



PSC Candidate Examination Rules

Professional Safety Certified (PSC)

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Core candidate rule

These rules apply to every PSC examination candidate and form part of the conditions for admission, examination security and valid result processing. Candidates must follow the instructions of authorised Pro Class examination personnel and the approved examination system.

1. Purpose and Scope

This document sets the mandatory conduct, security, identity, examination-environment and incident rules for candidates sitting the Professional Safety Certified (PSC) examination through an approved remote or physical delivery arrangement.

2. Examination Parameters

Examination format	200 scored questions
Time allowed	180 minutes (3 hours)
Delivery	Computer-based
Reference conditions	Closed-book
Language	English
Minimum passing score	70%
Invigilation	Mandatory proctoring or invigilation
Result	PASS or FAIL, subject to integrity and result-control checks

3. Admission and Identity

- Candidates must present valid government-issued photo identification or complete the approved identity-verification process.
- The identity used for examination admission must match the candidate booking and Pro Class record.
- Identification must be legible, current and belong to the person sitting the examination.
- A candidate who cannot complete required identity controls may be refused admission, rescheduled where justified, or referred for examination-integrity review.
- Impersonation or use of another person's identity is serious misconduct.

4. Check-in and Examination Environment

- Complete all required system, camera, microphone, screen or room checks before the examination starts.
- For remote delivery, remain in the approved examination area unless an authorised break or emergency occurs.
- For physical delivery, use only the assigned seat and follow invigilator instructions concerning belongings, movement and access.
- Remove or secure prohibited materials before the session begins.



- Tell the proctor about any approved reasonable adjustment before the examination starts.

5. Permitted and Prohibited Materials

Unless the examination platform or an authorised reasonable adjustment expressly provides otherwise, the PSC examination is closed-book.

Permitted	Prohibited
Valid identification and the authorised examination platform	Books, notes, handbooks, printed references and personal study materials
Approved accessibility equipment or aids recorded before the session	Internet searches, external websites, messaging, email or social media
Any tool built into and authorised by the examination platform	Mobile phones, smart watches, secondary computers, unauthorised calculators or electronic devices
Pro Class-provided or specifically authorised scratch facility, if the delivery arrangement includes one	Personal paper, notebooks, photographs, recording devices or screen-capture tools
Authorised medical or accessibility item where approved	AI assistants, generative AI, automated answer tools, tutors, translators or another person unless specifically authorised as an accommodation

6. Candidate Conduct During the Examination

- Work independently and answer only through the authorised examination interface.
- Do not communicate with another person except the proctor, invigilator or authorised technical support when directed.
- Do not read questions aloud unless authorised for an accessibility reason.
- Do not copy, photograph, record, memorise for redistribution, reproduce, sell or disclose examination content.
- Follow all instructions concerning camera position, screen view, seating, movement and personal belongings.
- Do not attempt to access another candidate's examination, answer record or examination form.

7. Time, Breaks and Leaving the Examination Area

- The standard examination clock is 180 minutes (3 hours) and begins when the controlled session starts.
- Routine breaks are not an automatic entitlement.
- An approved reasonable adjustment may include additional time or planned breaks where authorised before the session.
- An emergency or authorised interruption must be reported to and recorded by the proctor or invigilator.
- Unauthorised departure from the examination area, loss of required monitoring or access to prohibited material may create an integrity incident.
- Additional time is not automatically granted for late arrival or candidate-caused equipment/check-in delay.

8. Technical Incidents

- Immediately notify the proctor or authorised technical support if the examination platform, internet connection, power, camera, microphone or approved accessibility arrangement fails.
- Do not independently open unauthorised applications, websites or communication channels to solve a technical problem.
- Pro Class may resume the session, pause and restore authorised time, reschedule the affected examination, or invalidate an attempt where integrity cannot be preserved.
- All material technical incidents must be documented and linked to the examination attempt.

9. Reasonable Adjustments

- Adjustments must address a genuine accessibility need and be authorised through the Pro Class process.
- Adjustments must preserve the competence standard being assessed.



- Candidates should request adjustments early enough for review and implementation.
- The candidate must use only the adjustment that was authorised.

10. Misconduct and Security Breaches

- Impersonation or allowing another person to assist or sit the examination.
- Use of prohibited notes, websites, software, AI tools, devices or communication channels.
- Receiving, giving or seeking unauthorised assistance.
- Copying, photographing, recording, reproducing, sharing or attempting to obtain confidential examination content.
- Interfering with identity checks, proctoring, secure-browser controls, camera/screen monitoring or examination logs.
- Providing false information about an examination incident or attempting to manipulate the result.
- Threatening, abusive or obstructive conduct that prevents controlled examination delivery.

A suspected breach may result in a warning, session pause, session termination, result hold, investigation, invalidation of the attempt, refusal of certification, or other action under Pro Class rules. A material adverse misconduct decision requires review of the available evidence; an automated flag alone is not a final misconduct decision.

11. Results, Invalidation and Retakes

- A raw examination score is not the final certification decision.
- Pro Class may withhold a result while an identity, technical, security or misconduct concern is reviewed.
- Where an attempt is invalidated for a material integrity reason, Pro Class will record the basis and communicate the applicable consequence.
- Failed candidates must normally wait at least 2 weeks before a retake.
- A maximum of 3 examination attempts is permitted within 12 months.
- After 3 failed attempts, the candidate must wait 12 months and submit a new application before further examination access.

12. Appeals

A candidate may appeal an applicable examination or certification decision within 30 days through the Pro Class appeals process. The appeal must identify the decision being challenged and the basis for review. The reviewer must be independent of the original decision to the extent required by the Pro Class appeals controls. Secure examination content is not disclosed merely because an appeal has been submitted.

13. Candidate Acknowledgement

Candidate name / ID	
Examination reference	
Acknowledgement: I have read and agree to follow the PSC Candidate Examination Rules.	
Candidate signature / electronic acceptance	
Date	