



RSGB Training and Examination Guide for Tutors – v.1.3

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RSGB
Training and Education Committee
2016

published by the
Training and Education Committee
of the
Radio Society of Great Britain
3 Abbey Court, Priory Business Park,
Bedford MK44 3WH - UK

This version (1.3) July 2016

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1 – Introduction to training and assessments

This series of documents describes the procedures that are to be followed for the provision of training and assessment as part of the RSGB scheme for people to become eligible for a UK Amateur Radio Licence.

Detailed procedures for the conduct of the Amateur Radio Examinations are covered in a separate booklet known as: EX500 'Conduct of Examinations'.

[see :<https://thersgb.org/services/education/downloads/pdf/conduct-of-examination.pdf>]

Even if you have some experience in providing this training, it is still worth reading through these documents and the EX500 booklet. There have been a number of changes in procedures since the scheme first started and we all need to keep up to date. Read together, these documents and the EX500 booklet provide a definitive version of the 'end-to-end' process for the conduct of amateur radio training, assessments and examinations.

These procedures might appear to be quite formal, but they are there to ensure consistency in training and fairness in assessments/examinations for all who take part in the scheme. Separate guidance is in preparation to provide advice on successful ways of delivering the actual training and assessments.

Whilst there is nothing to stop anyone delivering amateur radio training to others, some of the roles in the training/assessment process can only be carried out by Radio Society of Great Britain (RSGB) Registered Assessors. Everyone who intends to deliver training to others is therefore encouraged to register as a Registered Assessor. RSGB Registered Assessors do not need to be members of the RSGB, but all are encouraged to join the Society.

There are no formal training procedures to be followed after any Radio Communication Examination, but Trainers/Assessors are encouraged to offer on-going support to both successful and unsuccessful candidates to encourage them to continue their learning and development as radio amateurs. A number of Clubs have found 'Activity Evenings' and local VHF nets useful in maintaining interest.

The RSGB Training and Education Committee offers '*Train the Trainers*' events where those who deliver training have the opportunity to learn more about the scheme, share ideas and ask questions of those who perhaps have more or different experience. All involved in delivering Amateur Radio Examinations training are encouraged to attend one of these events, and ideally to attend again every few years to refresh their knowledge.

Trainers and RSGB Registered Assessors are also encouraged to join the RSGB Tutors' Yahoo Group [see : <https://groups.yahoo.com/neo/groups/RSGBtutors/info>] which provides a forum for discussing matters related to amateur radio training, assessments and examinations.

2 – Roles and responsibilities

There are a number of roles to be performed in delivering training, assessing candidates and invigilating examinations. These are explained fully below.

Trainer - the person delivering the training. This can include carrying out/assisting with individual Foundation and Intermediate Practical Assessments. Trainers **can** sign off individual practical assessments but **cannot** sign off the completed Candidate Practical Assessment Record. Trainers do not need to be RSGB Registered Assessors but are encouraged to register.

Morse Assessor – the person who carries out the Foundation Morse Code Assessment. This must be a person who has demonstrated proficiency in sending Morse Code by hand and receiving by ear.

RSGB Registered Assessor - the person who signs off the Candidate Practical Assessment Record for Foundation and Intermediate levels to confirm that all assessments have been completed and that required standards have been met. Where assessment tasks are delegated, the Registered Assessor is responsible for checking that the tasks were completed to the standard required. Registered Assessors **must** be registered with the RSGB. The RSGB Registered Assessor has no role for Advanced level training.

Examination Secretary – the person who applies to the RSGB for examination papers. The Examination Secretary is also responsible for engaging the Invigilators. Examination papers are normally sent to the Examination Secretary unless that person was also the RSGB Registered Assessor or a Trainer for the candidates; in which case they must go to the First Named Invigilator. The Examination Secretary must retain the confirmation email which provides the registration number for each venue that they use.

First Named Invigilator – the person who ensures the proper conduct of the examinations, and receives the examination papers if the Examination Secretary was involved in the training/assessment. For Foundation and Intermediate this person is also responsible for the marking of the papers, and for the issuing of indicative results.

Second Invigilator – the person who assists the First Invigilator before, during, and after the examination. A third invigilator may be appointed for large groups. Only Invigilators that are named on the Request for Examination Papers form can assist with the local marking of Foundation and Intermediate papers. In the ideal world, none of the Invigilators would have any involvement with the training/assessment of the candidates but it is recognised that small Clubs and independent Training Providers would struggle to comply with that requirement. It is therefore acceptable for trainers/assessors to act as Second or Third Invigilators if no suitably independent invigilators are available.

