



Health, Safety & Environment Test Information

Scheduled from Monday to Friday 09:00 am till 17:00 pm.

Advance bookings are Mandatory.

Please arrive 15 minutes before your test to allow time for registration.

It is highly recommended that you study for this test. You can find a list of revision materials available at the link below:

<https://www.citb.co.uk/courses-and-qualifications/hse-test-and-cards/preparing-for-the-test/>

To enable you to apply for a competency card in the Construction Industry you must keep your score report safe as this is required to be provided for your CITB testing ID.

Due to the ongoing COVID Pandemic please:

On arrival please call 01506813768 and let us know you have arrived, you will be allocated a time to come into reception for registration as we can only permit one person in reception area at any one time.

Please leave all belongings in your vehicle, if this is not possible please bring as little as possible with you as the lockers are small.

Face coverings are Mandatory within any buildings. Hand sanitising/Washing facilities are available within the testing areas.

Photographic ID is required for this test (passport or driving license preferred).

Accepted forms of ID are detailed below.

If you are unable to provide the ID required, please contact us and we can supply you with a waiver form to be filled out by a sponsor.

If you are under the age of 18, a parental consent form must be produced before you can attend the test

This is a 45-minute multiple choice test on a computer.

You can change any of your answers to all questions as many times as you like before the test ends.

Operatives test, the pass mark is 45 out of 50

Specialists test, the pass mark is 45 out of 50

Managers and Professionals test, the pass mark is 46 out of 50.

Headphones available for this test (if required) also with accompanying voice track in a variety of languages. If you require this in another language other than English please let us know and we can sort this out for you. To use the voice track you must click with the mouse on each question and answer separately.

The selected text will then be highlighted red and will play through the headphones.

You can listen to it as many times as required by simply clicking it again.

No personal belongings can be taken into the test room, this includes outerwear such as coats/jackets and hats, bags, watches, phones, food and drink.

Lockers are available for your personal belongings, however as they are quite small, it would be helpful if you could leave any larger items in your car.

CCTV cameras are in operation in the main reception and test room.

LATE ARRIVALS OR NO SHOWS WILL NOT BE ADMITTED AND CHARGED IN FULL

Acceptable Forms of ID

In order to sit the Health, Safety & Environment Test you must present suitable photographic ID at reception before you can be admitted.

The rules for accepted forms of ID can be found below. You must submit **one** form of Primary ID. If you do not have either of the primary forms of ID, then you must submit **two** forms of Secondary ID – **one** from List A and **one** from List B (two from List A or two from List B is not acceptable).

| PRIMARY ID | |
|--|---|
| <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. |
| SECONDARY ID – one from List A and one from List B required | |
| <i>Both should be current and valid forms of ID.</i> | |
| LIST A | |
| <i>Present one of the following:</i> | |
| 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 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 6 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 | Card 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 6 months and including printed initial and surname and home address. This must match the address given at the time of booking. |
| Building Society Passbook | Showing the candidate's full name / initial and surname and address. This must match the address given at the time of booking. |
| Cheque Guaranteed 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 additional ID requirements and instructions. Please note, a waiver form should only be used as ID when the candidate is absolutely unable to supply any of the above forms of ID. |
| 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 form, if the candidate is under the age of 16 and does not have required photographic identification. |

Candidates who are not able to provide the correct ID on arrival at the test center will be turned away and lose their test fee.

Should you have any queries or concerns regarding ID requirements, or you need to request a Waiver Form, please contact our office on 01506 813768, to ensure that you take the correct form(s) of identification with you on the date of testing.



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