



## INVIGILATOR GUIDE

A training and reference tool for new invigilators as well as refresher tool for occasional invigilators.

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**Disclaimer:** “Certified” refers to ISO/IEC 17024 certifications’ requirements, and “Certificate holder” refers to ASTM E2659 certificate programs’ requirements.

## Introduction

Thank you for taking on this very important role as an invigilator for PECB Group. The responsibilities of the invigilator are critical to the success, credibility, and integrity of PECB Group. This Invigilator Guide serves as a guide for new invigilators and invigilators that need further information on their roles and responsibilities.

Invigilating an exam session requires preparation and paying attention to details. In order for the exam session to be successful, it is important that invigilators understand that ensuring the confidentiality of the exam and following established procedures are mandatory. Invigilators have access to confidential information, which is the content of the exam; as such, due to the sensitive nature of the exams, standardized procedures must be followed to ensure that exam supervision and security standards are followed so that all candidates have equal opportunities to demonstrate their knowledge and competencies.

Procedures are necessary to prevent some candidates from gaining unfair advantage over others and to assist invigilators in dealing with unusual situations that may arise during the exam session. The primary responsibility of the invigilator is to ensure that all candidates receive equal opportunities during the exam process. By following these procedures, invigilators ensure the validity of the exam results and greatly reduce the possibility of any error to occur before, during, and after the exam session.

# How Can I Become a PECB Invigilator?

## Who can be an invigilator?

Any person can be an invigilator if the following requirements are met.

### Invigilator requirements:

1. Be literate
2. Be at least 18 years old
3. Not have a physical or mental condition, such as visual, hearing, or speech impairments, that could affect the supervision task
4. Be fluent in the language that the exam is conducted in or the language spoken by the exam candidates
5. Never have been convicted of a crime or sanctioned by any professional organization
6. Not have attended any PECB training nor sat for a PECB exam in the last six months before approval. In addition, invigilators cannot attend any PECB training nor sit for a PECB exam within a 6-month period after invigilating an exam.

A self-declaration regrouping all these characteristics is included in the Invigilator Registration Form. As the invigilator's role is to oversee the exam session and ensure it is done in a fair and consistent manner and according to the rules provided in this document, it is not necessary to have a specific professional background or to possess a PECB certificate (or any other certificate) to be an invigilator. Invigilators cannot be related to any of the candidates, nor a friend or a direct colleague (supervisor of a candidate or supervised by a candidate).

## How to register?

The registration can be done by invitation only. The link to complete the registration form will be sent to the selected candidates via email by the PECB Partner or Distributor.

The review of the application is done from Monday through Thursday.

### Type of invigilators:

1. Permanent: a validity of three (3) years
2. Temporary: a validity as needed by the respective PECB Partner

### Agreement rules:

Invigilators are expected to follow the rules, as well as the responsibilities and procedures outlined in this document. Invigilator responsibilities cannot be transferred to another person, unless it is an approved invigilator, and PECB Examination is informed prior to the changes. If more than one invigilator is present during the exam session, both shall be approved and registered before the exam session begins.

# Maintaining the Role as a PECB Invigilator

## Continuous evaluation

The invigilator evaluation is done through the continuous interaction that the invigilator has with PECB. Based on the impact of nonconformity, the following measures will be taken:

### a. Major nonconformities

In case a major nonconformity is detected during or after the exam session, the assigned invigilator will be revoked and/or the exam session may be canceled. Major nonconformities include, but are not limited to, the following:

- Delaying the scanned copies of exams more than three days after the two-day time frame
- Delaying the hard copies of exams, without sufficient justification, more than five days after the ten-day time frame
- Asking an unauthorized person to return the exam materials to PECB (sharing of exam material with unauthorized people)
- Invigilating an exam session in less than the six-month period from taking a PECB Exam
- Taking a PECB Exam in less than the six-month period after invigilating an exam session
- Candidate cheating during the exam session
- Allowing the trainer to be present during the exam session
- Allowing the trainer to invigilate the exam session
- Invigilating and taking the exam during the same session

