|  |
| --- |
| Requirements of Mobius Institute Board of Certification Invigilators for Approved Examination Centres |



|  |
| --- |
| Document: AEC016, v8Issued: 24 March 2022 |

Contents

[1. Introduction 3](#_Toc307837176)

[2. Purpose 3](#_Toc307837177)

[3. Terms & definitions 3](#_Toc307837178)

[4. Requirements 3](#_Toc307837179)

[5. Conduct of examinations 4](#_Toc307837180)

[6. Confidentiality 4](#_Toc307837181)

[7. Code of Ethics 4](#_Toc307837182)

[8. Approval Process for Invigilators 4](#_Toc307837183)

[Annex A: MIBoC AEC Invigilator Code of Ethics Agreement 6](#_Toc307837184)

[Annex B: Application for AEC Invigilator Approval 7](#_Toc307837185)

[Annex C: MIBoC Examination Invigilation Procedure 9](#_Toc307837186)

[Before the examination begins 9](#_Toc307837187)

[At the examination completion 9](#_Toc307837188)

[After the examination 10](#_Toc307837189)

## Introduction

In the interests of improving and maintaining the general standard of the certification of Condition Monitoring and Asset Reliability Improvement personnel, Mobius Institute Board of Certification (MIBoC) has produced these minimum requirements for the approval of invigilators for its certification examinations.

These requirements conform to those specified for authorised invigilators in the following Mobius Institute Board of Certification documents:

* ED002 – General Scheme Requirements
* ED003 – VA Requirements, ED133 - IRT Requirements, ED134 - US Requirements, ED183 – FLA Requirements, as well as relevant parts of ISO 18436-3
* ED161 Parts 1, 2 and 3 – Reliability Certification Scheme Requirements

It is the intention that the gaining of approval by an invigilator should be seen as a testimony to his/her professional integrity, declaration of conformity to this document and the scheme requirements.

All information and documentation accrued by MIBoC or its appointed agent whilst conducting the approval process shall be treated as commercial in confidence and not disclosed to any other parties and appropriately secured for storage.

## Purpose

The purpose of this document is to outline the requirements of an invigilator who works under the direction of the Mobius Institute Board of Certification and the Approved Examination Centre (AEC). This document also outlines the approval process for such invigilators.

## Terms & definitions

For the purposes of this document, the following terms & definitions apply:

**AEC**

Approved Examination Centre – centre approved, authorised and monitored by Mobius Institute Board of Certification to administer MIBoC certification examinations

**Invigilator**

Person who administers a written certification examination but does not evaluate competency of the candidate

**TMS**

Mobius Training Management System – online system used by MIBoC for the administration and record keeping of certification examinations and candidates

## Requirements

In order to safeguard the integrity and impartiality of the certification process, the invigilator shall satisfy the following requirements for each examination he/she invigilates. He/she shall not be a close friend of, related to any candidate;

not have a vested financial interest in the performance of any candidate at the examination.

Where at all possible, the invigilator should not have had any involvement in the instruction of any candidate in the previous two years. However, under special circumstances, and at the discretion of MIBoC, special dispensation may be given to this rule. Such circumstances may include:

* the examination is conducted immediately following a training course, in a hotel or at a customer’s site and the ATC instructor is the only person available;
* the scheduled invigilator is unavailable due to illness or some other unavoidable reason.

The invigilator shall ensure that he/she has no other conflict of interest in conducting any MIBoC certification examination. The invigilator shall declare to MIBoC any information that may reveal a conflict of interest regarding the impartiality of the candidate’s examination.

## Conduct of examinations

The invigilation of certification examinations follows the requirements of ISO 18436-1.

All examinations shall be invigilated according to the requirements and procedure outlined in [Annex C](#Annex_C) of this document.

Invigilators shall not have access to the exam questions and exam material shall not be shared with any person unless authorised by MIBoC.

## Confidentiality

The invigilator shall safeguard the confidentiality of the information obtained in the course of conducting MIBoC examinations.

Except as required by the MIBoC or by law, information gained about a particular person as part of the conduct and/or results of the examination shall not be disclosed to an unauthorised third party without the written consent of that person. Where the law requires information to be disclosed to a third party, that person shall be informed of the information provided as permitted by the law.

The invigilator shall complete a *Confidentiality Agreement & Intellectual Property Agreement (IDR049).*

## Code of Ethics

The examination centre shall recognize the precepts of personal integrity and professional competence according to international principles. Accordingly the examination centre shall complete a *MIBoC AEC Invigilator Code of Ethics Agreement* (refer [Annex A](#Annex_A_Ethics)).

## Approval Process for Invigilators

Approval of invigilators is at the discretion of MIBoC.

An invigilator seeking to become a MIBoC Approved AEC Invigilator should apply to the Certification Manager of MIBoC, using the *Application for AEC Invigilator Approval* form (refer [Annex B](#Annex_B)). The application should include all relevant documents, as listed in the form. Clarification or additional documentation may be sought by MIBoC as deemed necessary.

