



## International Examination Board

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## **International Examination Board (IEB)**

### **The History of IEB**

Ron Saddler and Margaret Simmons founded the original Education Reading and Education Wellbeing Supplement Company in 1940.

Some fifty years later in 1990 two of their grandchildren developed the awarding body, the IEB. With one grandchild qualified in medicine and the other holding a Masters in Education and each with a deep interest in sport and natural wellbeing, they recognized a shared need for a professional awarding body in the field of complementary and extended therapies.

Since its inception the IEB has set the highest standards of education.

The IEB has established strong links with educational establishments and employers worldwide who embrace the high standards of skill, knowledge and competence demonstrated by an IEB graduate.

### **Equal Opportunities**

The IEB is committed to equal opportunities for all. Our policy is to ensure that no person involved or associated with the IEB receives less favourable treatment

## **International Examination Board (IEB) Profile**

The International Examination Board, known in future as the IEB, is managed by:-

- A Board of Directors
- A Board of Examinations Management
- A Board of Therapy Specific Advisors
- Examiners

### **There are three members of the Board of Directors**

Ms Hanna Marshall –MS Marshall is a graduate in Economics and has a long commercial history gained both here in the UK and in Europe

Mr John Hopkirk – Mr Hopkirk is a graduate in Chemistry and has a long commercial history gained both here in the UK and in Europe

Mr David Lee – Mr Lee is a graduate in Business Studies and has a long commercial history gained in industry in the UK

## **Examinations Management Team**

### **There are five members of the Examinations Management Team**

- |                         |  |
|-------------------------|--|
| Dr John Denning         | - Pathologist, Acupuncturist and Massage Therapist                   |
| Dr David Walsh          | - A medical doctor - Specific interest in Sports Therapy             |
| Dr Kathy Evans          | - University Lecturer - Specific interest in Education               |
| Dr Anne Rawlings        | - University Lecturer - Specific interest in Integral Biology        |
| Christine Martell M. Ed | - Specialist in education and training, acting in a consultancy role |

**Ten Permanent Members of the Therapy Advisory Board**  
**Members of other Professions work as Consultants and attend relevant meetings**

Arran Sing Phd	- Anatomy and Physiology Consultant
Dr Mohammad Lilani	- Pathology and Anatomy and Physiology
Ann Cooper BA. Ed	- Aromatherapy Consultant
Gill Martin Cert Ed	- Aromatherapy Consultant
Ewen Fisher Cert Ed	- Massage Consultant
Clare M Howard Cert Ed	- Massage Consultant
Vincent Mathews Phd	- Sports Massage Consultant
Renée Tanner	- Reflexology Consultant
Colette McCarney Cert Ed	- Reflexology Consultant
June Elliott Cert Ed	- Kinesiology Consultant

## The Structure of the International Examination Board

### **Directors**

#### **Board of Examinations Management**

Responsible for Standards and Procedures  
Accountable to the Board of Directors

#### **Board of Consultants**

Specialists in each field  
Advisors to the Board of Examinations Management

#### **Examiners/Assessors**

Selected for Experience and Qualifications  
Responsible for conduct of Theoretical and Practical Assessments

#### **Schools**

Training Centres Entering Students for the IEB Examinations

#### **Students**

Pupils of the above Training Centres

## **The IEB Aims and Objectives**

### **Aims**

1. To standardise training and educational requirements
2. To uphold consistently high standards
3. To structure examination procedures which will be respected by the academic and professional world
4. To offer examinations at varying levels to encourage post graduate education
5. To liaise with professionals
6. To enlist onto the team of management and consultants only those people of the highest academic and professional standards
7. To establish an educational foundation

### **Objectives**

1. To set out with the aim of chosen professionals, balanced and standardised examinations at the following level
  - a. level 2 certificate level
  - b. level 3 certificate levelThe IEB offers also a diploma level which takes the graduate to a higher level of skill, knowledge and competence
2. To give credit to those students holding an existing qualification in a required module which will eliminate the need for dual qualification
3. To consult with professional organisations and/or lead bodies on content of examinations
4. To ensure, with the aid of external moderators, that examinations carried out by the IEB are fair, balanced and correct
5. To ensure that quality control is carried out to establish that examinations are fair, balanced and correct
6. To work for and with complementary therapies to establish an educational foundation in its own right
7. To guide examiners and all staff involved in the examination process in a uniform standard to ensure students' rights and safeguards

## **Commitment to Service – Commitment to Confidentiality**

**The IEB is committed to providing a standard of service to all those who use our services which is both efficient and friendly**

**To illustrate this commitment certain guidelines have been established. These are as follows:**

1. Examination dates will be confirmed by post or e-mail within ten (10) working days
2. Examination script packages will be accurate and issued promptly
3. Receipts for monies received will be despatched from the IEB offices within ten (10) working days
4. Results of the theory examination will be notified to the training centre within seven (7) weeks from the date of the examination
5. Results of the practical examination will be notified to the school within seven (7) weeks from the date of the practical examination
6. When a theory and practical examination form the complete examination, results of both will be notified on the same day
7. Where theory and practical examination have been taken on separate dates the results will be notified together and will be sent seven (7) weeks from the latest examination date

The IEB has a duty of confidentiality to the training centre which enters their students for IEB examinations

The IEB will at all times deal solely with training centres in relation to examination results and procedures.