NOTE: When selecting invigilators, please give due thought to the RSGB Equalities Policy *[under development]* to ensure a selection from the full range of people available. Please also note that the requirement to accompany candidates needing to go to the toilet or to chaperone young candidates who need to leave the room during the examination should also be taken into account. Invigilators should be responsible people of at least 18 years of age whose integrity may be relied upon for the conduct of the examination. It is the responsibility of the Examination Secretary to ensure that Invigilators meet the standards required and have the necessary experience to correctly and safely conduct the examination. Invigilators must not be related to any of the candidates. In the case of children under 18 years of age a parent or guardian may sit in the examination room in view of, but not in close proximity to, their child/ children. Parents/Guardians may not act in any invigilation capacity.

Reserve Invigilator – the person who would step in if either First or Second Invigilator were unable to carry out the duties. It is always worth adding a reserve to the list.



Reader – the person nominated to read the questions to a candidate who has been confirmed as needing such help. The Reader is **not** an Invigilator. The reader must be approved in advance by the RSGB, both in role and by name. It is therefore essential that the need for a Reader is made known as soon as possible as the usual two weeks' notice is unlikely to be sufficient to identify and approve a suitable Reader.

Reader Writer – the person nominated to read the questions to, and to record the responses from, a candidate who has been confirmed as needing such help. The Reader Writer is **not** an Invigilator. The Reader Writer must be approved in advance by the RSGB both in role and by name. It is therefore essential that the need for a Reader Writer is made known as soon as possible as the usual two weeks' notice is unlikely to be sufficient to identify and approve a suitable Reader.

NOTE: the same person may undertake a number of these roles, but the First Named Invigilator must not have been involved with the training or assessment of the candidates. It is also not possible to act as a Reader or Reader Writer *and* be an Invigilator. It therefore follows that to deliver training, assessment, and examinations, you will need at least two people – more if there are Readers/Reader Writers.

Other definitions

RSGB Examination Centre – an individual or organisation that will host Amateur Radio Examinations. Each centre may have a number of examination venues. Venues are normally checked and approved by the RSGB. Educational Establishments do not normally require RSGB inspection.. Amateur Radio Examinations can only be held at one of these venues.. Special arrangements for those with special needs will be considered in consultation with the RSGB Examination Standards Manager.

3 – Training and practical assessments

There are no formal requirements for the training of candidates leading up to the Amateur Radio Examinations. Training can range from individuals self-training, to formal classroom sessions.

Whilst there is nothing to stop anyone delivering amateur radio training to others, some of the roles in the training/assessment process can only be carried out by Radio Society of Great Britain (RSGB) Registered Assessors. Everyone who intends to deliver training to others is therefore encouraged to register as a Registered Assessor. RSGB Registered Assessors do not need to be members of the RSGB, but all are encouraged to join the Society.

For Foundation and Intermediate level formal training courses for 'competent' students may actually be limited to the conduct of the Practical Assessments.

There are a number of practical assessments that **must** be completed by all candidates prior to sitting the Foundation and Intermediate Amateur Radio Examinations; and these have to be signed off by an RSGB Registered Assessor prior to the exam being taken.

The practical assessments are specified in the relevant Examination Syllabus and include tasks such as operating radio equipment, making measurements and some electronic construction. There are no practical assessments at the Advanced level.

Clubs or Independent Training Providers normally deliver the training and the associated practical assessments. Some Clubs provide the training and send candidates elsewhere for assessment/examination.

If the practical assessments have not been completed before the Examination fee is due to be paid, Trainers/Assessors/Examination Secretaries **must** remind candidates that a failure to complete the practical assessments prior to the examination will prevent them from sitting the paper and the Examination fee will be lost.

Clubs and Independent Training Providers must follow the RSGB guidance on Child Protection [*see :http://rsgb.org/main/files/2012/11/RSGB_Child_Protection_Policy.pdf*]. In essence, the Training Provider must carry out a risk assessment and if the activity falls within the criteria explained in the policy the Trainers/Assessors must be subject to Disclosure and Barring Service (DBS) checks (formally CRB checks) or equivalents where applicable. The RSGB will pay for any member to be checked where the need is identified.

Training Providers are advised to invite a parent or guardian of children to accompany them at all times during training.

Candidates with special needs

When training, Trainers should make reasonable adjustments for candidates with special needs according to their individual requirements.

When it comes to the Practical Assessments, Assessors **must** seek approval for reasonable adjustment to the Assessments from the RSGB Examination Office **At least 28 days'** notice is required.

Adjustments to the practical assessments will entail a discussion between the Examination Standards Manager (or an appropriate person nominated by the ESM) and the candidate in order to determine what is required by that individual. This may also involve seeking advice from the candidate's professional adviser. It is the candidate's responsibility to obtain this. A template letter requesting details of what reasonable adjustments would be appropriate is available from the RSGB Headquarters Examination Secretary on request.

