

## Skill Examiner Guidelines

### Information For Exemplar Global-Certified Skill Examiners

#### Welcome

Congratulations on becoming certified as an Exemplar Global Skill Examiner.

We have created this information pack to assist you to provide consistent, objective, and impartial skill examinations of candidates for competency-based personnel certification. Please take time to read and understand the information provided. If you have any questions, please contact your scheme examiner.

#### The Skill Examination

The skill examination is a critical component of competency-based personnel certification. For an examination to provide objective evidence of a candidate's ability to demonstrate specific auditing tasks to the required standard of performance (competence), it must be conducted on-site under realistic auditing conditions.

When a candidate is ready to have his/her skill examined, he/she will identify a certified skill examiner from the Exemplar Global register. The candidate will then contact you to arrange a suitable time and location for the examination.

Your role as the skill examiner is to conduct the examination using the skill examination report. Once you have completed the examination and the report, send the report to Exemplar Global.

#### Additional requirements:

1. Examiners must declare any potential conflict of interest (actual or perceived)—prior to the acceptance of any examination assignment—to the Coordinator of Personnel Certification Services, the candidate, and the auditee as appropriate.

*If you need any guidance on conflict of interest, contact the Operations Supervisor, Personnel Certification Services for advice.*

2. Examinations must be impartial and address the criteria of the skill examination report only. To be deemed competent or not yet competent, a candidate shall not be required to perform other tasks in addition to those listed in the skill examination report.

3. Examinations must be completed on the appropriate skill examination report. It is also available on the Exemplar Global website. It is advised to download the report prior to each examination to ensure the latest edition is used.

4. Each skill examination report must be signed by both the examiner and the candidate to verify the validity of the examination. Although this statement specifically relates to skill examiners, it also may be used as a general guideline.

5. Examiners must make provisions to ensure the confidentiality and security of the examinations performed.

This is a "controlled" document on day of printing only. Refer to the BMS online for current documents.

6. Examiners are subject to third-party audit and assessment to ensure competency, impartiality, and consistency of examination.

### THE EXAMINATION METHODS

ISO/IEC 17024:2012 requires that Exemplar Global ensure all examinations are conducted in a manner that is valid, reliable, flexible, and fair. When conducting a skill examination you must adhere to these requirements.

To ensure these requirements are evident in each examination, skill examinations should be limited to: direct observation, oral questions where necessary, and examination of written products (notes, plans, etc.) where necessary.

The skill examiner acts as an observer **and is not to be directly involved in the conduct of the audit.**

### The Skill Examination Report General Information About the Examination

Please ensure that the complete correct details are included in this section to ensure Exemplar Global can match the skill examination report to the correct candidate and to your invoice for prompt processing.

#### Declaration of Conflict of Interest

If there is an actual or potential conflict of interest, this must be identified and resolved prior to the examination. One (but not the only) consideration for determining conflict of interest is: personnel should not be allowed to conduct an evaluation if they have been involved in related training activities associated with the evaluation of the candidate in question within the last two years. Other examples include:

1) A direct employee of the same organization that employs the skill examiner. 2) A contract employee under an active contract for the skill examiner's organization. 3) A former direct employee/contracted employee who worked for the skill examiner (or vice versa) within the past two years.

MSCB Scheme note: If you are conducting a skill examination in the management system certification body auditor scheme, the three above bullets do not apply.

In extreme circumstances when a resolution of the conflict of interest is not possible, e.g., remoteness of location or the technical competencies required of the examiner, the Manager of Certification Services may approve an examination to continue. In this instance, the declaration of conflict of interest must include a statement as to the potential risk.

If a potential conflict has arisen after the confirmation of examination, the Coordinator of Personnel Certification Services is to be notified immediately to make a decision on whether to continue.

#### The Examination

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All candidates are required to provide evidence of competency in each section of the report applicable to the grade requested.

Some performance criteria may not be examined due to varying circumstances on the examination day. These criteria have been noted as (N/A OK). Certain grades may not be required to be examined against some criteria. These criteria have been noted as (N/A for (grade)).

### Determination of Competent/Not Yet Competent

You must examine the candidate's skill in each line item on the skill examination report by indicating whether the candidate is competent or not yet competent and by providing specific evidence supporting that determination. The evidence must be provided for both competent and not yet competent findings.

To be determined competent, a candidate cannot have any not yet competent findings. If the candidate has been found not yet competent in any areas of the examination, further questioning and re-examination may be utilized if you believe that the candidate can demonstrate the required competency.

Requirements for a candidate to further develop before re-examination (if determined not yet competent) must be recorded on the skill examination report and signed by the candidate as being understood and agreed.

### Appeals Against Examinations

A candidate can appeal any findings in the skill examination report. In the event of an appeal, you may be required to provide all evidence cited in the report. If the Exemplar Global review of the evidence finds that the candidate did not receive a fair and impartial examination, your skill examiner certification may be suspended or withdrawn. You may also be required to return any monies paid to you in the conduct of the appealed skill examination.

### Invoicing

The candidate has paid for the examination as part of fees paid to Exemplar Global. No fees and/or expenses are to be passed between the skill examiner and the candidate directly; all expenses and fees will be processed through Exemplar Global.

It is your responsibility to invoice Exemplar Global for examinations performed. An invoice must be preceded or accompanied by a completed skill examination report. Exemplar Global will verify submission of the completed report prior to processing payment.

All invoices must provide the date of skill examination, the name of the candidate, the scheme examined, and the result of the examination (competent/not yet competent).

- Any expenses submitted for reimbursement must be accompanied by receipts.
- Invoices with complete information and documentation will be paid within 30 days.
- Please refer to Guidelines for Invoicing (PCD-41-QB), which is attached, for additional details.

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