

## NEBOSH Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 6 December 2018.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided <small>(Failure to include a description of your intended methodology AND details of the evidence that you will provide could result in your Action Plan not being approved by ACG.)</small>	Target date for completion by awarding body <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 6	Invigilators are required to record the candidate identity check with their signature on the candidate register, as stated in awarding body documentation. However, upon viewing the candidate register at the examination venues visited, there is no field for the invigilator's signature.	Low	Examination artwork is currently under review. This change will be incorporated into this review.  The 'Instructions for Conducting Examinations' document will also be reviewed to ensure guidance to invigilators is clear.	28 <sup>th</sup> February 2019	28/02/2019

<sup>1</sup> If the awarding body believes it has completed the action prior to approval of the Action Plan by ACG, insert the considered date of completion. The date will be subject to review depending on the quality of the evidence supplied.

<sup>2</sup> Issues can only be closed out once the evidence to complete the action has been quality reviewed and the Action Plan has been approved by ACG. The period of time between ACG approval and the date the Issue is closed out is not necessarily reflective of any quality issues.

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			Evidence to be provided: Approved artwork for examination documentation. (This will go-live at MIS implementation 1 <sup>st</sup> April 2019).  Revised 'Instructions for Conducting Examinations' document.		
2. Principle 10	At venue two, the process of dispatching examination materials to a designated person at a designated venue was not completed in accordance with awarding body requirements, as the materials were transported elsewhere upon receipt and then returned by unknown means. Consequently, the trackable element of transit was lost and the security of the examination materials was potentially jeopardised in this instance.	High	A communication to be sent to all course providers to remind them of the importance of designation of the correct person for receipt of examination materials, to ensure the trackable element of transit and security of examination materials is maintained.	31 <sup>st</sup> January 2019	31/01/2019

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			<p>The Terms and Conditions within the examination request form for all examination types to be reviewed to incorporate clear guidance in relation to the receipt of exam materials.</p> <p>Evidence to be provided: Communication to course providers; Revised Terms and Conditions.</p>		
3. Principle 10	At venue three, additional examination scripts used by candidates were inserted into original examination scripts rather than being attached with treasury tags, This contravenes the relevant awarding body documentation and presents a potential risk of additional scripts being lost.	Medium	A review of the examination materials, including the facility to attach additional scripts used is underway. This forms part of the Examination artwork and 'Instructions for Conducting Examinations' document review.	28 <sup>th</sup> February 2019	28/02/2019

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			Evidence to be provided: Approved artwork (This will go-live at MIS implementation 1 <sup>st</sup> April 2019).  Revised 'Instructions for Conducting Examinations' document.		

Approved at ACG 19 December 2018