The need is not for a certificate of the candidate's disability but proper advice from a competent person on what to do about it in order to provide the candidate with a fair assessment. An existing certificate or letter from an appropriate professional adviser and issued within the last year will be acceptable, if the candidate accepts that their needs have not changed substantially in that time.

Once the requirement is known, the RSGB will seek to meet the requirement so far as is reasonable. If the requirement cannot be met, alternative suggestions will be offered.

This process is not quick and it is vital that any candidates that are likely to require reasonable adjustments are made known at an early stage; 6 to 8 weeks is typical for this process to run its course.

It is essential that Registered Assessors do not make their own judgements as this may not be in the candidate's best interests and could invalidate the subsequent examination. The RSGB Examination Office will not issue special examination papers or recognise adjusted practical assessments unless they have agreed them following receipt of the professional advice.

4 – Amateur radio examination

There are three levels of Amateur Radio Examination:

Foundation;

Intermediate; and

Advanced

The three levels are progressive; and although one exam can be taken immediately after the other, they must be done in that order; and a pass in one is a pre-requisite for the next.

Whilst the examinations must be taken in a progressive order, there is no requirement for candidates to progress through all three levels; it is for individuals to choose whether to progress, and if so, when.

All three levels of Amateur Radio Examinations use a multiple-choice format to examine the relevant syllabus, which is produced and maintained by the RSGB Examination Standards Committee in consultation with key stakeholders, including the RSGB's Training and Education Committee.

The examinations are administered by the RSGB Headquarters Examinations Secretary with locally appointed Examination Secretaries and Invigilators conducting the actual examinations in accordance with RSGB procedures.

[see :<https://thersgb.org/services/education/downloads/pdf/conduct-of-examination.pdf>]

Examinations may only be arranged by RSGB registered Examination Centres and take place in a Registered Examination Venue.

There is no requirement for Candidates to attend formal training courses prior to any of the Amateur Radio Examinations; indeed many candidates train themselves through reading books and listening to the amateur bands. Some candidates may already be competent through prior knowledge/experience in the electronics/radio industry.

There are a number of practical assessments that **must** be completed by all candidates prior to sitting the Foundation and Intermediate Amateur Radio Examinations; these **must** be signed off by an RSGB Registered Assessor prior to the exam being taken.

Examinations can be arranged at any time, subject to at least ten working days' notice for Foundation and Intermediate, and at least one month's notice for Advanced. Named Invigilators mark Foundation and Intermediate examinations on site, and candidates are given an Indicative Mark/ Feedback Sheet as soon as the marking is completed. These local indicative marks cannot be used to obtain a Licence, but provide instant feedback. Licences can only be obtained once RSGB Headquarters staff have verified the results and uploaded them to Ofcom, normally up to 10 working days after the exam.

An indicative pass at Foundation or Intermediate level is sufficient for entry to the next level examination. It is therefore possible to complete all three examinations in a single day if all practical assessments have been completed in advance. Discounts are available for candidates sitting more than one exam in a single session. A single 'session' can run over two consecutive days.

Advanced exam papers are not marked locally but are returned to RSGB Headquarters for marking. Candidates can obtain feedback on their exam performance on request.



For all three levels of Amateur Radio Examinations RSGB Headquarters staff notifies the validated results to Ofcom and sends a certificate to each candidate through the post. This process may take up to 14 days from receipt of the completed examination papers at RSGB Headquarters. Candidates must be requested not to contact the examinations office until that period has elapsed

It is important that Invigilators return papers promptly.

Candidates with special needs

Examination Centres are to make reasonable adjustments for candidates with disabilities.

Candidates needing special examination requirements are catered for according to their individual needs. Some examples include:

- An examination paper without diagrams may be produced for the registered blind and a Reader/Writer provided.
- Extra examination time (amount depending on the degree of disability) may be allocated when a reader/writer is required.
- A home examination may be arranged if the candidate is physically unable to attend the examination location.
- An examination paper printed on coloured paper may be produced to aid those who are dyslexic.

Exam Secretaries **must** notify the RSGB of any special examination requirements, and seek guidance **at least** 28 days in advance of the examination date.

This will entail a discussion between the Examination Standards Manager (or an appropriate person nominated by the ESM) and the candidate in order to determine what is required by that individual. This may also involve seeking advice from the candidate's professional adviser. It is the candidate's responsibility to obtain this. A template letter requesting details of what reasonable adjustments would be appropriate is available from the RSGB Headquarters Examination Secretary on request.

The need is not for a certificate of the candidate's disability but proper advice from a competent person on what to do about it in order to provide the candidate with a fair examination. An existing certificate or letter from an appropriate professional adviser and issued within the last year will be acceptable, if the candidate accepts that their needs have not changed substantially in that time.

Once the requirement is known, the RSGB will seek to meet the requirement so far as is reasonable. If the requirement cannot be met, alternative suggestions will be offered.