**NOTE:** You are not allowed to reapply for PECB Invigilator in case of breach of PECB Rules and Policies.

### b. Minor nonconformities

In case a minor nonconformity is detected during or after the exam session, the assigned invigilator will neither be revoked nor will the exam session be canceled. Nonetheless, a written warning will be issued to the invigilator. In case another minor nonconformity is detected within a year with the same invigilator, the invigilator will get revoked. Minor nonconformities include:

- Delaying the scanned copies of exams for three days or less after the two-day time frame
- Delaying the hard copies of exams, without sufficient justification, five days or less after the ten-day time frame
- Returning the scanned exam materials from a different email address to which the exam materials were initially sent by PECB
- Not completing properly the annexes provided with the exam for more than two exam sessions in a row

## Renewal of invigilators

The renewal of permanent invigilators is done every three years and they are evaluated based on the criteria below:

- Invigilators have invigilated at least one exam session during the last three years.
- The scanned exam materials are returned within two business days and hard copies are sent within ten business days of the exam session.
- Invigilators did not take a PECB Training and/or Exam within six months before the renewal date.
- Invigilators did not become a PECB Trainer.

If all the above-mentioned criteria are met, the invigilator will be renewed. In contrast, if one of the above criteria is not met, the invigilator will be revoked.

# Responsibilities

## **The responsibilities of invigilators**

Invigilators are responsible for the supervision of the exam session. This responsibility includes the security of the exam materials in their possession during the exam session and the prompt return of all materials to PECB after the exam session. Invigilators are expressly prohibited from coaching the candidates during the exam and altering or interfering with a candidate's responses in any way. The responsibilities and roles of the invigilators are:

- Familiarizing oneself and complying with the requirements outlined in this document
- Confirming the accurate identity of candidates
- Informing the candidates of the procedures for the exam session
- Distributing, collecting, and ensuring the overall security of all exam materials
- Monitoring the exam session by moving unobtrusively around the room
- Being present at all times during invigilating so that the exam is conducted in a quiet and efficient manner
- Protecting the candidates from disturbances and distractions
- Ensuring that candidates follow the exam procedures
- Enforcing proper procedure in the event of noncompliance
- Completing the Invigilator Report
- Returning all exam materials to PECB within the required deadline
- Reporting any breach of security, no matter how small or insignificant, to PECB

## **The responsibilities of trainers**

If the exam session is held after a training session, the trainer is not allowed to be present during the exam session. In addition, trainers will not have access to the exam materials before or after the exam session. The responsibility of a trainer is to prepare the candidate, not monitor the exam session.

## **The responsibilities of candidates**

The exam procedures must be followed by all candidates and monitored and enforced by invigilators. If there is a violation of a procedure, the candidate must stop the exam and all of the candidate's exam materials will be collected by the invigilator. The time and nature of the incident must be recorded on the Invigilator Report which will be sent to PECB.

## **The responsibilities of partners**

The partner is not allowed to be present during the exam session. In addition, the partner will not have access to the exam materials before or after the exam session. The responsibility of a partner is to provide and organize courses, not monitor the exam session or have access to the exam materials.

# Preparation for an Exam Administration

## 1. Prepare and verify the exam materials

The Examination Department or the Customer Service Department will provide the invigilator with the exam materials needed for the exam session. Invigilators should check the received materials prior to the exam session in order to make sure that all the required materials are in their possession. Invigilators should have the following documents:

- Invigilator Guide (this document)
- Annex A (Candidate identification sheet)
- Annex B (Exam)
- Annex C (Exam comment sheet)
- Annex D (Invigilator report)
- Instructions to return the exam materials

The maximum ratio for one invigilator is 30/1 (30 candidates per one invigilator). If the number of candidates is over 30, at least one assistant invigilator, approved by PECB, will be required. This is also applicable when the exam duration exceeds four hours. The responsibilities of an assistant invigilator are limited to the supervision of the exam. The main invigilator shall report the assistant invigilator in the Invigilator Report.

