

Examination Regulations 2023

These Regulations take effect from date of adoption and supersede all previous Examination Regulations.

These regulations are subject to change. To ensure that you are viewing the current version please see the CIEH website: <http://www.cieh.org>

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Definitions

1997/2003/2007/ 2010/2011 curriculum	Documents detailing the learning outcomes for accredited environmental health programmes and the assessment regimes referred to by this date.
APC-Food	Advanced Professional Certificate in Food Hygiene and Standards Control.
APC-Housing	Advanced Professional Certificate in the Private Rented Sector.
APC-Housing Professional Discussion	An interview for those pursuing the APC Housing qualification.
Associate Director of Membership and Professional Development	The member of staff who manages the department which administers the assessments and relevant processes in these regulations.
CDP	Competency Development Portfolio.
CDP Professional Discussion	An interview based on the CDP and a presentation for those pursuing APC – Food and the HCFC.
CIEH	Chartered Institute of Environmental Health.
Chief Executive	Chief Executive of CIEH or a person acting with authority delegated by them.
Degree	A CIEH accredited BSc (Hons) or higher award in Environmental Health.
EHP	Environmental Health Practitioner.
EHP Portfolio	The learning portfolio for candidates seeking Registration as an EHP with CIEH.
EHP Professional Discussion	A scenario-based discussion assessment.
ELP	Experiential Learning Portfolio.
Environmental Health Technical Qualifications	Higher Certificate in Food Premises Inspection, Higher Certificate in Food Control, APC Food.
Extended Professional Interview	The scenario-based standard interview followed by a <i>viva voce</i> on a PPP public health report.
Hybrid	A portfolio of intervention fields presented in both PPP and ELP formats.
IPA	Integrated professional assessment delivered by a university as part of the accredited degree.
Membership team	The team headed by the Associate Director of Membership and Professional Development.
Oral Assessment	A generic term for all interview/discussion-based assessments included in these regulations.
Practical Training Logbook	The logbook completed by candidates pursuing Environmental Health Technical Qualifications.

PPP	The portfolio of professional practice.
Standard Professional Interview	A scenario-based interview for those seeking Registration as an EHP with CIEH who have completed the PPP or ELP.
Technical Qualification Professional Interview	A scenario-based interview completed by candidates pursuing Environmental Health Technical Qualifications.
CEHP Professional Discussion	A scenario-based interview accompanied by a viva voce based on a workplace project for candidates applying for Chartered status via the CEHP programme.
Professional Discussion	A collective term for the CDP and EHP pathway oral assessments.
Workplace Portfolio	A collective term for the CDP, EHP Portfolio, ELP, Hybrid, Practical Training Logbook and PPP.
Workplace Project	Project report as an outcome of the Application Block on the online CEHP programme.

Environmental Health Practitioner pathway

1. To qualify as a Registered Environmental Health Practitioner, a candidate must have:
 - 1.1 been awarded an environmental health BSc, EHP BSc Apprenticeship or MSc accredited by CIEH
 - 1.2 passed a practical food inspection examination
 - 1.3 passed the assessment of the EHP Portfolio, PPP or ELP
 - 1.4 passed the EHP Professional Discussion, Standard Professional Interview or Extended Professional Interview as appropriate

Chartered Environmental Health Practitioner pathway

2. To qualify as a Chartered Environmental Health Practitioner, a candidate must have:
 - 2.1 been awarded an environmental health BSc, EHP BSc Apprenticeship or MSc accredited by CIEH
 - 2.2 completed the competency trackers
 - 2.3 completed the workplace project
 - 2.4 completed the Professionalism Block
 - 2.5 passed the CEHP Professional Discussion

or;

 - 2.6 be a Registered EHP with EHRB or CIEH
 - 2.7 completed the workplace project
 - 2.8 completed the Professionalism Block
 - 2.9 passed the CEHP Professional Discussion

Environmental Health Technical Qualifications (Food)

3. To obtain the Advanced Professional Certificate in Food Hygiene and Standards Control, Higher Certificate in Food Premises Inspection, Higher Certificate in Food Control, a candidate must:
 - 3.1 have passed an appropriate course of study accredited by CIEH
 - 3.2 have completed a minimum period of six months practical training
 - 3.3 have passed the Technical Qualification Practical Training Logbook or Competency Development Portfolio (CDP) and
 - 3.4 have passed the Technical Qualification Professional Interview or
 - 3.5 have passed the CDP Professional Discussion

