Exam Administration Procedure

	Title	Signature	Date
Prepared By:	**Sahal Khaleel Ahamed**		**10.10.2026**
Reviewed By:	**Balamurugan Palanisamy**		**10.10.2026**
Approved By:	**Jaseela Thasneem**		**10.10.2026**

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ABCON SAFETY CONSULTANCY L.L.C ASC 02 DUBAI - U.A.E

1.0 PURPOSE

This procedure establishes the standardized protocol for administering all certification examinations conducted by ABCON SAFETY CONSULTANCY It defines the requirements for pre-examination planning, examination facility setup, candidate management, the conduct of written/oral and practical examinations, and post-examination activities to ensure the integrity, security, fairness, and consistency of the assessment process.

2.0 SCOPE

This procedure covers all activities and documentation related to the administration of examinations, including preparation, candidate handling, invigilation, practical assessment setup, and the secure handling of examination materials before and after the examination event.

3.0 RESPONSIBILITY

3.1 Certification Manager: Holds overall responsibility for the execution of this procedure, including the coordination of examination events, appointment of invigilators/assessors, and liaison with clients for practical arrangements.

3.2 Quality Manager: Is responsible for ensuring the procedure complies with ISO/IEC 17024 requirements and for monitoring the overall effectiveness of examination administration.

3.3 Chief Examiner/Lead Assessor: Is responsible for the technical conduct of the practical examination, including safety briefings, equipment verification, and on-site assessment.

3.4 Invigilators/Assessors: Are responsible for the direct administration, supervision, and invigilation of examinations in strict accordance with this procedure.

4.0 PROCEDURE

4.1 Pre-Examination Preparation

4.1.1 Examination packets, including question papers, answer sheets, and relevant forms, shall be prepared and sealed prior to the examination date.
4.1.2 The Invigilator shall receive the sealed examination packet for each candidate. Packets must remain sealed until opened by the candidate under the Invigilator's instruction.

4.2 Examination Facility Requirements

4.2.1 **Written/Oral Examination Venue:**
* Provide a clean, professional, enclosed, smoke-free, and climate-controlled environment.
* The room size must be adequate (minimum 5m x 5m for 5 candidates).
* Seating must be arranged with a minimum of 1.5 meters between candidates and between rows.
* The area must be quiet, with minimal external traffic or distraction.
* Adequate lighting and ventilation must be ensured.

4.2.2 **Practical Examination Site:**
* A safe, barricaded, and controlled area appropriate for the equipment being used (minimum 15-meter circumference, variable based on equipment size).
* All necessary certified equipment (crane, rigging gear, loads of known weight) must be available and verified for certification.
* Required Personal Protective Equipment (PPE) must be provided.
* Necessary permits (PTW), lift plans, and safety resources (tag lines, helpers) must be arranged with the client/site management.
* A safety toolbox talk must be conducted prior to the assessment by the site HSE representative.

4.3 Candidate Arrival and Identity Verification

4.3.1 Candidates must arrive at the scheduled time. Late arrivals forfeit the lost time.
4.3.2 The Invigilator must verify each candidate's identity using a valid, government-issued photo ID (e.g., passport, driver's license, national ID card).
4.3.3 Candidates must store all personal belongings, electronic devices (phones, tablets, smart watches), bags, and unauthorized materials (books, notes) in a designated secure area outside the examination room.

4.4 Late Candidate Policy

4.4.1 A candidate arriving within 30 minutes of the scheduled start may be admitted but will only have the remaining allotted time.
4.4.2 A candidate arriving more than 30 minutes late may, at the discretion of the Certification Manager, be rescheduled or permitted a make-up examination under specific conditions.

4.5 Commencement of Examination

4.5.1 The Invigilator shall distribute examination materials, record the start time, and confirm the exam duration and permitted materials.
4.5.2 All special instructions shall be read aloud and clarified.
4.5.3 The examination must be completed in one sitting. Unscheduled breaks are discouraged. If a candidate must leave briefly, all exam materials remain in the room, the absence is noted, and no extra time is granted.

4.6 Conduct During Examination

4.6.1 **Written/Oral Exam:**
* The Invigilator must actively monitor candidates to prevent misconduct.
* No communication between candidates is permitted.
* Announcement shall be made when 5 minutes of examination time remain.

4.6.2 **Practical Exam:**
* The Chief Examiner ensures all safety protocols are followed.
* Only authorized personnel (candidate, assessors, essential helpers) are allowed in the operational area.
* The assessment is conducted strictly according to the published marking scheme and safety criteria.

4.7 Conclusion of Examination

4.7.1 At the official end time, the Invigilator/Assessor instructs all candidates to stop work.
4.7.2 All examination materials (question papers, answer sheets, practical score sheets) are collected, accounted for, and secured.
4.7.3 Under no circumstances are candidates given copies of the examination paper or answer keys.

4.8 Special Accommodations

4.8.1 Requests for special accommodations (e.g., for disability) must be made in advance via the application form and approved by the Certification Manager prior to the examination day.

4.9 Post-Examination Activities

4.9.1 All collected examination materials are placed in a sealed envelope by the Invigilator/Assessor immediately after the exam.
4.9.2 The sealed envelope is promptly delivered to the Certification Manager or designated secure location for marking and processing.

4.10 Subcontractor Adherence

4.10.1 Any subcontractor or external assessor/invigilator used by ABCON SAFETY CONSULTANCY must adhere fully to this procedure. Their performance will be monitored accordingly.

5.0 REFERENCES

- ISO/IEC 17024:2012, Clause 9.3.3 - 9.3.5 (Management of Assessment Process)
- CB-PR-06: HR Function

6.0 FORMS/EXHIBITS

- **PR-15-F01:** Examination Attendance and Conduct Form

- **PR-18-F01:** Practical Examination Site Safety Checklist

