

JIB-PMES Online Health Safety & Environment test – Access guidance

IMPORTANT NOTE: Eligibility and suitability

The JIB-PMES Online HS&E test is for you if...

- You work in the Plumbing and Mechanical Engineering Services sector at 'operative' level (i.e. existing or prospective blue or gold 'operative' CSCS card holders; green Labourer/Mate CSCS card holders or red Apprentice/Trainee/Experienced Worker card holders)
- The PC/laptop you intend to use for the test meets the minimum technical requirements as specified on the JIB-PMES website
- You can afford to wait a short time between registering and paying for the test and actually taking the test at a time that is convenient to you.

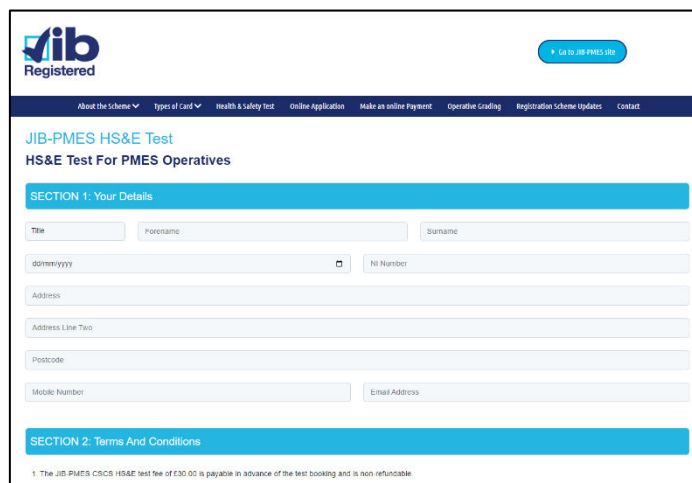
The JIB-PMES Online HS&E test isn't for you if...

- You are required to pass a 'specialist' Health, Safety & Environment test – for example in support of Supervisor gold or Manager black card application
- You need to pass a Health, Safety and Environment test urgently. The nature of how the JIB-PMES online HS&E test works, means that it isn't possible for us to accommodate urgent HS&E test requests. There will always be a lead time of at least a few days between registering and paying for the test and a suitable test slot being available.

1. Register and pay for access to the JIB-PMES Online HS&E Test

Once you have checked that the JIB-PMES Online HS&E test is suitable for you and that the PC/laptop you want to use to access the test meets all the necessary requirements, you can book the test through the JIB-PMES website (<https://www.jib-pmes.org/jibpmes-online-hse-test/>) by clicking the 'Register and pay for JIB-PMES HS&E Test' button

Clicking the button takes you to the following screen – where you are required to enter brief registration details.



The screenshot shows the 'JIB-PMES HS&E Test' registration page. At the top, there is a navigation bar with links: 'About the scheme', 'Types of Card', 'Health & safety test', 'Online Application', 'Make an online Payment', 'Operative Carding', 'Registration Scheme Updates', and 'Contact'. Below this, the page title is 'JIB-PMES HS&E Test' and the subtitle is 'HS&E Test For PMES Operatives'. The form is divided into two sections: 'SECTION 1: Your Details' and 'SECTION 2: Terms And Conditions'. Section 1 contains input fields for Title, Forename, Surname, NI Number, Address, Address Line Two, Postcode, Mobile Number, and Email Address. A small note at the bottom of the form states: '1. The JIB-PMES CSCS HS&E test fee of £30.00 is payable in advance of the test booking and is non-refundable.'

Important note: The email address must be entered accurately and the email account must be accessible from the PC/laptop you want to use to sit the test. The email address used for

registration must also be a unique, individual email address for the person sitting the test. Only one test registration can be made per email address so **DO NOT** use the same email address for multiple test registrations.

Follow the screens through, noting and accepting the terms and conditions, which confirm the test fee is **non-refundable**.

The final screen takes you to the secure SagePay payment page, where you will be required to make the HS&E test fee payment of £30.00.

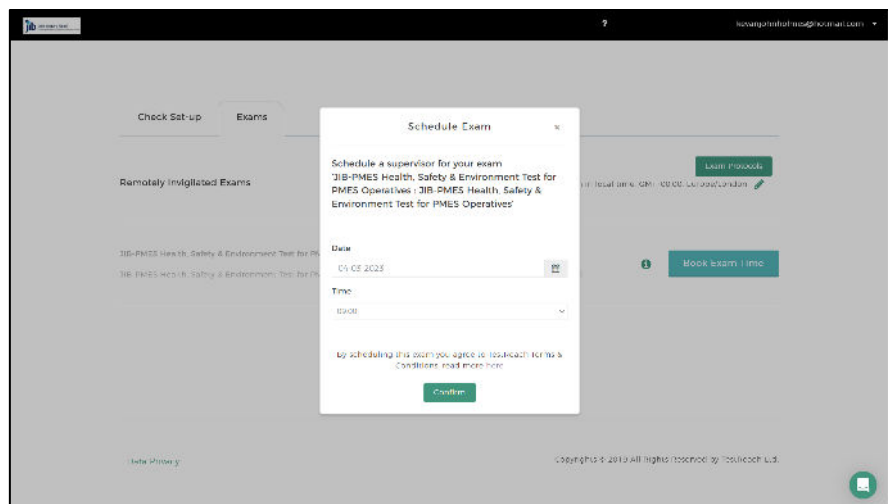
2. Check your email confirmations

After you have registered for the JIB-PMES HS&E test and paid your test fee you will receive the following emails:

- Payment confirmation email from SagePay
- Test registration booking email from the JIB-PMES – this confirms that your payment has been received and that you have been booked into the JIB-PMES Online HS&E test system. This email also contains links so that you can download the JIB-PMES HS&E test revision booklet and the Online HS&E test guidance document.
- Email from JIB-PMES/TestReach with a link so that you can download the TestReach App and create a user account. TestReach is the assessment partner of the JIB-PMES
- Email from JIB-PMES/TestReach confirming that you have been entered for the JIB-PMES HS&E Online test. This email will confirm that you have been entered into a test 'window' between two dates. The latest of these dates, is the latest date that you can book your test slot.