Advanced Professional Certificate in the Private Rented Sector

4. To obtain the Advanced Professional Certificate in the Private Rented Sector, a candidate must have passed:

- 4.1 an appropriate course of study accredited by CIEH
- 4.2 the APC Housing Experience Assessment

Assessment of Workplace Portfolios

- 5. Workplace portfolios are assessed on demand. Applications for the assessment must be made on the appropriate form and, where applicable, accompanied by the current fee. All applications will be acknowledged by CIEH via email and a receipt for the fee will be issued separately.
- 6. The Practical Training Logbook and the CDP can be submitted at any time after the completion of the six months practical training period and successful completion of the accredited course of study.
- 7. The EHP Portfolio is issued after enrolment. The Portfolio can be submitted at any time after the completion of the six months practical training period and either:
 - 7.1 Successful completion of the taught elements of an accredited degree.
 - 7.2 Successful completion of all but the final year of an accredited EHP degree apprenticeship.
 - 7.3 Successful completion of the “year out” of an accredited sandwich degree.
- 8. Practical Training Logbook and EHP Portfolio submissions will be assessed within 12 weeks of the date of acknowledgment.
- 9. CIEH will accept no responsibility for Workplace Portfolios when in transit. Candidates are advised to keep a copy of the submission.
- 10. On receipt of an EHP Portfolio or Practical Training Logbook for assessment the submission will be examined to ensure that all sections are completed. If a submission is incomplete, it may be returned to the candidate without assessment and without the return of the fee.
- 11. EHP Portfolios will be assessed in accordance with the assessment scheme. Submissions will be graded ‘Distinction’, ‘Pass’, ‘Deferred Result’ or ‘Fail’.
- 12. Practical Training Logbooks will be assessed in accordance with the assessment scheme. Submissions will be graded ‘Pass’, ‘Deferred Result’ or ‘Fail’.
- 13. In the case of a ‘Fail’ candidates are required to resubmit the entire submission and pay the full assessment fee.
- 14. In the case of a ‘Deferred’ result candidates are required to resubmit the intervention areas which failed and pay the appropriate fee per intervention area. Candidates are required to pass all intervention areas resubmitted to obtain a ‘Pass’. No appeals are permitted for this category of assessment.
- 15. The Practical Training Logbook will be returned to the candidate by hand, post, or courier or via an online file transfer service. The EHP Portfolio and CDP are non-

returnable. The result of the assessment and a copy of the assessor's assessment sheets will be dispatched to the candidate in accordance with the time specified in Regulation 8.

16. Where an assessor suspects a breach of the Examination Regulations within a Workplace Portfolio the assessor will notify the Membership team who will initiate an interim investigation. If satisfied there is a case to be made, the Associate Director of Membership and Professional Development will suspend the assessment and initiate an investigation, the outcome of which may result in the matter being dealt with under Regulation 53.

Applications for Oral Assessments

17. Applications must be made on the appropriate form, accompanied by the appropriate fee and received not less than six weeks before the date of the assessment.
18. Late applications may be accepted up to 14 days after the six-week deadline upon payment of the late application fee, provided that CIEH has the capacity to accommodate the candidate. Applications received later than this will not be accepted under any circumstances.
19. All candidates who require reasonable adjustments or the consideration of extenuating circumstances should refer to the Reasonable adjustments and Extenuating circumstances policy.
20. Candidates can apply to sit the EHP Professional Discussion on successful completion of the taught element of the accredited degree programme and the EHP Portfolio, or at any time thereafter.
21. Candidates can apply to sit the Technical Qualification Professional Interview and APC Housing Experience Assessment on successful completion of the accredited course of study and relevant workplace portfolio and at any time thereafter.
22. Candidates can only apply for a CEHP Professional Discussion when they have received confirmation that their workplace project has passed the initial review phase.
23. If a workplace project fails the initial review phase, feedback will be offered to the candidate, who may revise the workplace project and resubmit within one month.
24. The workplace project will be sent to the assessment team 6 weeks in advance of the interview dates.
25. Candidates submit their CDP for review as part of their application for a CDP Professional Discussion
26. After the initial checks have been done, the CDP will be sent to an internal technical expert who will identify the 22 competencies to be demonstrated at the CDP Professional Discussion.