Additional time can be provided to candidates taking the exam in a language different than their mother tongue, when requested by the candidates, (refer to the Exam sheet/General information and instructions for the candidate).

Invigilators are provided with the exam materials via email by PECB Customer Service. The exam files are encrypted and password-protected. The password will be sent in a separate email, along with the file's expiration date. The rest of the exam materials will be sent unencrypted. Invigilators have to print all the exam materials in black and white and make one extra copy of each of the files as a precaution\*. The pages of form B (exam) should be stapled so the candidates have all pages of the exam attached. For security reasons, the exam has to be printed by the invigilator only. If the file needs to be printed by somebody else or somewhere else, such as in a printing house, the invigilator has to print a copy of the exam file and be always present while copies of this file are being made.

**\*IMPORTANT:** Invigilator must print additional copies of exam files (Form B) in case of an unexpected event. The ratio for extra copies is 1 for 5 candidates. Immediately after printing the exam material, all Forms B shall be placed in a sealed envelope separately from other forms, for security, and can be opened only when distributing them to the candidates on the exam day. The total number of exam copies (including the extra copies) printed by the invigilator must be recorded in the invigilator report before the exam, and returned in hard-copies.

**The exam files must be printed before the expiration date; once the files are expired, they cannot be opened anymore. For any additional assistance, please contact [support@pecb.com](mailto:support@pecb.com).**



## **2. Verify possible conflicts of interest**

All possible conflicts of interest shall be reported to PECB in the Invigilator Report. The general rules are:

- A trainer cannot supervise nor be present during any exam session.
- An invigilator cannot supervise their own exam; an invigilator may take the exam under the guidance of another approved invigilator, after a period of six months following the last invigilation.
- An invigilator cannot supervise the exam of a close family member.
- An invigilator cannot supervise the exam of their direct supervisor or an employee directly under their supervision.

## **3. Ensure the security of the exam materials**

Ensuring the security of the exam materials is critical for the exam process. Invigilators are responsible for the on-site security of the exam materials before, during, and after the exam session. The entire exam materials must not be copied, transmitted, nor reproduced in any manner or form under any circumstances, unless prior written authorization is granted by a PECB representative. The exam materials must not be shared with trainers at any time, even if the exam is done within a training session. In addition, candidates must not have access to the exam materials, even for individual questions, until they enter the exam session.

## **4. Validate the exam site, date, and time**

The organizer of the session will provide invigilators with the date, time, and location of the exam session. Invigilators should verify that they have the exact address. If invigilators have to select the site, they should pay close attention to the room that will be used for the exam. The room should have a comfortable temperature, be in a quiet and bright place, and have a ventilation system. There should also be available access to bathroom facilities. The same information shall be recorded in the Invigilator Report form on the exam day. If invigilators cannot supervise the exam on the specified date and time for major reasons, they should inform PECB at least two days in advance.



# Exam Administration

## 1. Arrival on site

Invigilators should dress appropriately and arrive, at least, 40 minutes prior to the exam session to prepare the room and welcome the candidates, who are expected to show up 30 minutes prior to exam.

If multiple candidates are entering the exam, they should be separated leaving as much space as possible between them. This will encourage candidates to focus on the exam and avoid cheating or talking.

It is important that invigilators possess a watch or clock in the room. In addition, they should also possess a supply of pens in case a candidate may need them.

Invigilators must close the door of the exam room at the designated time for the exam session. If any candidate arrives after the room is closed, they may be admitted at the invigilator's discretion, provided that the exam has not started.

In order to ensure the exam's anonymity, invigilators should assign a sequential number in the Sequential Number fields in form A and form B. These sequential numbers refer to a serial number that is based on the total number of candidates. For example, if there are five candidates in the exam session, the numbers to be used are from one to five.

