

A study book for the NEBOSH NATIONAL GENERAL CERTIFICATE



Essential health & safety guide
11th Edn Supplement

Assessment

In June 2020, as a result of COVID, NEBOSH announced an amendment to their assessment methodology for the NEBOSH National General Certificate, by offering an open book examination (OBE) for unit NG1.

This replaced invigilated 2-hour paper-based examinations to enable learners to sit their NEBOSH assessment in their own home or another safe and suitable location. Learners wishing to sit this examination must register via their Learning Partner.

NG1 – Open book examination (OBE)

The NG1 open book examination (OBE) assesses knowledge of elements 1 to 4 only, and learners will be given 24 hours to research and complete the examination and they do not have to complete the examination all in one go. OBE's provide learners with the opportunity to be assessed on their knowledge and how they apply it, while still maintaining work and family commitments.

As part of the open book examination, learners are able to use their notes, textbooks and the internet to research during the exam. Learners are expected to properly plan, draft, amend and submit the online paper within this 24-hour period. This does not necessarily make the online exam any easier. For example, NEBOSH suggest that the online NG1 exam should take around 4-5+ hours to complete.

The open book assessment will begin by giving a scenario. This will typically describe a realistic organisation or workplace, with an outline of normal operational activities and worker behaviour. The scenario may go on to outline a developing situation, such as an incident or safety intervention. Learners may be asked to imagine that they hold a specific role, such as a safety manager, in the workplace described.

Learners will be asked to carry out a series of tasks relating to this scenario, which may be split into several sub-tasks. NEBOSH will specify the maximum marks available for each task to help manage the time. These tasks will partially or entirely draw on the sign posts and evidence within the scenario. Answers therefore need to be relevant to the scenario and, in some cases, specific evidence will be required to support answers.

Dependent on the specific scenario, an example question might be:

How could you improve consultation with the workforce in this organisation?

Note: Support your answer using examples from the scenario.

Or

Assess the effectiveness of consultation within this organisation.

Note: Support your answer using examples from the scenario.

The examination will also specify a word count of 3,000 words and the overall word count should be no more than +10%. This recommended word count is there to aid learners in focusing on the subject and context requirements of the OBE and to avoid digression into areas that are not mark worthy.

Learners should not just copy and paste answer information from another source. All answers must be in their own words, but should material be used straight from textbooks or the web, then it must be referenced on their submission.

It is recommended that learners organise the following prior to the commencement of their exam:

- A desk or table that gives space to refer to reading materials and prepare answers.
- A comfortable chair.
- Good lighting.
- Comfortable temperature.
- A clock to monitor the time and meet the submission deadline (the deadline will be UK local time so if you are completing the examination outside of the UK you will need to make sure you consider any time zone differences).
- A supply of refreshments and snacks to maintain energy levels.

Upon completion of a NEBOSH open book exam, learners are expected to complete a closing interview to confirm that the paper that has been submitted is their own work. Closing interviews are a mandatory requirement for the assessment, and failure to show up to your closing interview could mean the submission not being accepted or marked.

The interview will take place via a video link and will be conducted by an interviewer nominated by the learning partner. The interviewer is usually a NEBOSH-qualified tutor who will review the learner submission prior to the scheduled interview. They will then ask questions based on the answers submitted, such as “Why did you come to these conclusions?”, or “What element of your answer do you think is the most important?”

NEBOSH have advised that as part of preparations for the new open book exam that the learner completes wider reading so they don't have to do this during the examination. Learners should instead be able to focus on the scenario and the questions being asked, and be capable of retrieving relevant information fast. Therefore it is recommended to download any relevant sources of reference associated with the syllabus prior to the exam, please refer to the NEBOSH website www.nebosh.org.uk/references/

A range of resources have been made available by NEBOSH to assist in the preparation for the examination, including sample exam paper, learner feedback, video tutorials and OBE learner guides, please refer to www.nebosh.org.uk/open-book-examinations/resources/

The NEBOSH National General Certificate has two-unit assessments:

- NG1 - Management of health and safety – open book exam OBE.
- NG2 - Practical risk assessment – own workplace.

A 'Pass' must be achieved in both units to achieve the National General Certificate in Occupational Health and Safety.

Unit NG1: 45 marks

Unit NG2: Pass or Refer

The qualification grade is based on the result from the Unit NG1 examination. Learners need to achieve a pass in both units (Units NG1 and NG2) before a parchment can be issued.

The qualification grading boundaries are as follows:

Pass:	45 – 64 marks
Credit:	65 – 74 marks
Distinction:	75 marks or higher