27. 6 weeks are allowed for this internal review

Assessment of the EHP Professional Discussion

28. The discussion will be assessed against the following four skills:

- 28.1 The prioritisation of three scenarios relating to environmental health in terms of public health risk
- 28.2 The candidate's professional attitude and approach in dealing with a chosen scenario
- 28.3 The candidate's ability to determine an appropriate course of action/intervention in the chosen scenario
- 28.4 The candidate's awareness of the wider implications surrounding the chosen scenario.

29 The following classifications will be used for each of the four skills:

Distinction	Excellent response; the candidate demonstrated excellent understanding and ability in this area.
Pass	Adequate response; the candidate demonstrated sufficient understanding and ability in this area.
Fail	Poor response; the candidate demonstrated limited understanding or ability in this area.

30 The following classification of marks will be used for the EHP Professional Discussion:

Distinction	Minimum three distinctions and one pass
Pass	Combination of distinctions and passes (maximum of two each) and up to one fail
Fail	More than one fail

Assessment of the Technical Qualification Professional Interview

31 The interview will be assessed in the following four areas:

- 31.1 Appreciation of the issues associated with the scenario
- 31.2 Application of skills to the scenario
- 31.3 Application of legislative requirements to the scenario and
- 31.4 Communication skills demonstrated at the interview.

32 The following classifications will be used for each of the four areas:

A	Good pass
B	Pass
C	Marginal fail
D	Fail

- 33 The following classification of marks will be used for the Technical Qualification Professional Interview:

Pass with Distinction	3As + 1B or 4As
Good Pass	4Bs or better
Pass	1C (+ 3As or Bs)
Marginal Fail	2Cs or 1D (+ As or Bs)
Fail	3Cs or worse

APC-Housing Experience Assessment

- 34 The APC-Housing Experience Assessment will be in two parts:

- 34.1 The candidate presentation
- 34.2 Further questioning by the assessors

- 35 The following classification of marks will be used by the assessors:

Mark	Description
Pass	Significant engagement ; the assessors are confident the candidate can practise competently.
Fail	Poor engagement demonstrating limited understanding and lack of embedded knowledge and skills; the candidate is deemed below the standard required to practise competently at this time.

Assessment of the CEHP Professional Discussion

- 36 The CEHP Professional Discussion will be assessed in two parts:

- a) The technical scenarios
- b) The workplace project

- 37 The CEHP Professional Discussion will be assessed against the following five competencies:
- 37.1 The prioritisation of three scenarios relating to environmental health in terms of public health risk
 - 37.2 The candidate's professional attitude and approach in dealing with a chosen scenario
 - 37.3 The candidate's ability to determine an appropriate course of action/intervention in the chosen scenario and as demonstrated in the workplace project
 - 37.4 The candidate's awareness of the wider implications surrounding the chosen scenario including reference to any additional health impacts and others with whom to work to secure a desirable outcome. The same reasoning should be demonstrated in the workplace project
 - 37.5 The candidate's awareness of professional standards and ethical behaviour as demonstrated in both the chosen scenario and the workplace project
- 38 The following classifications will be used for each of the five competencies in part A: scenarios:

Distinction	An excellent response, sound in all aspects
Pass	An adequate response which is generally good, but lacking a little knowledge
Fail	A response which demonstrates limited knowledge and/or understanding

- 39 The following classification of marks will be used for the Workplace project:

Pass	Candidate was able to engage with the assessors though demonstrating the embedding of knowledge and practice-based skills and competencies.
Fail	Candidate was unable to properly engage with the assessors on the intervention and so failed to expand upon the reflection detailed in the report to the extent that it was uncertain that the skills and competencies were embedded.

- 40 The overall mark will be awarded as follows:

1 or more Distinctions	Distinction
All passes	Pass
1 or more Fail	Fail

Assessment of the CDP Professional Discussion

41 The CDP Professional Discussion will be in two parts:

41.1 The Candidate presentation

41.2 Further questioning by the assessor

42 The following classification of marks will be used by the assessors

Mark	Description
Distinction	Excellent engagement demonstrating complete competence; demonstrating understanding and the ability to act appropriately.
Pass	Adequate engagement; the assessor has confidence the competency has been met.
Fail	Poor engagement demonstrating limited understanding and lack of embedded skill; the assessors are not confident the competency has been met.