If a candidate that had exclusively registered for an exam (without participating in the training course) does not show up on the day of the exam, invigilators will have to report this incident in the Invigilator Report. The candidate will have to register for a new exam (for more detailed information check the [Examination Rules and Policies](#))

## 2. Exam instructions

It is important that invigilators read the exam instructions clearly and at a pace that allows all candidates to understand. Invigilators should ask candidates to complete the required identification information items before starting the exam.

Invigilators should read the following script to inform candidates about the examination procedures and instructions. Invigilators may repeat the procedures and instructions as many times as it is needed. The text in italics is information applicable for invigilators or that they need to complete before reading aloud to candidates.

PHASE	SCRIPT TO READ
Greetings	<p>Good morning/afternoon. My name is _____ and I will be the invigilator for today's exam session. On behalf of PECB, I want to welcome you for entering this exam session and wish you success in your efforts.</p> <p>If you have any questions while listening to these instructions, please raise your hand. Before we begin, I will explain the process and general rules for today's exam session.</p>
Authorized materials rules	<p>At this point, please turn off all cell phones and other electronic devices until you leave the exam session area.</p> <p>This exam is <i>(indicate if open/closed book for a multiple-choice exam or open book for an essay type exam.)</i></p> <p><i>(Read the text below that applies to the exam type):</i></p> <p>A. "Closed book" where you are not authorized to use anything except the exam paper and a pen</p> <p>B. "Open book" where you are only authorized to use the following reference materials:</p> <ul style="list-style-type: none"> <li>• A hard copy of the standard</li> <li>• Training course notes from the Participant Handout</li> <li>• Any personal notes made by the candidate during the training course</li> <li>• A hard copy dictionary</li> </ul> <p>You are responsible for your own reference materials. You will not be allowed to share reference materials of any kind during the exam session. If you have a question about any reference materials, please raise your hand. Please place all non-allowed materials, including cell phones here <i>(designate a place: the empty desk beside you, under their chair, on your desk, etc.)</i> now.</p> <p><i>(Pause)</i></p>
General rules	<p>The following rules will be observed at all times during the exam session: smoking, eating, or talking will not be allowed. However, candidates are allowed to consume non-alcoholic drinks during the exam session. Drinks should be contained in such a way as to avoid spilling accidents. In case of a spilling accident, the candidate alone will be held responsible, and their exam will not be replaced nor will they be granted extra time to finish the exam. If the exam proves to be illegible because of the spilling accident, the candidate will automatically receive a failing grade. Candidates will also find specific exam rules in the candidate identification sheet.</p> <p>Candidates are only allowed to write down their answers/notes/comments on the exam material that will be distributed to them, not in any other document, such as their personal notes, even if these are part of the authorized reference material.</p> <p>I cannot answer questions about the content of the exam, but if during the exam you have a question about the exam rules, raise your hand and wait for me to come to you. If during this exam session you need to use the restroom, please raise your hand. Only one person at a time will be permitted to leave the room. While outside the exam room, you are not permitted to talk to anyone. Restrooms are located <i>(give directions to the restrooms)</i>.</p> <p>If you finish early, stay in your seat and raise your hand. I will come to your desk to collect your exam material. After this, you can leave the room quietly.</p> <p>You will have up to <i>(indicate the maximum time allowed)</i> hours to complete this exam.</p>