It is essential that Exam Secretaries do not make their own judgements as this may not be in the candidate's best interests and could also invalidate the subsequent examination. The RSGB Examination Office will not issue special examination papers or recognise assisted practical assessments unless they have agreed them following receipt of the professional advice.

This process is not quick and it is vital that any candidates that are likely to require reasonable adjustments are made known at an early stage; 6 to 8 weeks is typical for this process to run its course.

Examinations summary

Examination details are as follows:

Foundation Licence Examination

- Examinations **must** be held at an RSGB Registered Exam Centre, unless there are special needs (*see above*)
- At least 10 working days' notice required
- Cost - £27.50
- 26-question multiple-choice paper
- Marked locally for indicative results, and verified using optical marking at RSGB Headquarters
- Pass mark: 19/26
- Time - 55 minutes

Intermediate Licence Examination

- Examinations **must** be held at an RSGB Registered Exam Centre, unless there are special needs (*see above*)
- At least 10 working days' notice required
- Cost - £32.50
- 45-question multiple-choice paper
- Marked locally for indicative results, and verified using optical marking at RSGB Headquarters
- Pass mark: 27/45
- Time - 1hr and 25 minutes

Advanced Licence Examination

- Examinations **must** be held at a RSGB Registered Exam Centre, unless there are special needs (*see above*)
- At least one month's notice required
- Cost - £37.50
- 62-question multiple-choice paper
- **No** local marking for indicative results. Papers are marked and verified using optical marking at RSGB Headquarters.
- Pass mark: 37/62
- Time – 2 hours



Identification and documents

The candidate **must** take the required means of identification and other documents to the examination. Details are provided in the RSGB EX500 'Conduct of Amateur Radio Examinations' booklet.

[see :<https://thersgb.org/services/education/downloads/pdf/conduct-of-examination.pdf>]

Conduct of the examination

This is covered in the RSGB booklet EX500 "Conduct of Amateur Radio Examinations" and will not be repeated here.

Appeals

Candidates may challenge the validity of examination questions and/or appeal against the examination as a whole within 5 working days of the examination. Details of how to challenge a question or appeal against an examination are provided in the RSGB document 'Handling of Irregular Conduct'.

[see :<https://thersgb.org/services/education/downloads/pdf/irregularities-and-appeals.pdf>]

5 – Paperwork and payments

The Amateur Radio Examinations scheme requires some administrative paperwork. The main forms required are:

- Exam Centre Registration (*covered in specific guide*)
- Registered Assessor Application (*covered in specific guide*)
- Foundation/Intermediate Candidate Practical Assessment Record (*covered in specific guide*)
- Foundation/Intermediate Instructors Practical Assessment Record (*covered in specific guide*)
- Candidate Application Form (*covered below*)
- Request for Examination Papers (*covered below*)

Candidate registration

Candidates undergoing training, even if self-taught, must be registered with the RSGB to receive their individually named examination papers; and to facilitate Licence application once they have (hopefully) passed.

Foundation candidates must also be registered onto the training course to allow them to operate radio equipment under supervision.

For all levels of examination, registration is by the Candidate Application Form (CAF), which is available in paper format or can be downloaded from the RSGB website.

[see : <http://rsgb.org/main/clubs-training/forms/>]

Candidates should be requested to fill out these forms. Parents or guardians of candidates under 16 must also sign the form to indicate their consent.

Under normal circumstances completed CAF forms are to be given to the local Examination Secretary, NOT sent direct to the RSGB; the only exception is where a member of RSGB Headquarters Staff acts as Exam Secretary (e.g. at the RSGB Convention).

Ensuring that candidates know what to expect

In order to minimise the chance of any misunderstanding, it is good practice to provide candidates with written details of the dates, times and venue for all classes, assessments, and examinations.

Some Training Providers do this by drawing up a formal contract; others do this through a joining letter. There is no mandatory requirement to do either; but experience shows that some form of written notification does reduce the likelihood of any misunderstandings. It also provides an opportunity to check if the candidate has any special needs, and that they are not a 'disqualified person'.

If a Training Provider wishes to have candidates sign a separate form for such purposes they may of course do so; but duplication of the information on the CAF should be kept to a minimum.



Request for examination papers

This is done using the Request for Examination Papers (REP) form which is completed by the Examination Secretary.

[see :<http://rsgb.org/main/clubs-training/forms/>]

The completed REP form is sent to RSGB Headquarters together with all of the CAF forms received from candidates and the appropriate payment/details of prepaid exams. Payment of RSGB Examination fee is required at this stage; applications received without payment/details of prepaid exams will not be processed.

The REP and CAF forms **must** arrive at RSGB Headquarters no later than 10 working days before your Foundation or Intermediate exam date, or one month before your Advanced exam date. Where exams have been prepaid, e-mail copies of the CAF and REP forms are acceptable.