Withdrawal from an Oral Assessment

43 A candidate may request to withdraw from an Oral Assessment at any time up to the date of the particular assessment. The withdrawal must be confirmed in writing within seven days and justifiable reasons for the withdrawal must be given. A charge is payable as below:

Prior to the deadline date for applications	No charge
More than 14 days' notice	25% of the appropriate fee paid
Between 8-13 days' notice	50% of the appropriate fee paid
Fewer than 7 days	100% of the appropriate fee paid
APC Housing Experience Assessment	No charge
CDP Professional Discussion	No charge
CEHP Professional Discussion	No charge
EHP Professional Discussion	No charge

44 A candidate who fails to attend the APC Housing Experience Assessment, CEHP, CDP or EHP Professional Discussion assessment and fails to give a satisfactory written explanation accepted by the Associate Director of Membership and Professional Development will forfeit their opportunity and will need to apply for a resit.

Assessors and Moderators

- 45 CIEH shall appoint assessors who have successfully completed the relevant training for the purposes of the assessments set out in these regulations.
- 46 At least one appropriately trained and experienced person shall be appointed by CIEH to act as a Moderator for each session involving the assessment of the Workplace Portfolio, CDP Professional Discussion, APC Housing Experience Assessment or EHP Professional Discussion.
- 47 The Moderator is responsible for ensuring that each assessor has:
 - 47.1 marked all appropriate elements of submitted work
 - 47.2 correctly determined the classification
 - 47.3 accurately marked in accordance with the marking scheme
 - 47.4 exhibited sufficient care, accuracy and consistency of professional judgement within marking of comparable submissions and elements of submissions submitted by individuals within a cohort.
- 48 Where any disparities exist between assessors concerning the marks to be awarded to candidates for the same piece of work, then the Moderator will work with parties, (including the External Examiner) to resolve such disparities. The Moderator may, where necessary, interpret the Regulations and advise assessors accordingly and make appropriate decisions on behalf of CIEH. The Moderator has discretion to adjust any mark.

Re-sits and re-takes

- 49 Candidates who fail the CDP Professional Discussion, APC Housing Experience Assessment or EHP Professional Discussion on two consecutive occasions may be excluded from re-sitting or retaking the assessment for a period of one year from the date of the last attempt.
- 50 Candidates who fail the Technical Qualification Professional Interview or CDP Professional Discussion on five occasions shall be excluded from re-sitting or retaking the assessment for a period of one year from the date of the last attempt.
- 51 Candidates who fail part A or part B of the CEHP Professional Discussion, or both parts will be considered as failed and must re-sit the Professional Discussion.

Extenuating circumstances

- 52 All candidates who require reasonable adjustments or the consideration of extenuating circumstances should refer to the Reasonable adjustments and Extenuating circumstances policy.

Breach of the Examination Regulations

- 53 Breaches of these Regulations may include:
- 53.1 any breach of the examination rules
 - 53.2 plagiarism
 - 53.3 deception or attempted deception by falsely presenting material as their own
 - 53.4 a failure to follow the instructions of CIEH's assessors that result in disruption of the assessment or other candidates
 - 53.5 attempting to influence the decision of an assessor
 - 53.6 using any abusive language in an assessment
 - 53.7 any action considered by the Membership, Learning and the Profession Advisory Group to unduly or improperly influence the result of the assessment or have the potential to do so.
- 54 In cases where a member of CIEH has alleged to have breached the Examination Regulations and this breach may amount to misconduct, the matter shall be referred, by the Chief Executive, to a Screener as per the Code of Ethics and fitness to practise rules.
- 55 The Screener shall consider such referral under the terms of the Code of Ethics and fitness to practice rules; any subsequent consideration of the matter will follow the process outlines in those rules.
- 56 In the event of an adverse findings against a CIEH member (in a case considered under the provisions of rules 54 and 55), the panel (in addition to the sanctions available to it under the Code of Ethics and fitness to practise rules) will have open to it the option to:
- 56.1 preclude the Respondent from resitting the assessment for a period of twelve months.
 - 56.2 bar the Respondent from resitting the assessment at any time.
- 57 In circumstances where the alleged breach has been committed by a non-member of CIEH, potential breaches of the Examination Regulations will be considered by a committee established by the Membership, Learning and the Profession Advisory Group.
- 58 Such a committee will comprise of three persons, one of whom will be a member of the Membership, Learning and the Profession Group, one a member of CIEH (but not a member of its Board or the Membership, Learning and the Profession Advisory Group) and one who is not a member of CIEH or its Board or any committee of the Board or an advisory group. For the avoidance of doubt, these provisions do not debar a member of CIEH's Fitness to Practice Panel from membership of an appeal committee established under this rule.
- 59 A candidate suspected of a breach of the Examination Regulations will be notified in writing of the nature of the suspected breach and provided with any evidence supporting the alleged breach.

