

# **Enquiry about Proficiency Module Results**

**Written and Practical Examinations**

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## 1. Introduction

BOHS has rigorous procedures in place to ensure that all written and practical examination results are fair, accurate and consistent. However, we recognise that there may be occasions when a candidate wishes to ask us to review a result

The purpose of this document is to:

- explain to you how we check your original results before they are issued; (Section 3)
- explain how the feedback on your result letter can be used before requesting a review (Section 4)
- set out the procedure you must follow if you wish to request a review of a result;
- set out the steps we follow if we review a result.

BOHS will make every effort to deal with your request fairly and quickly. There may be exceptional circumstances when it is not possible to complete all the steps within the specified timescale. In cases such as these you will be notified and informed of the date when the process will be completed.

## 2. Scope of the document

This document covers:

Written Examinations	Practical Examinations
Written examinations for Proficiency modules	P401 analysis of bulk samples IP403/P403 fibre counting P408 – Asbestos in soils

Please note that this document does not cover formative practical assessments. Enquiries about results of formative practical assessments should be directed to your training provider.

## 3. The procedure for checking results before they are issued to candidates

### Written Examinations

It is extremely important to us that all candidates receive fair and accurate examination results, and you should be aware of the checks we undertake to make sure this happens.

For written examinations, **ALL** borderline fail results are automatically verified by an experienced second marker before issue to ensure the original mark is fair and correct. The verifier is authorized to amend up or down, if necessary, the original marks for each question, and confirm the final result.

All results undergo an administrative check before they are issued.

We undertake statistical analysis of results and the outcomes of enquiries. The analysis confirms that it is highly unlikely that you will have received an inaccurate result and you should bear this in mind before requesting a result review, for which a £75 deposit is required.

### **Practical Examinations**

There is no 'verification' process due to the scientific/mathematical nature of the assessment – your answers are entered in to a database which is set up to provide the final result and feedback based on specific pre-entered marking criteria in the database. A feedback document is sent along with your written exam result letter.

## **4. Feedback about your examination performance**

### **Written exams**

You will automatically receive feedback on your written examination performance on your results letter for all Proficiency modules. The feedback shows a breakdown of your marks against sections of the relevant syllabus or course specification. All syllabi are shown within the individual Qualification Specifications published on the BOHS website <http://www.bohs.org/qualifications-training/bohs-qualifications/>

We will not provide a copy of your examination paper or information about individual questions.

The feedback is provided so that you can identify against which syllabus areas you scored low marks, and on which to focus your revision should you require a resit.

If you need any further guidance on revision needs prior to a resit, please discuss this with the BOHS training provider where you undertook the course.

### **Practical 'microscope based' exams**

A hard copy feedback document regarding these exams is provided alongside the written exam result letter.

## **5. Requesting a review of written and practical examination results once they have been issued to candidates**

You must make your request for a review within 14 days of receiving your result letter feedback. We may refuse to process enquiries after this time.

If you choose to request a review of results, you must complete the form at <https://login.bohs.org/BOHS/Qualifications/Request-For-Information-Quals/Request-For-Information-Application-Form.aspx> and pay a deposit of £75.

We will start to process the review on completion of the form and receipt of payment which we aim to complete in 4 weeks.

## 6. Processing your enquiry and sending you the results

We will process your enquiry quickly, thoroughly and with integrity. We will follow the steps shown below.

We will

- Check that our procedures for marking and administering examination results have been followed.
- Re-mark your examination paper using a senior marker / subject expert who had no involvement in deciding your original result.
- Inform you of the result of your enquiry – as follows
  - If the result changes from a fail to a pass we will issue you with a revised breakdown of your marks and pass certificate. We will refund your deposit.
  - If the result remains a fail, we will provide further feedback regarding the reasons for the fail, including our technical expert's comments on areas of weakness or suggestions regarding the approach to a resit. The deposit will be retained as payment for this exercise.

## 7. Appeals

If your result remains a fail, and you are still unhappy about the outcome you are able to appeal your decision by writing into [Qualifications@bohs.org](mailto:Qualifications@bohs.org) explaining your reason for the appeal. If sufficient grounds are justified your case will be reviewed by a committee lead by the Chief Examiner. Their decision is final.

## 8. Fees

A £75 deposit to cover administrative and processing costs will be charged. This will be refunded in full if your enquiry is successful. The deposit will be retained if the review is unsuccessful.

## 9. Contact details

**Qualifications Administration Manager  
BOHS -The Chartered Society for Worker Health Protection  
5/6 Melbourne Business Court,  
Millennium Way,  
Pride Park,  
Derby,  
DE24 8LZ**

**email: [qualifications@bohs.org](mailto:qualifications@bohs.org)**