PHASE	SCRIPT TO READ
Rules about the use of pens	<p>You can complete the candidate identification sheet and the exam sheet only with a pen. The sheets must be filled out completely and correctly to ensure timely and accurate processing of results.</p> <p>If you do not have a pen, please raise your hand.</p> <p><i>(Pause)</i></p>
Distribution of the exam material	<p>I am going to give each of you an exam sheet, a candidate identification sheet, and an exam comment sheet. When you get the material, do not open it nor write on it until I ask you to do so.</p> <p><i>(Open the sealed envelope containing the exam sheets and pass the exam sheet, candidate identification sheet and exam comment sheet).</i></p>
Required identification information	<p>Before we begin the exam, fill out all the required information on the candidate identification sheet, read the exam rules, and fill out the exam's first page. Please do not write in the second table, as it is designated for exam graders only. Verify whether the assigned sequential number on the candidate's identification sheet is the same as the assigned sequential number on the exam's first page. If this is not the case, please raise your hand. When you finish, put your pen down. Do not open the exam material yet.</p> <p>In addition, put an ID card with a picture on the table. During the exam, I will come to verify your identity.</p> <p>If you have any questions, please raise your hand.</p> <p><i>(Monitor candidates to ensure that they are filling in the information correctly)</i></p> <p><i>(When candidates are ready, continue. You will validate the information of each candidate during the exam session and at the end when collecting the copies.)</i></p>
Beginning of the exam	<p>If there are no more questions, you may then begin. It is now: (give the time). The exam will finish at <i>(give the time)</i>.</p> <p>Good luck! You may now begin your exam.</p>

### 3. During the exam session

#### General guidelines

- You are required to be present at all times during the exam session.
- The use of electronic devices, such as laptops, cell phones, etc., is only allowed to invigilators, providing that these devices are on silent mode, and as long as they do not affect the supervision duty. Listening to music on headsets is not allowed.
- No visitors are permitted in the room.
- You should be aware of the time elapsed for the exam. You should write on a board the time left every hour and every 15 minutes in the last hour. If no board is available, you should inform the candidates orally.
- You should move around the room and observe the work station of the participants during the exam session to ensure that candidates maintain appropriate behavior (see guidelines below on inappropriate behavior).
- If an exam is found to be defective (e.g., missing pages) after a participant has started, you should replace it with another one of the same version. You should report this change in the Invigilator Report.
- All unusual situations which may affect candidate scores should be documented in the Invigilator Report.

#### Answering questions

Invigilators may answer questions only about the exam procedures or instructions. Invigilators are not allowed to answer questions related to the content of the exam itself. If a candidate asks a question that you are not allowed to answer, you may respond, for example, "I cannot answer that for you; just do the best you can." Invigilators are not allowed to:

- Translate exam questions into another language
- Rephrase or add information to questions
- Discuss exam questions with anyone before, during, or after the exam session
- Grade exam items or discuss with candidates how they performed in the exam

#### Leaving the exam room

No breaks are allowed during the exam session; however, a candidate may need to leave the exam room briefly to go to the restroom. One person at a time can leave the room and no exam material nor electronic device should be taken from the room.

#### ID verification

During the exam session, the invigilator must proceed to verify the candidate's ID and validate that it corresponds to the identification's sheet information. Candidates must have a valid ID card with a picture (driver's license, government ID, or passport).

#### Inappropriate behavior of the candidate

Candidates are prohibited to exhibit the following behaviors during the exam session:

- Looking at another candidate's material or answer sheet
- Giving or receiving any assistance from the invigilator, candidate, or anyone else
- Using unauthorized reference guides, manuals, tools, etc.
- Copying, transmitting, or reproducing any portion of the exam in any manner or form
- Attempting to take the exam materials outside from the exam site
- Causing disturbance or allowing a cell phone, pager, or alarm to make sounds in the exam room
- Failing to follow the exam procedures and instructions as told by the invigilator
- Presenting or using inaccurate identification documents

If candidates' inappropriate behavior is observed, candidates should be politely dismissed from the exam room. Evidence should be confiscated prior to dismissing anyone, but showing evidence to the other present candidates should be avoided. In case a candidate protests the dismissal, invigilators should inform them that PECB will give them the opportunity to express their point of view on this matter. These incidents should be documented on the Invigilator Report.

## 4. Closing the exam session

At the end of the allowed time for the exam session, inform the participants to stop and put their pens down, close their exam, and wait until you collect the exam material. If a candidate finishes earlier, they are allowed to leave the exam room.

