



Examination announcements

October 2017

Procedure for candidates with special needs

Queries received recently suggest there is some confusion over the procedure that should be followed for candidates with special needs.

Where possible the candidate should obtain guidance from their health or educational professional as to the support facility best suited to their particular circumstances.

It is vital that clubs notify the examinations office of candidates of any special needs well in advance of the examination date. This will allow the RSGB examinations office to record details of such requests, set in train any special requirements such as readers and where necessary offer additional advice and help. Requests meeting the normal lead-time are most unlikely to be approved.

Clubs should note that such guidance might also apply to any training prior to the exam. For example using special papers or coloured overlays or working with a reader which will help reduce the inevitable stress on both candidate and reader.

In particular clubs should note that the ability to use the schedule to the licence is essential both in everyday operation and in the examination. Understanding beforehand how the candidate will ask a reader to read out the appropriate line in the schedule will avoid much confusion later in the examination.

These arrangements also apply to the Practical Assessments. Where a task is physically impossible it may be waived, but only with prior agreement. Such waivers will be shown on the Register and Assessment sheet issued with the examination papers.

Suitably qualified readers must be identified in advance. If necessary, the Examinations Office will arrange appropriate training which is normally done by email and telephone conversations given adequate notice otherwise the RSGB will appoint an approved reader.

Revised Practical Assessment Requirements

The May announcement advised of the revised validity of the Foundation CPAR covering on-air operation. Candidates should be made aware that the Foundation CPAR is now only valid from the date of issue to the date of the examination which date **must** be entered on the CPAR document when it is issued.

This change has been incorporated into the practical assessment requirements available at: <http://rsgb.org/main/clubs-training/tutor-resources-2/syllabus/>



Online Examinations

An online option for Full examinations (previously known as Advanced) was launched in March 2017. Clubs, exam centres and candidates have all given very positive feedback and supported the original idea of extending the online option to Intermediate and Foundation exams.

We're delighted to announce that a recent Exam Group meeting approved the roll-out of online exams as follows:

- From 1 November 2017 the RSGB HQ Exams Department will accept applications for online Intermediate exams
- From 2 January 2018 you will be able to apply for an online Foundation exam

To bring consistency to the application process, a notice period of ten working days will apply to every exam from 1 November, regardless of level or whether online or paper-based.

All examinations, both online and paper, will still be held at Exam Centres and invigilated in exactly the same way as now. When applying for an exam you must state whether electronic, paper or a mix of examination type is required.

Online exams reduce paperwork for invigilators and provide immediate feedback to the candidates. More online administrative tools are in the pipeline to assist Examination Secretaries.

Applications for paper examinations will continue as before.

Reminders

a) The Examination Group occasionally receive comments, well after the exam concerned, to the effect that a question was poorly written or was defective in some way. However the description of the question and even to which exam it relates is too poor to take any action.

Invigilators are reminded to not disclose the details of any question itself. When sending any comments on questions the examinations office need the question bank number which is found alongside the particular question being queried or alternatively the exam date/place, candidate number and the question number on the examination paper. More importantly always remind candidates to draw such comments to the attention of the invigilators at the time of the examination so they can record the relevant details on the irregularity page of the examination booklet.

b) Related to the above, some reports we get suggest the candidate has misread a question or made additional assumptions over and above those stated in the question itself. Clubs should recall that some candidates may not have no prior examination experience and be unfamiliar with what is expected of them. All candidates should be advised to answer the question exactly as asked without assuming any particular context or situation that is not stated in the question. Experience shows that where candidates are unfamiliar with examinations a mock exam can prove useful in covering procedures, multiple choice answers and exam technique generally.

c) Please remind candidates to use the reference booklets provided and not to rely on memory. It is surprising how often candidates give wrong answers to questions to which they can look up the answer.

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