

Joining Instructions

This information will be communicated to delegates through E-mail, WhatsApp or submitted hardcopy.

Dear delegate

This is to confirm your registration for NEBOSH IGC Course & Exam. Please find the details given below:

SI No	Course	Registered for	Course Time	Exam Date	Exam Timing

Experts Obligations:

1. Catering Services , or online support for the online training
2. Hardcopy or softcopy of the training materials
3. Provided approved exams or access to the exam platform
4. Stationery, Note book, access to the training platform.
5. Committed to the program time table, any change will be communicated with learners

Requirements:

1. Candidates should carry copy of payment receipt.
2. Candidates should carry passport, ID copy for verification during exam or the interview.
3. Any candidate eligible for reasonable adjustment should bring dictionary (Bi lingual).

Declaration of Result:

For written examinations, the date by which the candidate should receive a written result notification is stated on the candidate's examination entry confirmation. All results (including those for written assignments) should be received within ten weeks from the date of the examination or submission of assignment or depends on the accreditation body policies.

Disbursement of Certificates:

Unit Certificates and Qualification Parchments are normally issued within two calendar months of the result declaration date stated on the Result Notification letter.

This includes a one month window in which Enquiries About Results (EARs) can be made. In the case of unitized examinations this period also allows students the opportunity to inform us they wish to re-sit rather than accept a successful result or grade. As a result of the two-month turnaround for Certificates, certification is generally issued before the end of the EAR process (30 days to apply plus 40 working days to process), so if the EAR outcome requires the reissue of a Unit Certificate and/or Parchment, this will be done free of charge. However, the candidate will be required to return the original(s) and NEBOSH will not issue replacements until the originals have been received.



Center for Training & Human
Resources Development

مركز اكسبيرتس للتدريب وتنمية الموارد البشرية

Reasonable Adjustments:

Sanction of reasonable adjustments will allow to use a bilingual translation dictionary (i.e. without definition of words and phrases). Electronic dictionaries, mono-lingual dictionaries, reading pens, translators, wordlists or glossaries MUST NOT be used. An additional allowance of up to 25% of the total examination time (30 minutes per written paper). Please note that you will have to carry a bilingual dictionary which should be from your native language to English.

<u>Nebosh General terms & conditions</u>	: Attached
<u>Reasonable Adjustments Policy</u>	: Attached
<u>Enquiries About Results & Appeals Policy</u>	: Attached
<u>Malpractice – Policy & Procedures</u>	: Attached
<u>Location Map</u>	: Attached