

Examinations

1. Purpose

CBIP's examination (exam) process is designed to ensure the fairness, validity, reliability and general performance of written and practical exams.

2. Scope

All written and practical exams within CBIP's JASANZ-accredited Certification Scheme as published on CBIP's website.

Note: Security of examination materials is covered in policy, *Security of Certification Processes*.

3. Definitions

Pre-requisites

A set of requirements that a candidate must meet and provide in support of an application for certification.

4. Responsibilities

4.1 The **Governance Board** is responsible for:

- i. the allocation of sufficient resources to ensure the integrity of CBIP's exam processes
- ii. selection of technical personnel with the required credentials to perform examiner roles, including question design
- iii. the accuracy of technical information relating to exam requirements published in certification requirements documentation
- iv. exams carried out at external premises, including confidentiality and security of exam questions and papers.

4.2 The **Operations Manager** is responsible for:

- i. scheduling and administering exams
- ii. maintaining the security of exam materials, where relevant
- iii. administering exam processes to maintain impartiality
- iv. entering peer-reviewed exam questions into WeCertify
- v. preparing exam papers from WeCertify
- vi. arranging pre-moderation as required prior to distribution
- vii. approving exam venues and managing venue logistics
- viii. recruiting and managing invigilators
- ix. assigning exam markers
- x. ensuring examiners assigned to practical exams have not trained a candidate during the previous two years
- xi. ensuring assigned examiners do not work in the same facility as the candidate
- xii. arranging post-moderation, where practicable, prior to issuing exam results
- xiii. ensuring examiner performance is monitored, including practical examiners
- xiv. maintaining exam and moderation records
- xv. ensuring moderation findings are addressed where corrective action is required.

4.3 **Examiner(s)** are responsible for:

- i. declaring if they have been involved with training an assigned candidate within the previous two years
- ii. maintaining the security of exam materials throughout the exam process, including the prevention of exam fraud
- iii. declaring any conflicts of interest that may become known during the examinations process
- iv. applying marking criteria consistently and without bias
- v. collating supporting evidence for submission to the Operations Manager
- vi. reporting exam results to the Operations Manager
- vii. participating in moderation activities as required
- viii. addressing feedback arising from moderation activities.

Note: Refer to CBIP's policy, Moderation of Exams.

Written

- ix. where required, preparing exam questions to measure competencies set out in the relevant Certification Requirements documentation
- x. marking exams as allocated

Practical (where relevant)

- xi. preparing the practical tasks and performance criteria set out in the relevant Certification Requirements documentation
- xii. submitting practical assessment materials for pre-moderation prior to use
- xiii. where applicable, verifying suitability and/or calibration status of exam equipment on the Exam Observation Sheet
- xiv. carrying out the practical exam
- xv. ensuring the safety of the examination process for all concerned.

5. Policy

- 5.1 Exam information for candidates is published on CBIP's website. Information will include the scheduled dates, exam locations, exam rules for candidates, and a list of allowable items candidates can take into an exam.
- 5.2 Exam questions and tasks are aligned to the competencies required of a certified inspector in the category of inspection being applied for. These competencies will be published in Board-approved Certification Requirements document(s) accessed via CBIP's Website.
- 5.3 New or modified exam questions are peer reviewed by technical specialist(s) prior to entry into the exam database.
- 5.4 Exams are pre-moderated prior to use.
- 5.5 For written exams, exam candidates are given a unique exam number for identification purposes. Only the candidate's exam number is provided to examiners, markers, and moderators.
- 5.6 For practical exams, the examiner verifies the candidate's identity using photo identification supplied in advance by the Operations Manager.
- 5.7 Written exams are conducted under formal exam conditions and supervised by an invigilator.
- 5.8 Exam rules for candidates are published on CBIP's website. Breaches of CBIP's exam rules may result in the candidate's exam not being marked.
- 5.9 A sample of exam papers will be selected for post-moderation.
- 5.10 Where possible, post-moderation of exams will be carried out prior to releasing results to candidates.
- 5.11 Candidates will receive an official result notification.
- 5.12 Candidates may appeal an exam result if they believe they have grounds to do so. The basis of an appeal must be stated in writing. The Appeals policy and procedure is published on CBIP's website.
- 5.13 Exam and examiner performance will be reported to the Governance Board.

6. Procedure

Not applicable.

7. Record Management

The following records must be maintained for quality assurance purposes:

Record	Filed	Retention
Written exams and marking criteria	WeCertify	10 years
Practical exams and marking criteria	e-folder: OneDrive	10 years
Hard copy examinations	Secure Storage Unit	10 years
Exam Equipment Register	e-folder: OneDrive	Ongoing
Exam observation sheet	e-folder: OneDrive	10 years
Exam attendance lists	e-folder: OneDrive	3 years
Practical Examiner Assessment Report	e-folder: OneDrive	3 years
Results Analysis Reports (post-examination)	WeCertify	3 years
Result Notification	WeCertify	10 years

8. Quality Standard

ISO/IEC 17024, 2nd edition, clauses:

- 5.2.3 e) re examiner and trainer
- 6.2.2 Requirements for examiners
- 7.1, 7.4.2, 7.4.3 records, security of exam materials, fraud prevention
- 9.3 Examination process

ISO 9712:2021 (E) clause 8 Examinations

9. Revision History

This document replaces Examinations policy, revision 13, issued 9 February 2026.

Moderation activities have been deleted and transferred to a separate policy, Moderation of Exams:

- Section 3. Definitions of pre- and post-moderation deleted. Added to separate policy, Moderation of exams
- Section 4.3. Sub-clauses iv, vii, viii and Note added.
- Section 4. Moderator responsibilities transferred to policy, Moderation of Exams.
- Section 7. Moderation records transferred to policy, Moderation of Exams.