For short courses this means that the RSGB forms and payment may need to be despatched well before the course begins. This means that there is no opportunity to gauge whether a candidate will be ready for the examination.

For courses taking place over a longer period of time, examination fees may be collected and despatched nearer to the examination date; in order to spread the costs to the candidates, and to allow the Trainer to gauge exam readiness. This is more likely to be applicable to Intermediate and Advanced rather than Foundation training courses due to the longer run of the courses.

Payments, fees, discounts and expenses

The RSGB publishes a scale of fees for each exam level, available on their website. These are payable per candidate at the same time as the Candidate Application Forms and Request for Examination Papers are sent in. There are no discounts for age or RSGB membership, etc.

Different Exam Centres take payment in different ways. Some will take in fees from candidates and send a single combined cheque to Headquarters, others will require candidates to provide cheques/postal orders made payable to the RSGB with no need for the Exam Centre to make any separate payment.

Candidates may pay for examinations on line from the RSGB Shop. Candidates are issued with an invoice/receipt number which they must provide to the Examination Secretary with their Candidate Application Form.

Examination Secretaries may collect payment from candidates and then purchase multiple exam on line. This allows for credit/debit card payment in a single transaction.

Trainers, Examination Secretaries and Invigilators normally carry out the training, assessments and examinations as volunteers, and do not accept any payment for their services other than appropriate out-of-pocket expenses, if any. However, there is nothing to stop a commercial organisation marketing professional training for profit if the market will support it.

Training Providers may include a small fee per candidate "for club funds" or similar, but this should be kept at a low level. The intention is to ensure that there are minimal financial barriers for candidates to train for and sit the Amateur Radio Examinations.

Some Training Providers may have costs that need to be reimbursed by the candidates; for example:

- Hire of training and exam venues
- Teas and coffees
- RSGB books; and perhaps other training materials
- Instructor incidental expenses

Some Training Providers may choose to subsidise all or part of these and similar costs from other activities or funds, but for many this will not be possible. Where any such costs need to be reimbursed by candidates, they should of course be totalled and divided equally among the total number of candidates. Such arrangements are between the candidates and the Training Providers; RSGB Headquarters Staff do not get involved unless they are hosting the examinations.

Trainers are entitled to a discount of 35% on bulk purchases of ten or more training textbooks. The numbers can be made up of any combination of Foundation, Intermediate and Advanced books so long as ten or more are purchased together. This is not shown on the RSGB Bookshop website so it is worth ordering over the telephone.

Some Training Providers require candidates to obtain their own textbooks in advance of the course so they can read through the material in advance, particularly for short 'weekend' courses. This removes the opportunity for students to benefit from the trainers' discount for bulk buying, but it does mean that candidates are not rushing through the book.



6 – Advertising your training

Clubs and Training Providers are now shown on a Google Map based search engine.

[see :<https://thersgb.org/services/coursefinder/>]

It is for Clubs and Training Providers to update the information in their posting.

GB2RS will always add details of forthcoming courses to the local broadcast script. Magazines such as *RadCom* and *Practical Wireless* will include Course adverts; but remember, they are compiled about six to eight weeks before publication, so you need to bear that in mind if you intend to send in your details.

RSGB Headquarters Staff have promotional material that can be used to advertise courses and the hobby in general. These can be requested from the RSGB Headquarters Examinations Secretary.

Radio clubs and rallies are clearly good recruiting grounds. Keep all your local clubs informed of what you are doing so you can co-ordinate your efforts and maybe share the cost of examination room hire, etc.

When planning Intermediate and Advanced courses always contact ex-students from earlier courses as they may be ready to progress. Letting them know about Foundation courses is also useful as they may be able to recommend the courses to friends and family – word of mouth is a very effective advertising media!

Local radio and press are often on the lookout for short features and a piece on amateur radio with a built in advert for your Course is an excellent shop window for the hobby and you.

Libraries and shop windows will often display posters but do not expect a permanent spot; they often limit display time to a few weeks.

7 – Delivering the training

Generally

There are no specific requirements for delivering the training, other than to cover the syllabus, which is available from the RSGB web site.

[see :<http://rsgb.org/main/clubs-training/tutor-resources-2/syllabus/>]

Each syllabus has been written to specify what will be examined. It is therefore a good guide for trainers in knowing what knowledge/understanding a candidate should have fostered in them through their training.

There is no need for candidates to attend a formal training course; they can self-study by reading the RSGB textbooks and/or other amateur radio training material. However, attendance on a Course is highly recommended.

The Radio Amateurs Invalid and Blind Club (RAIBC) and the Royal National Institute for the Blind (RNIB) have jointly produced the RSGB training textbooks onto different media:

- **Foundation Licence Now!** available on audio tapes or data CDs (*contains MP3 files*)
- **Intermediate Licence – Building on the Foundation** available on data CD
- **Advanced Licence – the Full Licence Book** available on data CD.

