

CQI and IRCA - Examination requirements

Auditor courses - paper-based written exams

All written exams for auditing courses are closed book.

A copy of the Standard used during the course (e.g. ISO 9001, ISO 45001 etc) and a bilingual dictionary are the only items permitted for reference.

The exam paper is divided into four sections. Learners must attempt all sections and all questions. The time allowed is two hours for Lead Auditor courses.

There is no additional time allowed for reading the exam paper.

The exam is split into four sections. There is a maximum of 90 marks available; the pass mark is 70% (63 marks) and learners must also achieve at least 50% in each of the four sections.

The maximum marks for each question, or part of a question, are shown in brackets.

Marking exam papers

One tutor must mark all the papers, indicating any errors, allocating marks and totalling the marks scored. A second tutor (or other competent person as defined by the ATP) must check the accuracy of the calculation of the marks allocated on each paper.

Where the total pass mark falls between 66% and 74%, a second tutor must re-mark the scripts using a pen with different coloured ink from the first tutor. You must ensure that any significant differences in marking by first and second tutors are resolved. Tutors must clearly indicate alongside the answers where each individual mark is allocated.

Retaking exams

Learners who fail a CQI or IRCA exam can retake the exam under the following conditions:

- A learner can only retake an exam once (not the previously failed exam paper) and this retake must occur within 12 months of the initial exam.
- Learners who fail a resit exam are required to attend another entire certified course in order to be able to complete the course.

(Source: ATP Quality Handbook v2, April 2023.)