



# Instructors' Newsletter

## August 2015 edition

### 2015-2017 Advanced Exam schedule

	Date	Time	Closing Date for Entries
<b>2015</b>			
Sun	11 Oct 2015	10.00 (Convention)*	18 Sept 2015
Mon	7 Dec 2015	19.00hrs	16 Nov 2015
<b>2016</b>			
Thurs	28 Jan 2016	19.00hrs	14 Jan 2016
Sat	5 Mar 2016	14.00hrs	19 Feb 2016
Fri	6 May 2016	19.00hrs	22 April 2016
Tues	5 July 2016	19.00hrs	21 June 2016
Wed	24 Aug 2016	19.00hrs	10 Aug 2016
Sun	9 Oct 2016	10.00 (Convention)*	23 Sept 2016
Mon	5 Dec 2016	19.00hrs	21 Nov 2016
<b>2017</b>			
Thurs	26 Jan 2017	19.00hrs	12 Jan 2017
Sat	4 Mar 2017	14.00hrs	18 Feb 2017
Fri	5 May 2017	19.00hrs	21 Apr 2017
Tues	4 July 2017	19.00hrs	20 June 2017
Wed	23 Aug 2017	19.00hrs	9 Aug 2017
Sun	8 Oct 2017	10.00 (Convention)*	25 Sep 2017
Mon	4 Dec 2017	19.00hrs	20 Nov 2017

\*Please note that the October Sunday exams are planned to coincide with the RSGB Convention dates but are open to all exam centres that are able to open at the appropriate time.

**Please also remember the minimum notification period for all examination levels is two weeks (10 clear working days). Requests submitted without sufficient notice will be rejected.**

We aim to have papers delivered in time for a non-delivery to be queried and resolved. If you have a query or your papers have not arrived 5 days before the exam please email [exams@rsgb.org.uk](mailto:exams@rsgb.org.uk) or ring 01234 832 717.



## New licence terms examined from 1 October 2015

The RCF announced in March that the new licence conditions would be examined from 1 October.

To facilitate that and allow time for the question banks to be changed the Examination Department advises that requests for exams on 25 to 30 September must arrive at HQ by 11 September and for exams on 1 October by 17 September.

## One more Advanced exam

To spread the workload in the RSGB Examination Department and provide more opportunities at Advanced it is proposed to add another Advanced exam to the programme from 2016. The suggestion is that a Saturday will be most helpful. If that is confirmed, the programme for 2016 and 2017 will be updated.

## Indicative marking

The number of wrongly locally marked papers seems to be increasing, certainly there is an increase in the number of cases where a candidate has been advised of an indicative pass but the official result is a fail.

These do cause distress to the candidate, particularly where the candidate is a youngster as has recently happened. The inevitable complaints and appeals also cause much wasted time both for the RSGB and the RCF.

The rules do require marks within two of the pass mark—either side—to be re-checked so whilst the odd error is understandable it should not result in false information to the candidate. Do please take care in marking.

## Train the Trainers

The revised format of these has proved very successful and much appreciated by those attending.

They are available to all RSGB members involved in training or thinking of becoming involved and there is no charge.

Places at each venue are limited so apply soon if you are interested.

Further events will be announced on the RSGB Tutors Yahoo Group at <https://groups.yahoo.com/neo/groups/RSGBtutors/info> and on the RSGB web site at <http://rsgb.org/main/clubs-training/tutor-resources-2/train-trainers-events>.

## Exam matters

Formal announcements about RCF examinations are made via the Exam Matters newsletters. These will be emailed to examination centre secretaries so please ensure the RSGB Examination Department has up-to-date contact details.

They are also posted on the RCF web site at <http://www.commsfoundation.org/rce/exams>

These are formal announcements so please do check regularly as failure to comply with any necessary changes could lead to delays in providing or marking examination papers.

The most recent announcement concerned the changes to examinations from 1 October 2015. Copy below.

*Examinations held on or after 1 October 2015 will be to the licence conditions as set out by Ofcom following the January/February 2015 Notice of Proposal to Vary a Wireless Telegraphy Act Licence*

*The Examinations will also be set according to the 2015 Band Plan for the 14MHz (20m) and 144MHz (2m) bands.*

*The Reference Data Booklets provided in the examination will be updated to reflect those changes.*



---

## A note from the RCF Quality Assurance Manager

### Have you and all your invigilators read Conduct of Examination Booklet EX500?

During a number of unannounced inspections it was obvious that not all the invigilators had read the Conduct of Examination Booklet—some weren't even aware of its existence!

The QAM would like to point out that each invigilator signs the examination report sheet to say they've read it and will conduct the exam according to the procedure laid down in the booklet. Fair warning that any future instances whereby invigilators plainly haven't read the booklet could result in the exam becoming void.

The booklet is freely available—if you haven't got a copy you can download it at [www.commsfoundation.org/rce/pdf/conductofexamination.pdf](http://www.commsfoundation.org/rce/pdf/conductofexamination.pdf) or failing that give the RSGB Examinations Department a call and they'll send you hard copies.

## Syllabus areas needing examination items

The number of items required continues to fall. Some items are still short and submission of draft items—to [exams@rsgb.org.uk](mailto:exams@rsgb.org.uk)—is very much appreciated. There is a £20 RSGB book token for ten accepted items. If you don't want this personally the club may like a small stock of training books for those unable to afford their own. Do please read the guidance notes first.

### Foundation

None required but nice to have one more each in 2c1 2c8 3b4 4b4 8a1 8a5 8a6 8d1 9a6 9b1

### Intermediate

None required but nice to have one more each in 7b2 7c1 7c2 8e1

### Advanced

Wanted: 2b1 2g1 2h1 2i1 2j1 4h1 7a2 7d1 7e1 9a1 9a2 9e1

Nice to have one each for: 2f1 3e3 3h2 3l1 3p2 4c1 4e1 4f1 4f3 4h2 4h4 4h5 4h6 4i1 4j2 4j3 4p1 4q1 4r1 5c2 7b1 7b5 7c1 7f1 8a1 8d1 9a3 9a4 9b1 9c1 9f1 10a1 10e1

Where items are shown as wanted then two items per syllabus topic will be acceptable from any one author to allow a range of authors and styles. Please do not simply change a distractor to make a different item; items on the same topic should seek to examine a different aspect of it.

All authors are warmly thanked for their inputs; it is very much appreciated.