To order copies of these publications please contact the RAIBC.

[see :<http://www.raibc.org.uk/>]

Formal training courses - timings

There is no specified duration for any training courses and the timing will depend on the prior knowledge of your students. As a rough guide, the training courses generally typically last:

- 12-16 hours for Foundation
- 20-24 hours for Intermediate
- 32-36 hours for Advanced

There is no set way of delivering the training. Some Training Providers run weekly classes of about 2 hours each; others run intense weekend courses. Each has their advantages and disadvantages; the choice is yours, based on the resources you have available and the prior learning of the candidates.

Dates are not crucial, as you can arrange to hold examinations to tie in with your training schedule; examinations are available anytime subject to a minimum of 10 working days' notice for Foundation and Intermediate and one calendar month's notice for Advanced.

Formal training courses - presentation

Trainers must make themselves familiar with the relevant syllabus requirements to ensure that they cover sufficient detail, but do not go into more detail than is required for the level being examined. Having said that, it can sometimes aid the understanding of a required element if the candidates are given a bit more detail than is actually required.



The material should be broken down into manageable topics spread over the time available, bearing in mind the abilities of the students and number of Trainers. That will vary for each Amateur Radio Examinations level; but also often between different Courses at the same level.

Trainers should prepare and agree a simple lesson plan, in advance, so that all Trainers can cover their material in the time available. Sticking to that plan is important; long waffling off-topic will probably bore your candidates and you **will** run out of time!

The Instructor presenting a topic, including any practical exercises and demonstrations, should prepare it in advance. The first time you present a topic, it is advisable to first present it privately to yourself so you can gauge the running time and make any necessary adjustments.

Practical exercises and demonstrations are extremely important for learning, and should be incorporated wherever possible into topic presentations.

Computer-based slide shows are very popular and can be a great resource if used properly. They can also be deadly boring, so beware!

Trainers need to keep presentations interesting and involve their candidates in a two-way exchange of information by asking regular questions and requesting feedback during the presentation. Just reading out the textbook chapters is insufficient; the material needs to be "brought to life."

Although presentation length is a matter of individual style, you will probably find that for best results no topic should last more than about 45 minutes; and try to ensure that you give regular breaks.

There needs to be close and careful liaison and co-operation between every Trainer, the Registered RSGB Assessors, and the Examination Secretary involved in each course. However, there is no requirement for any single person to be designated as having overall control of the training; the old term 'Lead Assessor' has therefore been discontinued.

Exam preparation

Students need to know the material but they also need to know how the exams are carried out. Trainers therefore need to include some time for briefing on exam technique, including how to complete the Optical Marking Sheets.

A number of sample exam papers and blank Optical Marking Sheets are available from the RSGB website.

[see :<http://rsgb.org/main/clubs-training/training-resources/foundation-mock-exams/>]

These should be used to run mock exams to allow students to get a feel for the process before the real thing. They also provide a useful guide for targeting revision on topics that are not answered well.

Where possible, Trainers should ensure that their students have a reasonable chance of passing the exam before they are entered; the use of sample papers is a good way of assessing this. It is recognised that this approach is not possible for very short courses but for longer courses booking the exams before you know your students is not advisable.



8 – Registering as an RSGB Registered Assessor

Registering as an RSGB Registered Assessor gives benefits to all concerned:

- Authority for you to sign off the Candidate's Practical Assessment Records for Foundation and Intermediate levels.
- An ability to join the Tutors' Yahoo Group where you can get help from other Trainers and RSGB Registered Assessors.
- Your candidates will know that you take training seriously.

Only Intermediate and Advanced Licence holders can become RSGB Registered Assessors; although there are some exceptions made for teachers and leaders in certain recognised youth organisations such as the Scouts, Guides and the Air Training Corps. Please contact the RSGB for more details.

Intermediate Licence holders can only register for the Foundation level; but Advanced Licence holders can register as RSGB Registered Assessors for any level.

You do not have to be registered if you only intend to deliver training or help RSGB Registered Assessors with the practical assessments.

Anyone who registers as a RSGB Registered Assessor must have sufficient knowledge and experience of amateur radio to be able to pass it on to others and to assess their competency. Ideally, RSGB Registered Assessors will have some experience in delivering training to be able to do it with confidence but the *Train the Trainers* workshops can assist if they do not.

To become an RSGB Registered Assessor you need to complete an application form (available from the RSGB website or by post) and return it by post to RSGB Headquarters staff. You will also have to complete an on-line quiz [*currently under development*] to demonstrate knowledge of the assessment process as part of the application (this is not a check of technical competence). Once the RSGB Headquarters staff has received your application they will take up a minimum of two references. The process to become an RSGB Registered Assessor can take up to two months to complete, so please be patient and set the wheels in motion as soon as you can.