Following review of the application, approval may be granted or denied by MIBoC. The applicant will be informed in writing of the decision.

Approval, if granted, is valid for a period of three (3) years.

At the conclusion of the approval period an extension may be granted. Alternatively, the invigilator may re-apply for approval using *Application for AEC Invigilator Approval* form ([Annex B](#Annex_B)).

# Annex A: MIBoC AEC Invigilator Code of Ethics Agreement



Individuals who invigilate certification examinations under the Mobius Institute Board of Certification scheme shall recognize the precepts of personal integrity and professional competence according to international principles.

Accordingly, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (full name of invigilator)

declare that I shall:

1. perform my professional duties without bias and commercialism whether it be for products or services;
2. undertake only those examination invigilation duties for which I am qualified and have been duly authorized by MIBoC;
3. conduct myself in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, exam candidates and associates;
4. protect to the fullest extent possible, consistent with the well-being of the public, any information given to me in confidence by an employer, exam candidate, colleague or member of the public;
5. refrain from making any unjustified statement or from performing unethical acts which would discredit the Mobius Institute Board of Certification scheme; and
6. avoid conflicts of interest with any employer or exam candidate, and if such conflict should arise in the performance of work, inform MIBoC and other affected parties promptly of the circumstances.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of invigilator) (Date)

# Annex B: Application for AEC Invigilator Approval



**Name of invigilator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of examination centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of examination centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all **countries** in which you propose to conduct MIBoC examinations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Languages spoken & written** (for purposes of invigilating MIBoC exams):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist** of required documents to accompany this application:

* Mobius Confidentiality Agreement & Intellectual Property Agreement (IDR049)
* MIBoC AEC Invigilator Code of Ethics Agreement

**Invigilator’s declaration**

I declare that:

1. I have read and understand, and will abide by, the criteria, requirements and specifications for the duties of an invigilator, as specified in this document;
2. I will notify the MIBoC Certification Manager of any actual or potential threats to impartiality or confidentiality, or security risks to examination material, insecure or unsatisfactory examination facilities, or case of suspected cheating in an examination, and take the appropriate action as specified in this document;
3. the information provided in this document is true and current at the date of this application.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex C: MIBoC Examination Invigilation Procedure



The procedure for invigilating certification examinations follows the requirements of ISO 18436-1.

It is essential that these procedures are strictly followed.

### Before the examination begins

The invigilator shall:

1. for paper-based exams, ensure that all exam packages are sealed in their original envelopes and have not been tampered with;
2. ensure the seating arrangements in the room are such that candidates cannot copy another person’s answers (normally 1 metre apart in all directions);
3. ensure that the room temperature and lighting are adequate;
4. for each exam candidate:
	1. verify the candidate’s identity by witnessing his/her photo id;
	2. for paper-based exams, ensure the candidate has only a black or blue pen and a basic scientific calculator (mobile phones, electronic communications devices or devices capable of storing and/or retrieving images or data are **not** allowed);
	3. for paper-based exams, hand him/her the sealed exam envelope, but remind him/her to not open the envelope until instructed to do so;
	4. write the Exam Number (found as “Certification Number” on the outside of the exam envelope) on the Candidate Sign-off sheet (printed from the TMS);
	5. remind the candidate that by signing he/she verifies his/her identity and acknowledges that the information provided in the TMS (regarding knowledge, experience, and education) is correct;
	6. ask the candidate to sign the Candidate Sign-off sheet;
5. using PowerPoint Presentation *AEC111 – AEC Exam Procedure* explain the exam procedure to the candidates;
6. ensure the candidates complete and sign the Code of Ethics Agreement;
7. instruct the candidates to begin the exam;
8. ensure that no assistance is given to the candidate beyond simple clarification of wording/grammar.

### At the examination completion

For paper-based exams, the invigilator shall ensure that each candidate, as he/she completes the exam, he/she must:

1. place ***all*** of the items into the envelope (the empty envelope that was inside the original envelope handed to them):
	1. the exam booklet
	2. the answer sheet
	3. the set of reference formulae (if applicable)
	4. the scratch sheet
2. seal the envelope;
3. sign over the seal;
4. quietly hand the envelope to the invigilator.

The invigilator shall feel the thickness and weight of the envelope and make sure it contains the exam booklet. If so, the candidate may then leave the examination area.

Any candidate who, during the course of the examination, does not abide by the above examination rules or who perpetrates, or is an accessory to, fraudulent conduct shall be excluded from further participation in that examination session. The invigilator shall report such incidents to the MIBoC Certification Manager after the completion of the examination.

### After the examination

For paper-based exams, the invigilator shall return all exam packages (used and unused) to the examination centre for return to MIBoC via a trackable shipping method such as FedEx, DHL, TNT or UPS.