

### Internal Testing Guidelines

- The below guidelines are to help employers run their own in house interim testing to give a level of local assurance to help the employer to determine if an employee is safe to work on their site.
- These LITE options are designed to give a level of **local assurance** in instances where the formal HS&E tests are unavailable.
- They are being introduced to **help** employers check that employees have the right skills, knowledge and experience to be safe on site. As always, the ultimate responsibility for this sits with the employer.
- The questions we have used in these LITE options are CITB's revision questions, and not the live question bank. This does mean that a degree of rote learning can take place which we have been phasing out in the live test.
- These LITE options allow for Semi invigilated conditions. They do not include formal ID checks or the strong levels of invigilation that are present in the live test.
- We are currently discussing options for using the CITB LITE test as a means to issuing a temporary CSCS card, for the latest information from CSCS regarding this [click here](#).
- The candidate must take their test in a Test Centre when restrictions are lifted, and apply for a full CSCS card once they pass the test.

### Guidelines

1. The Employer should ensure that there is no one else present in the testing area except for the candidate(s) and the Employer/ Member of Management conducting the invigilation
2. When candidate arrives to the testing area, and to take the test; make sure that they do not have any notes with them or notes written on their hands/ wrists
3. Candidate is advised to use hand sanitiser/ and or wash their hands upon entering the testing area
4. Ask the candidate to switch off their phone or put it on airplane mode if they are using their own phone to take the test on
5. As an employer it's likely you will have relevant ways to ensure you appropriately verify the ID of the person taking the test. Some options to consider are included below (CITB ID Policy)
6. We recommend that the Candidate takes their test in full view of the test invigilator
7. We recommend you give the Candidate 45 minutes to take the test.
8. Once candidate has completed their test, we recommend that they show the phone/ tablet/laptop/PC to you as the invigilator. The score that they received should be in full view.

9. To pass the test the candidate must get **45/50 or above for the Operatives & Spec Test, and 46/50 or above for the Managers and Professionals Test.**
10. Invigilator is advised to take a screenshot or print out of the score and keep it on the employees record for audit purposes and future reference
11. Once testing is complete please clean down testing area and testing devices with disinfectant products
12. We are currently discussing options for using the CITB LITE test as a means to issuing a temporary CSCS card, for the latest information from CSCS regarding this [click here](#).
13. This test is only a **short term measure** until such time as CITB HS&E Test Centres are back up and running, and it is safe to allow candidates to take their test in a Test Centre
14. The candidate can retake their test at a Test Centre once restrictions are lifted, and apply for CSCS card once they have passed their test at a Test Centre
15. If you have any problems or require any support with this, please email: **HSEtestdev@citb.co.uk**, or **TestingServicesFeedback@citb.co.uk**.

## Appendix 2 – Acceptable forms of ID

### ID Policy

A CITB candidate must provide one form of Primary ID containing a photograph and signature.

If they do not have the required form of Primary ID they may present two forms of Secondary ID. This must be one ID from List A and one ID from List B (two from List A or two from List B is not acceptable). One type of secondary ID should have a photo and one should have a signature.

You may NOT seat a candidate for a test if he or she does not have the appropriate forms of identification.

Please see an acceptable list of ID below:

<b>PRIMARY ID</b> <i>Present one of the following:</i>	
Passport	A valid passport of any nationality with a photograph of the candidate and their signature – must be no more than 6 months out of date.
Photo Card Driving Licence	A valid UK only driving licence with a photograph of the candidate and their signature – must be no more than 6 months out of date.
<b>SECONDARY ID – one from List A and one from List B required</b> <i>Both should be current and valid forms of ID.</i>	
<b>List A</b>	
Non UK Driving Licence	Showing a photograph and printed full name – must be no more than 6 months out of date.
Work ID Card	Showing a photograph and printed full name – must be no more than 6 months out of date.
EU Country ID Card	Showing a photograph and printed full name – must be no more than 6 months out of date.
CITB Scheme Card	Showing a photograph and printed initial and surname – must be no more than six months out of date. Acceptable CITB scheme cards include CSCS, CPCS, CISRS and CCDO.
Student ID Card	Showing a photograph and candidate initial and surname, as well as the year of study (e.g. 2012/2013) and name of the institution of study – must be no more than 6 months out of date.
Citizen Card	Showing a photograph and printed full name – must be no more than 6 months out of date.
Trade Union Card	A current card with a photograph of the candidate and their signature – must be no

	more than 6 months out of date.
British Armed Forces Card	Showing a photograph and for employee of Armed Forces only (not dependant or spouse) – must be no more than 6 months out of date.
Proof of Age Card	Cards issued nationally in the UK by the Portman Group. Showing a photograph of the candidate and their signature.
Young Scots Card	Showing a photograph, printed full name and DOB – must be no more than 6 months out of date.

List B	
<i>Present one of the following:</i>	
Credit Card	Showing the candidate's name (initial and surname is acceptable) and signature and bank logo.
Debit Card	Showing the candidate's name (initial and surname is acceptable) and signature and bank logo.
Paper Driving Licence	Showing the candidate's full name and signature.
UK Travel Document	Showing a photograph, full name and signature – must be no more than 6 months out of date.
Inland Revenue Card	Showing a photograph, printed initial and surname and signature of the candidate – must be no more than 6 months out of date.
National Insurance Card	Showing the candidate's full name. An official HMRC letter or addressed payslip with NI number can be accepted if the card has been lost /not issued.
B79 Notification of Discharge Letter	Showing the candidate's full name and signature.
Bank Statement	Within the last 3 months and including printed initial and surname and home address. <b>This must match the address given at the time of booking.</b>
Building Society Passbook	Showing the candidate's full name / initial and surname and address. <b>This must match the address given at the time of booking.</b>
Cheque Guarantee Card	Showing the candidate's full name / initial and surname and signature.
OTHER ID	
Waiver Form	With a countersigned photograph of the candidate and their signature – follow the guidelines on the waiver form about two <b>additional ID</b> requirements and instructions.
Under 16 Confirmation of Identification Form	With a countersigned photograph of the candidate from the school or college that they attend. Only to be used alongside the parental consent from, if the candidate is

	under the age of 16 and does not have required photographic identification.
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A waiver form should only be used if no other form of primary or secondary ID can be provided.

### **Acceptable forms of ID**

All candidate identification must be valid (not expired) and must be an original document (not a photocopy or a fax).

### **Name-matching guidelines**

The test administrator must check that the candidate's name on the ID(s) match the candidate's name on the ITC schedule. Use the Standard Name Matching Guidelines located on the Downloads page in VSS.

Often names do not match because a candidate has recently been married or divorced. Typically for the candidate to be admitted, the candidate must present a marriage licence or divorce decree to supplement the identification.

If a candidate claims to have changed his or her name recently but the change is not reflected in Admissions Manager, look up the candidate's record in Registration Manager to see if the name has been changed there. If the name matches in Registration Manager, continue admitting the candidate.

### **Capturing and verifying signature**

It is a test requirement that the candidate's digital signature is obtained. If a signature cannot be taken for the candidate, they will not be allowed to test.

If you have questions about a candidate's signature and are not sure what to do, refer to the exam sponsor chapter for guidelines. If any issue or problem related to the candidate's signature arises, you need to file an Incident Report.