a basic calculator.

**Read questions carefully** - Always read and **re-read** each question fully to ensure you completely understand it. If you're asked to divide a question into separate parts, answer each part separately; examiners **are not able to cross mark**.

**Identify and respect command words (action verbs)** - Look out for the words highlighted bold in questions, remember that full marks cannot be given if requested detail is not reflected in your answers.

**Points made should reflect marking** - 1 mark = 1 technical point in the answer. If a question has 8 marks available, then that means there needs to be at least 8 markworthy points made in the answer.

## Common Exam Pitfalls to AVOID

Even the most careful study preparation could be undermined by poor exam technique.



**Don't panic** - Even if you feel the exam isn't going well don't give up or lose your composure. Mistakes don't necessarily mean failure and marks can always be salvaged.

**Don't lose focus on the question** - A large amount of students fail due to going off topic in their answers (often due to misreading), **failing to acknowledge command words** or failing to include enough points to justify allocated marks. Remember; answer the question that is asked NOT the question you want to see.

**Don't be vague or generalise** - Be specific. For example, rather than just writing 'PPE' as an answer, specify what type such as breathing apparatus or safety shoes.



## Running Out of Time?

If you don't have time to go into the depth required by an outline, describe or explain for the command words then complete it as a list; you won't get full marks but not attempting the question will automatically be a zero.

NEBOSH certificate exams are typically, available FOUR times per year:

**March, June, September & December**



You **do not** need to book your exam date when you enrol on the course.

- You should be prompted by your course provider at each registration period.
- Choose when you want to sit the exams when you feel ready.



### (1) Be prepared, liaise with your SHEilds course advisor on:

- Your local exam venues.
- Examination registration and sitting fees for each venue.

### (2) At the start of your course create a 'study plan':

- Set an examination target date.
- Break down how much study you can commit to each week.
- Calculate a realistic target date for exam booking.
- You can adjust the date based upon how well you stick to your plan.



### (3) There are several indicators to help you decide when you are ready to register for exams:

- Your personal feeling, how confident do you feel about the subject?
- Good grades and feedback during your course.
- Tutor direction.
- Success on exam readiness tests.

Be realistic, do not book an exam too early, wait until you are prepared.



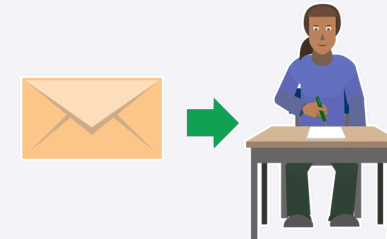
### (4) If you're nearly ready to book your exam, get ahead:

- You will be emailed from the news and announcements forum of your course to notify you of upcoming exams.\*
- Be sure to regularly log in to SHEilds eLearning for up to date information.
- If you're unable to use the online system for any reason you can call the SHEilds examination team for professional support.

### (5) When you are ready to book your exam, you can:

- Call our team to be enrolled.
- Book online.
- Email our examinations team for any other related queries.

Following your examination being booked we will list you for registration. Once registered you will receive an exam entry confirmation showing the units and your venue.



### (6) 3 weeks prior to your exam we will send you an agenda, highlighting:

- Examination date.
- Venue address.
- Important exam information.

### (7) 1 week before the exam:

- You will receive a reminder email confirming examination details.\*
- There will be a reminder post on the eLearning forum for your course.

On the **day of the exam** aim to arrive **30 minutes** prior to its start time.

\*Dependent upon whether you have changed your subscription preferences on the SHEilds eLearning platform.



### I have transport issues?

If you cannot attend your exam due to transport, travel issues or an act of god, you will need to send a **detailed description** to NEBOSH who will decide based upon the circumstances if a refund can be granted.

### I don't have a practical venue?

Contact your **course tutors** for advice on setting one up.

### I'm late to arrive?

Students may be permitted within NEBOSH regulation into the exam hall at the invigilator's discretion but there are no guarantees.

### I finish my exam early?

Students cannot leave in the last **30 minutes** of an exam unless they are the only student sitting. This is to prevent distracting others.

### I want the toilet during the exam?

This is permitted however you will be accompanied by an exams officer or invigilator assistant.

### I want a refund?

If you don't attend an exam without good reason refunds will only be covered under **NEBOSH refund policy**.



### I haven't received my exam agenda?

If you have not received your agenda **3 weeks before** your examination, please contact your exams officer to get a new set dispatched and your details re-confirmed.

### I forget equipment?

Most exams can be completed with just a pen, however depending upon the venue spare equipment may be available.



### I'm ill on the day?

Candidates who cannot attend their examinations due to illness, bereavement or armed forces posting may be eligible for a partial refund.

If you produce **evidence** (e.g. a medical certificate) you could receive a 70% refund of your registration fee, however all sitting fees will be forfeited.

Please refer to NEBOSH's refund policy and procedure for more information.

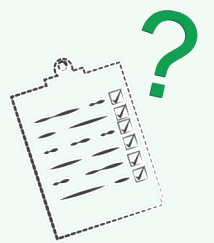


### Absent for other reasons?

Please contact your exams officer; absences unrelated to illness are reviewed on a case-by-case basis. NEBOSH only offer refunds under their policy or exceptional circumstances.

### I lost/don't have an entry slip?

Don't panic! Providing you have **photographic ID** and **sign the candidate register** for proof of signature you will be able to complete your examination.



### I can't find my practical documentation?

This will be available for download from your **eLearning dashboard** approximately 2 weeks before your exam date. If you still cannot find it call your tutor for support.

### Where do I send my completed practical?

This should be sent by email to **practicals@sheilds.org** or as directed by your course tutor.



### What's the format for each exam?

NEBOSH Certificate exams take the format of **10 short answer** questions and **1 long answer** question.



### What do I need to know about the answer book?

Your name and **student number** should already be on the front page, however you will need to write the relevant **question number** on each answer page.

You do not have to answer the questions in order and can write on both sides of the page, but always start each new question on a new page.

### How early should I arrive before my exams?

You should aim to arrive at least **30 minutes** before your examination begins but we recommend you allow 1 hour to ensure any last minute hitches can be resolved.

You will be allowed to enter the examination room and be seated **15 minutes** before the exam starts.

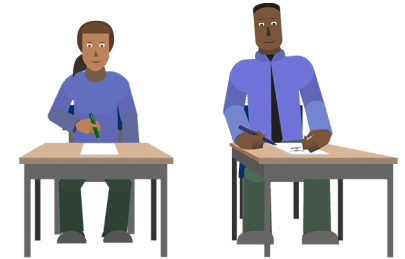


**At least one clock** will be displayed in your venue at the front of the room, with potentially more in full view.



### How do I know where to sit in the exam?

Usually there is a seating plan outside the examination room but if you are unsure you can ask an invigilator or assistant for help.



### Exam Entry Confirmation Slip & Photo Identification

You will receive an **exam entry confirmation slip** before your agenda. You should bring this with you on the day of your exam.

You must also bring **photographic ID** with you to the examination. Failure to produce this may prevent you from sitting the exam and will be dependent upon satisfying the invigilator of your identity.



### What can I take into the exam with me?



The only absolute essential to bring for a NEBOSH Certificate examination is a **working pen** and a spare. **Water** is also advisable to remain hydrated, however it must be brought in a clear plastic container.