When collecting the copies, it is important that the invigilator verifies that the copy number of the candidate identification sheet is identical to the copy number of the exam. Candidates are allowed to stay in the room only if they have not completed the exam comment sheet and have informed that they want to do so. Invigilators should have in mind that filling out an exam comment sheet is not mandatory.

## After the Examination

After the exam session, the invigilator must complete the Invigilator Examination Report and sign it. Any breach of security should be reported, regardless of how small or insignificant. The number of the completed exams should be recorded in the Invigilator Report. In addition, the used exam sheets should be counted. Invigilators should make sure that the number corresponds with the number of candidates. Note the quantity in the Invigilator Report.

To ensure independence, impartiality, and absence of conflicts of interest, invigilators and trainers do not participate in the review process of exams or in the certification process of candidates.

Invigilators or trainers are not allowed under any circumstance to grade an exam or send exam results to candidates on PECB's behalf. Graded exams or with evidence of revision by invigilators or trainers (comments or notes) will not be accepted and the exam will have to be retaken by candidates.

### Return of completed exam material

For PECB to be able to announce the exam results within the deadline (see Annex A/Exam Rules), it is required to return the exam material as soon as possible:

- Scanned copies of the completed exams must be returned to PECB within 48 hours of the exam date.
- Hard copies of the completed exams must be returned to PECB within 10 business days.

Exam materials must be sent to PECB, using the methods below:

#### a. By email (electronically)

Invigilators are requested to return the electronic copies to PECB Examination Department within two business days following the exam session. They need to carefully scan the exam materials (all the pages appear and can be read), convert them into pdf files, and arrange them as follows:

- All forms A as one PDF file
- All forms B as separate PDF files
- All forms C as one PDF file
- Form D as a separate PDF file

The exam material should be returned to PECB Examination Department in a zipped folder (password protected, if possible). The password has to be sent in a separate email, along with the rest of the exam materials. All these files must be sent to [examination@pecb.com](mailto:examination@pecb.com) and then deleted from all devices used to scan and send the material.

Once the examination manager receives and reviews the exam materials, a confirmation will be sent via email, which will include the PECB address where the original documents must be shipped within 10 business days of the exam date.

### **b. By mail (courier)**

After the examination manager confirms the receipt of the scanned (electronic) copies, the invigilator needs to carefully arrange the exam materials as follows:

- Collect all documents (form A, B, C, D) and put them in an envelope (big one), seal it, sign it (mandatory) and write the delivery address.

The invigilator should fill out the document checklist on the form D (Invigilator Report) to ensure this was done properly. After this, the exam materials should be stored in a locked location until shipment to the address provided by the examination manager (refer to **a. By email**).

To avoid lost or delayed return shipments, it is mandatory to use a delivery service with a package tracking system, certified or recommended (examples of courier services: UPS, FedEx, DHL, etc.). Shipments by regular mail are also allowed, as long as they have a tracking system or signature requirement (certified or recommended mail which in case of undelivered can return to the sender's address). When sending the package, do not forget to pay the total amount (including any customs clearance fees required).

**Important note:** Please do not put a value of more than \$1,00 (or the value of \$1,00 in the local currency) to the package when sending it back to PECB. This way we will avoid paying additional fees and taxes at the customs, which in fact are not necessary, considering that there is no actual value to the documents – those are necessary only for internal processing purposes.

Please pack the exam materials carefully. Exam materials returned in poor condition may be unable to be graded. Once the exam materials have been sent, please track the package regularly and when the delivery company confirms the shipment has reached its destination, please validate with the examination manager ([examination@pecb.com](mailto:examination@pecb.com)). All possible measures and best practices are put in practice in order to minimize the risk of exam materials being lost. In case this happens, a Nonconformity, Corrective & Preventive Action report shall be issued by the invigilator or the examination manager and candidates will have to retake the exam.

All expenses related to the exam session (printing, copying, shipping, etc.) will be covered by the PECB Partner who is also the organizer (or covered by the invigilator if agreed previously with the PECB Partner).