All students raising a query or requesting information will be referred to their training centre

This commitment to confidentiality ensures that no information concerning results or entries is passed to a third party or to students without referral to the school in question

This commitment to service should ensure that schools are free to concentrate on training without the need to devote time to administration

## **The Benefits of an IEB Qualification**

The IEB qualifications are recognised by the major lead bodies in the Complementary Therapy

The IEB qualifications have been mapped to the National Occupational Standards, where the latter exist

The IEB qualifications meet the core curriculum set by the lead bodies

The IEB qualifications meet the educational and skills requirement for professional organisations and lead bodies

## **Advantages to Prospective Students of an IEB Qualification**

- The IEB syllabus is expressed in units allowing students to study at their own pace
- The IEB qualifications are easily transportable nationally and internationally
- Employers worldwide understand the high quality competence, knowledge and skills that an IEB graduate brings to their business
- Colleges interested in applying to register a training centre please refer to 'College Registration'
- Examination procedures, Booking and Enrolment forms, please refer to 'The IEB Centre Guide'
- Online Enrolment allows larger IEB centers to enroll students directly onto the EEB system.

## The IEB Training Centre Guide

### Booking Examinations

- All centres must forward a completed Examination Booking Form to The IEB Examinations Office at least twelve (12) weeks before the required examination date
- The form should state three (3) alternative dates for the practical examinations, together with the first theory examination date.
- Theory examinations must be held within one month of the practical date, this may be prior to the practical or following the practical provided the one month rule is strictly adhered too
- Theory examinations are held at the college and are invigilated by an independent person appointed by the centre. In the interest of quality control the IEB reserves the right to send an IEB representative to enter any examination room during the theory and/or practical examination without previous notification to the centre.
- The IEB forwards examination papers in advance to the examinations secretary at the centre
- The IEB will arrange for an IEB examiner to conduct the practical examinations and will notify the centre of the name of the examiner and the expected time of arrival

### Enrolment Forms

Completed Enrolment Forms must be sent a minimum of eight (**8**) weeks prior to the first examination date. Note! One enrolment form per subject

IEB should be informed of any candidates with additional needs at the time of enrolment

Evidence relating to the Accreditation of Prior Learning must be forwarded with enrolment forms

### Payment

All invoices relating to an examination booking should be paid a minimum of six weeks (6) prior to the examination date.

The IEB reserves the right to postpone examinations if payment is not received six (6) weeks prior to the date of the proposed examination

### Examination Forms

- The IEB will send to the training centre the Practical Examination form (SP5) listing all candidates enrolled for the practical examination
- The invoice for the theory and practical examination (where applicable) will accompany the Practical Examination Form (S5PT)
- The above form should be available for the IEB examiner's use on the practical examination date.
- Student withdrawals/absences should be noted on this form by the centre
- Pre-assessment forms must be completed by the relevant lecturer(s) for all candidates completing practical examinations
- Pre –assessment forms should be available to the IEB Examiner
- The theory examination papers will be sent by the IEB in advance of the theory examination date, together with the Theory Examination Form (S5T)
- The Theory Examination form should be completed by the invigilator, including any absences
- The Theory Examination form S5T should be returned to the IEB, together with all completed examination papers (scripts), immediately following the examination and at the latest within forty eight (48) hours

### **Monetary Refunds**

The IEB will refund only examination fees where reason for candidate absence has been stated on the necessary forms and are acceptable according to the criteria stated within the IEB Regulations and Procedures Document

### **Results**

The IEB will forward examination results in the form of an Examination Results Sheet(s), certificates/ diplomas the centre within thirty six (36) working days from receipt of the completed examination papers and where applicable the practical examiner's submission of results.

NOTE! If two separate dates apply for the theory and practical examination the timeframe for results will be based upon the later of those examinations

## **Accrediting Candidate's Previous Learning (APL)**

The IEB objective is to ensure that students fully demonstrate their ability and knowledge. This is usually achieved through an IEB examination, coursework and/or practical assessment. However if a candidate has clear evidence of previous achievement this may be taken into account and exempt them from one or more assessment. Firstly the centre must check whether or not the candidate's qualification is recognised by the IEB and if APL can be applied

- To claim APL the centre should complete the IEB APL form **AP2L** and attach a copy of the student's certificate(s).
- Attach the above form and copies of the student's certificates to the centre enrolment form and post to the IEB examinations office
- The IEB will require details of the awarding body and method of assessment. The IEB reserves the right to request a copy of the syllabus.
- All documents must be in English (the original document and a translation is acceptable)
- Applications for APL will be considered by the IEB and the decision will be confirmed in writing within seven (7) working days from receipt of the application
- Where seeking APL for a qualification not on the IEB recognised list the IEB will consider applications following the advised procedure set out above

### **Grading Candidates for APL**

Due to the fact that comparing one qualification with another is not an exact science the IEB will only accept APL as a basic pass. Candidates wishing to gain a higher grade will need to take the IEB subject specific examination. Where candidates can prove that they have achieved a 'similar' qualification from another approved awarding body, they will be required to be assessed against IEB assessment criteria for a minimum of 50% of the qualification (theoretically and practically) in order for IEB to issue the diploma/certificate.

**Main Sector Awards offered by the IEB:-**

1. Anatomy and Physiology
2. Aromatherapy
3. Professional Massage
4. Sports Massage
5. Seated Massage
6. Head Massage
7. Facial Massage
8. Reflexology
9. Facial Reflexology
10. Kinesology
11. Nutrition
12. Professional Conduct and Business Awareness
13. Manicure & Pedicure
14. Aestecienne
15. Beauty Therapy
16. Beauty Consultant

CPD Certification is available in more than 100 sector specific award areas.