



Promoting Quality in Fire Safety

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
+44 (0)844 335 0897 | info@bafefire.org.uk | WWW.BAFE.ORG.UK | @BAFEFIRE

CANDIDATES INSTRUCTIONS

Candidates must comply with local health and safety and social distancing requirements including one-way systems that maybe in place whilst attending the examination.

Candidates must follow guidance/instructions from the invigilator.

Should candidates require the use of toilet facilities, these are the responsibility of the venue and the invigilator should make themselves aware of the process and advise candidates accordingly.

The examination is in 2 parts:

- Theory paper - time allowed 2 hours.
- Practical servicing (4 extinguishers to be serviced) - time allowed no longer than 30 minutes.

During the examination, should any candidate leave the examination room, this will be deemed as completion of the examination paper. **Candidates will not be permitted to return to the room.**

THEORY EXAMINATION

Arrive at the examination location promptly and be aware that there may not be any refreshments available at the venue.

The room for the theory exam will be set out observing at least a 1-2 metre distance between desks and allowing a safe distance for invigilators to walk between. Wipes should be used to ensure that the desks are clean before the exam begins.

Candidates attending the examinations should bring their own:

- A pen or other writing instruments
- Calculator, not mobile phone or connected device (BAFE cannot supply at this time)
- The tools and instruments normally carried when on a servicing visit i.e. adjustable spanner, rubber mallet, small torch and weighing scales
- Overalls and necessary protective footwear for use during practical test.
- Hand Gel
- Face Covering
- Other PPE to make you feel safe

The invigilator will advise candidates when to commence, only then should candidates open the envelopes containing the examination papers.

Each place to be laid with

- Written question paper in sealed envelope. Candidates identification number to be written on the paper
- Separate from question paper, a numbered identification form. The candidate should enter their name and company in the boxes
- Numbered pin badge (number to be same as above).



Promoting Quality in Fire Safety

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
+44 (0)844 335 0897 | info@bafe.org.uk | WWW.BAFE.ORG.UK | @BAFEFIRE

Candidates will be asked to complete the numbered identification form

Note: This is the ONLY piece of paper on which both the number and name are entered.

It is in the candidate's interest to spend time reading through the question paper carefully before commencing to answer individual questions.

Any person found referring to any form of paperwork e.g. training notes or national standards will be disqualified. All mobile phones, pagers etc., should be turned off during the examination.

SOCIAL DISTANCING PROCEDURES FOR CANDIDATES SITTING THE EXAMINATION OF SERVICE TECHNICIANS COVERING THE SERVICING AND MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS

When candidates have completed the examination paper all papers should be placed in the plastic folder and left on the desk for the invigilator to collect. Please ensure that you take your number badge to the practical exam.

Towards the end of the exam there will be time warnings so you will know how long you have left.

Note: due to restrictions and social distancing in place we will not be able to provide explanations to exam questions so please allow extra time to prepare for the exam.

At the end of the theory exam, candidates should remain in their seats and await instructions from the invigilator regarding the safe transfer to the practical part of the exam. A one-way system should be in operation wherever possible. If candidates need to leave the examination room they should re-locate to a safe area where they can observe safe distancing. Trainers and the exam venue may also have control measures in place and should be observed.

Practical Examination

Procedure as follows:

- 1 candidate per assessor
- Up to 4 extinguishers to be serviced. The Invigilator will explain the order in which the extinguishers are to be serviced and that points are awarded for explaining the servicing procedure. Make sure that you can remain 2 metres apart and that you and the invigilator are wearing a face covering
- Checking of syphon tubes will need to be described and not demonstrated
- Time allowed for practical assessment is no longer than 30 minutes per Candidate.
- The Practical examiner will write a brief appraisal of each candidate's performance during the practical assessment.

On completion of practical assessment, candidates must depart without conferring with any waiting candidates.

The total points gained on each paper are calculated as a percentage. 75% is the minimum pass mark for each paper. Examination results will be sent to the training company within two weeks of the examination.



Promoting Quality in Fire Safety

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
+44 (0)844 335 0897 | info@bafefire.org.uk | WWW.BAFE.ORG.UK | [@BAFEFIRE](https://twitter.com/BAFEFIRE)

CERTIFICATION

Candidates successfully passing both parts of the examination will be awarded a Certificate.

Certificates for successful candidates show the candidates name and the company by which employed at the time of passing the examination.