



APPLICATION TO BECOME A MOBIUS INSTITUTE BOARD OF CERTIFICATION INVIGILATORS FOR AN APPROVED EXAMINATION CENTRE

AEC016 Version 9

Accreditation Manager
miboc-accreditation@mobiustitute.com

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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 as a Mobius Institute Board of Certification (MIBoC) Authorised Examination Centres. These requirements can be found on our website under the certification menu, MIBOC POLICY DOCUMENTS AND FORMS

- 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 gaining of approval to be authorised MIBoC invigilator should be seen as a testimony to your 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 (MIBoC) 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 authorised and monitored by the Mobius Institute Board of Certification (MIBoC), being the Certification body, to administer and conduct MIBoC certification examinations.

Invigilator

MIBoC approved person who oversees and monitors the examination session, as part of the MIBoC certification scheme but does not evaluate competency of the candidate.

TMS

Training Management System – online system used by Mobius Institute Board of Certification for the administration and record keeping of all candidates and certification examination results.

Requirements

To safeguard the integrity and impartiality of the certification process, the invigilator must satisfy the following requirements for each exam session they invigilate. The invigilator **must** not be a close friend or, related to any candidate and 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 only at the discretion of MIBoC, special consideration 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.

Conduct of examinations

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

All examinations **must** be invigilated according to the requirements and procedure outlined MIBoC.

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

All exam sessions **must** be video recorded as per the instructions in AEC112 and the video made available to MIBoC after the conclusion of the exam.

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)*.

Conflicts of Interest

The invigilator must ensure that there is no other conflict of interest in conducting any MIBoC certification examination. The invigilator must declare to MIBoC any information that may reveal a conflict of interest regarding the impartiality of the candidate's examination.

Code of Ethics

The examination centre must recognize the rules of personal integrity and professional competence according to international principles. Accordingly, all authorised exam invigilators must complete *MIBoC AEC Invigilator Code of Ethics Agreement*.

Approval Process for Invigilators

Approval of invigilators is at the discretion of MIBoC. Approval shall not be unreasonably denied.

An invigilator seeking to become a MIBoC Approved AEC Invigilator should apply to MIBoC, using this document. This 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 can be granted. Alternatively, the invigilator may re-apply for approval using this document-*Application for AEC Invigilator Approval*.

MIBoC AEC Invigilator Code of Ethics Agreement

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

Accordingly, I _____
(full name of invigilator)

declare that I shall:

- a) perform my professional duties without bias and commercialism whether it be for products or services.
- b) undertake only those examination invigilation duties for which I am authorized by MIBoC.
- c) conduct myself in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, exam candidates and associates.
- d) 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.
- e) refrain from making any unjustified statement or from performing unethical acts which would discredit the Mobius Institute Board of Certification scheme.
- f) 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)

Application for AEC Invigilator Approval

Name of Invigilator: _____

Name of examination centre: _____

Address of examination centre: _____

Email: _____

Website: _____

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

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: _____