3. Set-up your TestReach access and book your test slot

When you download the TestReach App and set-up your TestReach user account, it is important that this is done on the PC/Laptop you will use to access the test. As soon as you have done this, you can access the TestReach App and book your JIB-PMES HS&E test slot for a suitable day/time:



After you have made your booking, you will receive an email confirming the date and time of your chosen slot.

4. Prepare for the test

Once you have booked your test slot you can begin to prepare for sitting your online test. We strongly recommend that you go through the JIB-PMES HS&E test revision guide – even if just to brush up on certain topics you may have struggled with in the past. You can also use this time to ensure that the room/area you intend to use when sitting the test is tidy and quiet.

It is also worth logging onto the TestReach App during this time and sitting their tutorial on how the online testing platform works. This will ensure that you are familiar with how the test platform looks and operates when it comes to taking your test.

5. Sit the test

When the time of your exam slot arrives, you will need to log into the TestReach App from your PC/Laptop and follow the instructions on-screen to enter the test area.

Before your test begins you will be connected to your 'live' test supervisor, who will take you through the test requirements. The test supervisor will also:

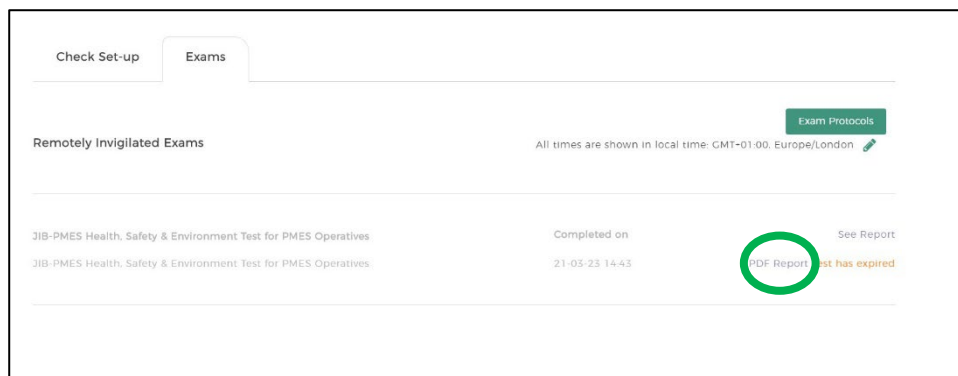
- Check your ID to confirm that you are who we think you are. This will involve you holding up a copy of either your valid, in date passport; Driving Licence or valid EU Identity card. The supervisor will only allow you to access the test if they are satisfied you are who your ID says you are.
- Check your test environment to ensure that there are no notes or exam aids on/around the test area
- Check your person, to ensure that you are not wearing an ear-piece or any other communication equipment which could be used to assist with the test

Once these checks have been completed you will be allowed access to the test. The test itself consists of 50 questions and must be completed within 1 hour.

6. Test results

Once you have completed your test, you will be provided with a provisional test result almost immediately. This will be in the form of a pdf document which can be downloaded and saved to the PC/Laptop on which you sit the test.

If you don't manage to view the test result at the end of your test, don't panic! You will receive an email immediately after the test ends advising you to log back in to the TestReach app where you will be able to view your results. This is done by clicking the 'PDF Report' link shown below:



We strongly recommend that everyone who sits the test, downloads and saves a copy of their provisional test result.

Those whose provisional test result confirms that they have passed, can then use the provisional test result confirmation pdf in support of a JIB-PMES CSCS operative registration card application. <https://www.jib-pmes.org/cscs-types-of-card/>

Anyone who doesn't pass the test will have the option of re-sitting. Re-sits can be booked by following the process below.

JIB-PMES Online Health Safety & Environment test – Taking a re-sit

To re-sit your JIB-PMES HS&E test, you will need to follow the below process:

- i. Register and pay for access to the JIB HS&E Test (this is done by following the same process as detailed at 1.)
- ii. You will receive a payment confirmation email from SagePay confirming that payment for the test has been successfully made and an 'order placed' email confirming that your JIB-PMES HS&E test order has been received.
- iii. The JIB-PMES HS&E team will then manually assign a re-sit test to your TestReach account. This will take up to 24 hours (Monday to Friday - longer if you register for a re-sit over a weekend or holiday period)
- iv. Once the test has been assigned to your TestReach account, you will be able to book a suitable time and date for your re-sit.
- v. You can use the results sheet from your initial HS&E test attempt to help focus your revision/pre-test preparation on the areas of the test in which marks were previously dropped.
- vi. You will again need to provide valid photo ID to show your test supervisor before being allowed access to the test.
- vii. Once you have completed and submitted the test, you will receive your provisional test result sheet almost immediately. Please make sure you save this pdf document.

If you have any questions or queries about how to access the JIB-PMES HS&E test re-sit, please email: HSETest@jib-pmes.org.uk