On satisfactory completion of the process, you will receive a "Confirmation of Registration" letter with a registration number.

In order to maintain the database RSGB Registered Assessors **must** ensure that RSGB Headquarters are provided with any changes to personal details. RSGB Headquarters staff will write to apparently inactive RSGB Registered Assessors before they are removed from the database.

9 – Carrying out the Foundation and Intermediate practical assessments

Some Trainers build these into the training sessions whilst others run specific assessment sessions in addition to classroom training, or where candidates are self-taught by private study.

The only requirements are for them to be completed to the standard required **before** the examination; and for the Candidate's Practical Assessment Record to be signed off as completed by the RSGB Registered Assessor. Supplies of the Candidate Practical Assessment Record forms are only available in hard copy from the RSGB Examination Department.

Foundation and/or Intermediate candidates **must** be issued with a Candidate's practical assessment record **before** the assessments begin. These are completed task by task.

Any suitably qualified Trainer can carry out the assessments and sign off each task, but only an RSGB Registered Assessor is empowered to sign off the final completion statement.

Where 'deputy' assessors are used it is for the RSGB Registered Assessor to satisfy themselves that the standard attained by each candidate is sufficient before signing the bottom of the Record to confirm the assessments are complete if there is any doubt, more training/mentoring should be given to the candidate concerned.

Additional guidance on the syllabus requirements and how to carry out the assessments is available on the RSGB website.

The completed Candidate's Practical Assessment Record is to be handed to the candidate once signed off by the Registered Assessor. A completed Candidate's Practical Assessment Record is a pre-requisite for candidates sitting the relevant Amateur Radio Examination. Candidates **must** be instructed to keep the completed form in a safe place, and to take it to the examination.

The Registered Assessor is also required to complete an Instructors Practical Assessment Record, which is available to download from the Exam Forms page of the RSGB website.

[see :<http://rsgb.org/main/clubs-training/forms/>]

The completed form should either be sent direct to the RSGB Examination Department, or handed to the First Named Invigilator for return with the relevant completed examination scripts. Where candidates from an assessment session are sitting exams at different times or venues it is best to send the completed Instructors Practical Assessment Record to the RSGB Examination Department.

Foundation level - *specific requirements*

The Foundation Practical Assessments require:

- **A Full Licence holder** to supervise the use of Radio Equipment in accordance with the UK Licence for on-air contacts and for tuning an antenna. This person does not necessarily have to be an Instructor directly involved in the training.
- **A Morse Assessor.** This person does not necessarily have to be an Instructor directly involved in the training.
- **A Registered Assessor** to oversee the assessment process and sign of the candidate's record.



The Issue of the Foundation Candidate's Practical Assessment Record by an RSGB Registered Assessor is sufficient for the Course to be designated as a “Recognised Foundation Training Course” under the terms of the UK Amateur Radio Licence; so allowing the candidates to operate Radio Equipment under the supervision of a UK Full Licence Holder.

There is no limit on the number of supervised QSOs a candidate can make during the approved training course. Several sessions may be necessary before a candidate feels comfortable. Trainers/Assessors should take particular care to ensure that their candidates are competent to hold a QSO **before** signing off any of the relevant assessments.

Note: A group “mock QSO” without radios before the Assessment training can be very useful in overcoming the “microphone shyness” that seems to afflict so many! The use of licence-free PMR446 radios is another good way to introduce newcomers to good radio operating techniques.

Intermediate level – specific requirements

The Intermediate Practical Assessments require:

- **A Registered Assessor** to oversee the assessment process and sign of the candidate's record.

The Trainers/Assessors involved in the Intermediate Practical Assessments must be competent to do so. Those holding Full Licences and those with work-based experience in a relevant field (e.g. a school physics teacher) are automatically deemed competent.

It is acceptable for Intermediate Practical Assessment tasks to be completed away from the direct supervision of the Trainer/Assessor (e.g. at home). However, the Assessor must take reasonable steps to ensure that the candidate has completed the task(s) before signing them off. Asking for a repeat or partial repeat under supervision may be necessary to demonstrate competence.

For the construction project, Trainers/Assessors must be careful to ensure that it is the candidates who have actually completed the bulk of the construction work themselves. Where the project is completed without direct supervision, careful questioning on how the work was done, what problems they encountered, etc. can assist in this.

Candidates with special needs

See general requirements for Training and Assessment.

10 – Registering an examination venue

The aim of this service is to maximise the number of Examination Venues throughout the country so all candidates have flexibility and choice in taking their exams.

To register a venue Training Providers need to send an e-mail requesting the registration of the potential Examination Venue to the RSGB Headquarters staff.

