

APPLICATION TO SIT AN ONLINE CITB
HEALTH & SAFETY TEST 2025



University College Isle of Man - Homefield Road, Douglas, Isle of Man IM2 6RB | mail@ucm.ac.im | 01624 648200 | www.ucm.ac.im

PLEASE NOTE: UCM Exams Office cannot advise you on which qualification to sit or what level is most appropriate to you. If you are uncertain, please look at Awarding Body websites or consider contacting a tutor or industry professional for guidance.

DATE OF EXAM: 15th July 2025 DEADLINE TO SUBMIT APPLICATION: 8th July 2025

Please write clearly, to ensure your examination entry details are correct.

Name, as it should appear on your exam certificate (you must have Photographic ID to verify this name such as Passport, Driving License or other Government issued documentation with photo and date of birth):

Surname

Forename(s)

Date of birth

Address

Postcode

E-mail

Contact number

CITB Number (if known)

National Insurance Number

Nationality and Place of Birth

Please note sessions are held at Thie Ushtey Online Test Centre. Candidates will be admitted in the order they arrive at the centre and you are advised to arrive at least 15 minutes in advance to check in and you may only sit one test per session. Last arrival is 4.45pm and late arrivals will not be admitted and will not be refunded.

Please tick to indicate the CITB Health, Safety and Environment (H&SE) Test you wish to take:

Level or Series Code	Test Name	Max Test Length	CITB Test Fees	UCM Exam Service Fee	Please Tick 1
OPERATIVES	Health, safety and environment Test for Operatives	45 mins	£22.50	£62.50	
OPERATIVES-LAB	Health, safety and environment labourer test – including L1 award	45 mins	£22.50	£62.50	
MAP	Health, safety and environment Test for Managers and Professionals	45 mins	£22.50	£62.50	
SPEC-DEM	Health, safety and environment Specialist Demolition Test	45 mins	£22.50	£62.50	
SPEC-DUCT	Health, safety and environment Specialist HVACR Test (DUCT)	45 mins	£22.50	£62.50	
SPEC-HAPS	Health, safety and environment Specialist HVACR Test (HAPS)	45 mins	£22.50	£62.50	
SPEC-HIW	Health, safety and environment Specialist Highway Works Test	45 mins	£22.50	£62.50	
SPEC-LAEE	Health, safety and environment Specialist Lifts and Escalators Test	45 mins	£22.50	£62.50	
SPEFC-PFW	Health, safety and environment Specialist HVACR Test (PFW)	45 mins	£22.50	£62.50	
SPEC-PLUM	Health, safety and environment Specialist Plumbing or Gas Test	45 mins	£22.50	£62.50	
SPEC-RAAC	Health, safety and environment Specialist HVACR Test (RAAC)	45 mins	£22.50	£62.50	
SPEC-SAF	Health, safety and environment Specialist HVACR Test (SAF)	45 mins	£22.50	£62.50	
SPEC-SUP	Health, safety and environment Specialist Supervisors Test	45 mins	£22.50	£62.50	
SPEC-TUNN	Health, safety and environment Specialist Tunnelling Test	45 mins	£22.50	£62.50	
SPEC-WAH	Health, safety and environment Specialist Working at Height Test	45 mins	£22.50	£62.50	
Fee reduction supported by Construction Isle of Man					-£10.00
Total Fee Payable					£75.00

Do you have any specific needs that will need to be accommodated, within the rules defined by the Exam Board regulations, e.g. access arrangements?
Please attach appropriate evidence to support your application such as consultants letter or educational psychologist report.

NOTES FOR CANDIDATE

1. No examination entry will be made until your completed confirmation form has been returned and all costs have been paid in full. Payments can be made via debit or credit card, cash or cheque payable to Isle of Man Government.
2. You must complete the decalaration and return your completed form before the stated deadline or your examination entry may be declined.
3. Please bring photographic I.D. such as a passport or driving licence to the University College Isle of Man reception when you submit your application. The same I.D. must be produced at the examination and be in date.
4. Please note once payment has been made it is non-refundable and your entry cannot be amended and payment must be received by the deadline stated above.
5. The Exams Office will process your application and will send you an email at least 3 calendar days before the test to confirm your place.
6. Please note there is a limited number spaces for the test and these will be allocated on a first come, first served basis.

FURTHER INFORMATION FOR CANDIDATES

1. Requests to enter the examination must be sent in advance of the deadlines stated and returned completed and paid in full by the UCM entry deadline. No requests for entries will be accepted after the deadline has passed.
2. Any request for amendments or additions to exam arrangements made after the exam entry has been booked, will incur an additional administration fee of £53.
3. UCM reserves the right to decline any request for entry to an examination without cause to prioritise the needs of the staff and students of UCM.
4. Candidates are required to follow the UCM Exams Service Charter and adhere to all rules and regulations set by UCM and the Awarding Body. Any form of abuse or misconduct may result in you being removed from UCM and denied any opportunity to sit further examinations. A copy of the charter is available upon request or from www.ucm.ac.im.
5. No refunds will be given once an examination entry has been processed.
6. In the event that physical exams are suspended due to events beyond the control of UCM, such as the Covid pandemic, please note that your entry may be withdrawn and refunded. UCM will respond in accordance with the guidelines set by the awarding bodies and local policy and attempt to provide an alternative to the examination if it is available.
7. Refunds will not be given in cases of non-attendance at an examination.
8. UCM do not provide CITB cards. On successful completion of your test, you will need to retain the printout of your results and take it to Construction (IOM),

DECLARATION

By submitting this form I agree that:

The information I have supplied is correct to the best of my knowledge, I agree to abide by UCM's Student & College Agreement, Code of Conduct and ICT User Agreement (which can be found as www.ucm.ac.im) and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns.

Any information will be processed by UCM in accordance with the General Data Protection Regulations (GDPR) 2018 and will be disclosed where relevant to third parties for the purposes of education and training and examinations.

Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR 2018.

By ticking this box, I agree with all of the above statements (to be completed in all cases)

For office use only		Method of payment	
Date request received:	Entry made by Exams Office:	Receipt number:	Amount paid: