

Annexe D

SAMPLE TEMPLATE FOR EXAMINATION CENTRE REPORTS

Note – This is a sample framework the report by a Practical examination group on its examinations. It is based on the reports submitted by the seven groups for the 2012 examinations. While a checklist, it is neither prescriptive nor exhaustive. This report is not only a factual account but a chance to pick up on issues, positive and negative, and make suggestions and observations to aid the continual review of the CAAV 's examinations.

Name of Group

Year of Examinations

1. Summary with Conclusions and Comments.
2. Names of Examiners and Others Assisting.
List all with roles including the convenor, invigilators, monitors and observers.
3. Candidates.
How many? Withdrawals. No shows. Dyslexics. Other points.
4. Venues for the Practical Morning and Other Parts of the Examinations.
Where was used? Comments.
5. Pre-Examination Preparation.
Question setting arrangements, health and safety/risk assessments, organisation of Oral panels, etc. How questions were reviewed. Identification of conflicts.
6. The Practical.
Weather for the morning, briefing and other introductory arrangements, time of start and finish, topics covered in morning and afternoon, how candidates were taken round, catering, etc. Problems and suggestions.
7. The National Written.
8. The Oral.
Number and conduct of panels. The local topic. Which national questions? Problems and suggestions.
9. Marking.
How done. Procedure and recording. Review of borderline candidates. Moderation.
10. Results.
Outcome, comments and observations.
11. Dyslexic Candidates and Candidates with Medical Reports.
How handled. Any issues.
12. Feedback from Candidates.
General views from comments made by candidates to examiners and the convenor.
13. Further and Miscellaneous Comments (including experience with laptops for candidates).
14. Thanks and Acknowledgements.

To be supported by a report on the questions asked in the Practical and Oral.