The minimum criteria for a venue to be a RSGB Registered Exam Venue are:

- To have appropriate public liability insurance for the training/examination activities. RSGB Affiliated Clubs and Societies, Schools, etc. will automatically satisfy this criterion. Non- Affiliated Clubs and/or Independent Training Providers will need to supply appropriate written evidence.
- A member of the organisation must take on the responsibility of being the Examination Secretary and to hold the Registration Certificate.
- The building must be a public venue.
- To have an examination room with enough desks or small tables and chairs for the likely number of candidates with a minimum of 1.5m between them, to avoid disturbance or collusion.
- Access to toilet facilities.
- Access and facilities for disabled candidates.

If Club premises are unsuitable, an alternative venue can be proposed instead. Schools are accustomed to the requirements of running exams; there are also buildings within the local community that can provide the required facilities, such as council offices, community centres, leisure centres, libraries and church halls.

You will need to obtain permission from the owners of any premises before applying for registration of those premises.

RSGB Headquarters will arrange for an RSGB Inspector to visit proposed venues to assess the premises. The information given on the registration form will be copied to the Inspector concerned. Schools are usually exempt from the requirement for prior inspection.

Please do not expect proposed venues to be registered overnight as the Inspector is a volunteer and therefore has limited time available!

Each approved RSGB Registered Exam Venue will be issued with an identification number, which must be quoted on all correspondence.

Venue registration may be withheld/withdrawn if:

- The facilities provided fall short of those required for registration.
- The organisers fail to satisfy the proper conduct and integrity of the examination in accordance with EX500 'Conduct of Amateur Radio Examinations'.



Note: if a Club or Training Provider has more than one venue, any removal due to conduct result in all venue registrations being removed.

Clubs and Training Providers will have their basic details added to the Clubs and Training Providers web page on the RSGB website.

[see :<https://thersgb.org/services/coursefinder/>]

It is for the Clubs and Training Providers to add details of courses and maintain contact details to make training courses as accessible as possible.

Please note that the RSGB and Ofcom reserve the right to inspect and observe at any examination venue without prior notice.



11 – After the exam

Results

For **Foundation** and **Intermediate** examinations, the Named Invigilators mark the examinations on site, and candidates are given an Indicative Mark Slip with their results as soon as the marking is completed.

These indicative marks cannot be used to obtain a Licence, but provide instant feedback. Licences cannot be obtained until RSGB Headquarters staff have verified the results and uploaded them to Ofcom.

Advanced Examination papers are not marked locally and no indicative mark is provided.

For all three levels of Amateur Radio Examination, RSGB Headquarters staff notify the validated results to Ofcom and send a certificate to each candidate through the post. This process is timetabled to be completed in six working days of receipt of papers at RSGB Headquarters. It is therefore important that Invigilators return papers promptly.

Licences

Ofcom issues UK Amateur Radio Licences at the request of any candidate who has passed the relevant Amateur Radio Examination. Candidates must register with, and log onto the Ofcom website; or complete a paper application to obtain their Licence. The online application is free; but paper application carries a cost of £20.

Candidates should wait for their results to arrive through the post before logging on to the Ofcom web site to obtain their Licence.

Certificates

All successful candidates receive a certificate. Certificates are sent out by RSGB Headquarters staff with the formal pass slip. Merit and Distinction awards are made to those who perform particularly well at Advanced level.

Follow-up Activities

There are no formal training procedures to be followed after any Amateur Radio Examination, but trainers/assessors are encouraged to offer on-going support to both successful and unsuccessful candidates to encourage them to continue their learning and development as radio amateurs.

An on-air net for newcomers helps to get newcomers into good habits. Ask candidates to advise you of their call sign and let them know times/frequency of the net. On-air Club nights can be arranged, including before/after any formal programme activity, if antennas are readily available. An Intermediate familiarisation session is a great idea to show Foundation Licence holders what is involved in progressing to the next step.

12 – Reviewing your training

It is worth taking time after each Course to reflect on what went well and what could have been done better. The idea is to aim for each Course to be better than the last one, not to blame anyone for things that did not go so well.

This exercise should be carried out, as soon after the exam as possible, while things are still fresh in your minds.

Questions to start with might be:

- Which aspect of the course went really well?
- Which aspect of the course needs most improvement?
- What should we start doing on future courses?
- What should we stop doing on future courses?
- What should we continue doing on future courses?

You might want to include the candidates to seek their views too, possibly on:

- Course content
- Training media used
- Practical exercises
- Pace of the training
- Venue facilities
- Trainer's delivery

It is important that someone takes notes of what is said so that you can consider the results and make any suitable changes; otherwise there is little point doing the review.

You might consider preparing a standard questionnaire for the relevant people to complete.

There will be some things that you are powerless to change; the syllabus content or the RSGB books for example; but you can feed back that information to the RSGB for future consideration and possible action.