The invigilators are requested to use both methods described above (email and mail) for returning the exam material to PECB, unless another agreement, between PECB and the Partner who organized the exam session, is in place.

**Note:** *Invigilator's suggestions are important and necessary to improve the quality of the exam administration in order to make the process more efficient and effective. All comments are reviewed, and specific questions will be addressed. If you have any suggestions, please write them on your Invigilator Report or contact the invigilator manager ([invigilator@pecb.com](mailto:invigilator@pecb.com)).*

# Annex A



## CANDIDATE IDENTIFICATION SHEET

*Use all capital letters*

Sequential number:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Email address to send exam results:	<input type="text"/> @ <input type="text"/>
Exam title:	<input type="text"/>
Exam date:	<input type="text"/>
Exam location:	<input type="text"/>

☐ This is my first time taking the exam ☐ I am retaking the exam

**IMPORTANT: Read the following content carefully before taking the exam**

**PECB Exam Confidentiality Agreement**

The disclosure of this exam and any accompanying materials (henceforth referred to as "exam materials") is subject to the terms and conditions of the *PECB Exam Confidentiality Agreement*.

The Candidate must agree to these conditions before taking the exam. If they do not agree to the terms of this agreement, they should not take this exam. The following is a legal agreement between the candidate and PECB Group Inc. (henceforth referred to as "PECB") that sets forth the terms and conditions of the use of the exam materials.

The Candidate understands, acknowledges, and agrees that:

- Questions and answers of the exam materials are the exclusive and confidential property of PECB; once the completed exam materials are sent back to PECB, neither them nor a copy of them will be returned;
- Questions and answers of the exam materials must not be disclosed or discussed with anyone;
- The Candidate must not take the exam materials upon leaving the exam room, including, without limitation, any notes or calculations;
- The Candidate must not copy or attempt to make copies (written, photocopied, or otherwise) of any exam materials, including, without limitation, any questions, answers, or screen images. The Candidate will not sell or give away the questions or answers;
- The Candidate will not participate nor promote fraudulent test-taking practices, including using "brain dump" sites as they are not authorized by PECB.
- Where deemed necessary by the Accreditation Authority, you will accept to be witnessed by the Accreditation Authority's representatives to allow them to assess PECB's performance in carrying out examination activities at the partner's premises.
- All hard-copy of exam material (including the Candidate ID Sheet) are destroyed every 9 months by an external company in compliance with the ISO/IEC 17024 requirements. This process is monitored by PECB Examination.

The violation of any of the abovementioned provisions may cause permanent and irreparable damage to PECB in forms that cannot be compensated monetarily. Therefore, PECB may take all appropriate actions to remedy or prevent any unauthorized disclosure or misuse, including, without limitation, obtaining an immediate injunction.

By taking this exam, the Candidate agrees that PECB may enroll them in their system of processing exams by using their first and last name and email address, so the Candidate can activate the "myPECB Dashboard", receive the exam results, and apply for certification online.

\_\_\_\_\_  
Candidate's signature (MANDATORY)

***To be filled out by the Invigilator\****

Has the candidate's ID sheet been verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------------------	------------------------------	-----------------------------

**Disclaimer:** The term “certified” shall only be used for personnel certifications, based on ISO/IEC 17024 requirements. The term “certificate holder” shall only be used for certificate programs, based on ASTM E2659 requirements. Certificate holders are not certified, licensed, accredited, or registered to engage in a specific occupation or profession.

## EXAM RULES

1. All candidates will need to present a valid identity card (national ID card, driver’s license, or passport) to the Invigilator.
2. If requested on the exam day, additional time can be provided to candidates taking the exam in a non-native language.
3. Candidates may use any pen as long as they use blue or black ink. Pencils are not permitted.
4. Electronic devices, such as tablets and phones, are not allowed.
5. Any attempt to copy, collude, or otherwise cheat during the exam will be reported by the Invigilator in an incident report and the candidate will automatically fail.
6. Exam results will be communicated via email within a period of three to eight weeks from the exam date for essay-type exams, two to four weeks for multiple-choice paper-based exams, and instantly for online multiple-choice exams.
7. Candidates who disagree with the exam results may request a re-evaluation by writing to [results@pecb.com](mailto:results@pecb.com)
8. There is no limit to the number of times a candidate can retake an exam. However, there are some limitations in terms of the time span between exam retakes.
9. To arrange exam retakes (date, time, place, costs), candidates must contact the PECB Partner who has initially organized the exam session.