- 60 A candidate accused of a breach of the Examination Regulations may submit documentary evidence to CIEH and may elect to appear (accompanied or otherwise) before a committee established under the provisions of rule 57 to answer to the alleged breaches of the Regulations. The candidate will be notified of the date of the committee hearing at which the allegations will be considered.
- 61 In the event of an allegation of a breach of the Examination Regulations being found proven, sanctions available to the Committee will be:
- a. To take no action
 - b. To issue a reprimand
 - c. To preclude the Respondent from resitting the assessment for a period of twelve months.
 - d. To bar the Respondent from resitting the assessment at any time.
 - e. If a member of CIEH:
 - To transfer the Respondent to another grade of membership; or
 - Remove any membership privilege enjoyed by the Respondent; or
 - Terminate the Respondent's membership.
 - To remove the Respondent's Registration

Appeals against sanction for breach of examination regulations

- 62 Any appeals (for a Respondent or by CIEH) against decisions under the provisions of regulation 57 will be governed by the appeals provisions in CIEH's Code of Ethics and Fitness to Practise rules – regardless of the membership status of the candidate.
- 63 In the event that an adverse finding against the Respondent is upheld the outcomes available to an appeals panel constituted under the provisions of Regulation 57 will be those set out at rule 61.

Academic appeals

- 64 Subject to the exemption identified in Regulation 14 any unsuccessful candidate may appeal against the outcome of a Workplace Portfolio or Oral Assessment. The appeal must be submitted in writing by the appellant to the Chief Executive and must be received within 28 days of the date the results were posted. A full statement of the grounds on which the appeal is based must be included.
- 65 Candidates may only appeal on the following grounds:
- 65.1 That a material error or defect occurred in the pre or post assessment administrative procedures followed by CIEH and/or its assessors which adversely affected the outcome of the assessment, or any part of it; or
 - 65.2 That an assessor did not perform their duty in accordance with these Regulations or other advice issued by CIEH to such an extent that it may have adversely affected the outcome of the assessment or any part of it.

- 66 A candidate may not appeal against any academic judgement made by an assessor, moderator or the Membership, Learning and the Profession Advisory Group.
- 67 On receipt of a written notice of appeal and any evidence provided by the candidate the Chief Executive will determine whether the grounds for the appeal have been met. As soon as possible after the receipt of the notice of appeal, but in any event within 56 days, the appellant will be notified of the Chief Executive's decision.
- 68 Where the decision is that the candidate has not provided sufficient evidence to demonstrate that the 'grounds for appeal' have been met, the appellant may either provide further information and request that the decision be reviewed in the light of that information provided or else appeal against that decision. The candidate must provide the further information or lodge this further appeal within 28 days of the date of the letter giving the decision. Where the appellant appeals against the decision, the details will be considered by the Chair, or, if unavailable, any other nominated member of the Membership, Learning and the Profession Advisory Group whose decision will be final.
- 69 Where it is determined that there are sufficient grounds to allow an appeal in respect of a Workplace Portfolio or workplace project, arrangements will be made for the submission to be re-assessed. The result of such a re-assessment will be final.
70. Where it is determined that there are sufficient grounds for an appeal to be progressed in respect of an Oral Assessment, the Chief Executive will arrange a meeting of the Appeals Panel. The appellant will be notified of the date of the meeting within 28 days of the date of the Chief Executive's decision.
71. The Appeals Panel will consist of the Chair or other nominated member of the Membership, Learning and the Profession Advisory Group, who shall act as the Chair of the Panel, and two other members of CIEH.
72. The outcomes available to an appeals panel constituted under the provisions of rule 70 will be:
- a. Deem that the result is set aside and arrange for a new assessment as soon as is practically possible, with no fee charged by CIEH.
 - b. Deem that the result is set aside and arrange for a new assessment as soon as is practically possible, at no cost to the candidate.
 - c. Award a pass without the need for a further assessment.
 - d. Uphold the original decision.
73. The decision of the Appeals Panel shall be final.

Agreed by the Board of Trustees on 28 September 2023 to be reviewed before 31 December 2025.