# Annex B

## PECB Certified ISO/IEC 27001 Lead Auditor Exam

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Sequential number	
Date	
Location	

PECB

**This section is intended for the exclusive use of the examiner**

First Examiner	Second Examiner ( revised/ re-evaluated*)	Passing score
		53/75 (70%)
Name of the Examiner:		
Verified by:		
*choose one of the two		

# Annex C

## EXAM COMMENT SHEET

## 1. GENERAL INFORMATION

Exam Site Code (if applicable):

Exam Title:

Name (optional):

Candidate number (optional):

## 2. COMMENTS

Example

# Annex D



**INVIGILATOR EXAMINATION REPORT**

## 1. GENERAL INFORMATION

**Important note:** use CAPITAL letters only!

Name of the Invigilator:

[illegible]

Exam Title:

Address of Exam Location:

[illegible]

City:

[illegible]

State/Province:

[illegible]

Country:

Exam date (yyyy/mm/dd):

[illegible]

Exam start time (hh:mm):

[illegible]

Exam end time (hh:mm):

[illegible]

Number of candidates:

[illegible]

Name of Training Partner:

[illegible]

☐ **Candidates** attended the training

☐ Exam retake

☐ **Additional time used**

**Note:** For every exam session where **Additional time** has been used, please fill out the following information for each candidate: Candidate Sequential Number, Exam Scheme, and exact Exam End Time (this will be used for data analysis purposes). The table to fill in this information can be found on page #4 of the Invigilator Report.

## 2. DOCUMENT CHECKLIST (put an "X" next to each option when they are done)

BEFORE THE EXAM			
#	REQUIREMENT	CHECKBOX	ADDITIONAL COMMENT
1	Number of exam copies printed out (including extra exam copies)	No. <input type="text"/>	
2	Exam material is in a sealed envelope for security	Y <input type="checkbox"/> N <input type="checkbox"/>	
3	Testing room meets requirements (comfortable temperature, bright and quiet place, ventilation system, access to bathroom facilities, etc.)	Y <input type="checkbox"/> N <input type="checkbox"/>	
4	Removed from candidate's desk, electronic devices (cellphone, headphones, tablets, etc.) and other reference material not allowed	Y <input type="checkbox"/> N <input type="checkbox"/>	
AFTER THE EXAM			
Envelope 1			
1	Collect all documents (form A, B, C, D) and put them in an envelope (big one)	Y <input type="checkbox"/> N <input type="checkbox"/>	

### 3. INCIDENT REPORT (IF APPLICABLE)

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### 4. INVIGILATOR ATTESTATION

I certify that due diligence was exercised to maintain the integrity of PECB Exam. While acting as the Invigilator, I specially attest that:

1. All procedures and rules presented in the Invigilator Guide were followed in the exam administration, respecting the invigilator's eligibility criteria.
2. I am not related to any of the examinees, nor am I a friend or a direct co-worker of any of them (supervisor of a participant or supervised by a participant).
3. No candidate or trainer was allowed to see any portion of the exam prior to the examination period.
4. Exams were kept unopened and locked in a secure location prior to examination.
5. All examination materials are to be returned to PECB on the next two business days following the exam session.
6. No reproductions of the exam were made, including copying, transcribing, recording, or removing exam pages.
7. Any circumstance that may have affected candidate's performance on the exam was reported in the incident report above.

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Invigilator's Signature

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Date (yyyy/mm/dd)

**Information about Additional Time used by candidates during the exam session:**

[illegible]