



THE CENTRAL ASSOCIATION OF AGRICULTURAL VALUERS

EXAMINATIONS FOR FELLOWSHIP OF THE CAAV 2021

Being a Test of Professional and Practical Ability

Guidelines for the Practical, Written and Oral Examinations and Tutorial Organisers Guidelines

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FOREWORD

These Guidelines outline the structure and procedure of the CAAV's examinations for both examiners and candidates. They aim to make the process clear and set out a consistent framework as a sound basis for examiners, so that candidates can concentrate on preparing for them and giving their best. Prospective candidates and all those involved in the examinations system are encouraged to read these Guidelines in full.

These Guidelines are being revised in June as the Covid-19 restrictions are being eased. The CAAV's intention is that the examinations are held in mid-November in the usual way. Rules over tutorials have been relaxed to assist this and on-line tuition has been developed both nationally and by some local associations. However, it remains possible that further changes will have to be made in the light of circumstances. Should this happen we will brief members.

It is intended that the Practical part of the examination will offer a broad spread of questions such as might typically be met by candidates in professional work across the country. Examiners retain the freedom to reflect the circumstances of the property being used for the Practical and the Oral. In recognition of increasing specialisation, the national written papers ask candidates to answer two out of *four* questions in the first paper and *three* out of *seven* questions in the second, *an extra question offered in each part*.

Candidates will find other useful material on the CAAV website including:

- past written examination papers
- examiners' reports
- a paper, What Candidates Might Do to Prepare.

All probationers are encouraged to prepare themselves to come forward for the examination. Many will find it convenient to do so at the same time as or shortly after their RICS Assessment of Professional Competence, making efficient use of the same revision. Prospective candidates are encouraged to make use of the CAAV's tutorials as well as their own proposers and Local Association Training, Probationer or Education Officers to address weaknesses in their training or experience. There are also self help groups in some areas.

The Fellowship resulting from success in CAAV's examination is a hallmark of specialisation in rural valuations and related professional work. The examinations are regularly reviewed to ensure both their quality and their relevance in today's rapidly changing world.

These Guidelines are issued as explanation and assistance so that examiners, candidates and tutorial organisers can focus on achieving that hallmark.

David Steel
Chairman, Education and Examinations Committee
June 2021

Note – Changes since the 2020 Guidelines are shown in italics.

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**IT IS THE CANDIDATE'S RESPONSIBILITY TO
PREPARE FOR THE EXAMINATION.**

1. Learn from your work
2. Seek help from your Principal and other qualified members in your organisation
3. Go to tutorials – learn and ask
4. Discuss gaps in experience with local association training/probationer officers
5. Look for opportunities to study with others taking the examination

Take opportunities to understand

- Observe
- Inquire
- Stretch yourself
- Always ask the extra question

Understand the Examinations

- Read the Examiners' reports (on the website)
- Review past papers and answers (on the website)
- Do mock exams

THE EARLIER YOU START, THE BETTER PREPARED YOU WILL BE.

The answers that candidates write in the examinations are all that the examiners can mark. The examiners cannot infer or give credit for points that are not made or information that is not given. It is for candidates to demonstrate their ability in their answers.

THE CAAV WRITTEN BOARD'S 10 TOP TIPS FOR FUTURE CANDIDATES

1		<p>Attend one of the two written tutorials</p> <p>There are lots of good tips and guidance provided at these and you are strongly advised to attend. If in doubt speak to a recent attendee.</p>
2		<p>Read the question and answer the question</p> <p>Remember to read the question and don't answer what you think and hope it says! Also, re read the question several times, as there may be details missed on the initial read through.</p>
3		<p>Avoid 'walls of words'</p> <p>These are rarely asked for, and never welcomed by marking examiners!</p>
4		<p>Don't sell yourself short</p> <p>Make sure you answer all parts of the question, and don't miss out parts – you are not making life easy and immediately putting yourself at a disadvantage.</p>
5		<p>Less is definitely more</p> <p>Some of the very best answers are also the shortest, so please don't waffle or pad. This is not needed and definitely not wanted!</p>
6		<p>Match time spent to the marks allocated</p> <p>The mark allocation is a really good guide for the time to spend on each part of the question, so do try to stick to this at all times.</p>
7		<p>Formatting answers will assist</p> <p>Whether handwriting or using a laptop, simple formatting whilst not compulsory, will certainly help e.g. bullet points, numbered lists, headings, white space, tables etc - all of these are good to win over the hearts and minds of weary examiners!</p>
8		<p>Time is precious</p> <p>Know exactly how long you have for each question before the exam starts, and don't be tempted to spend longer on questions you are comfortable with – the ones you are less easy with will need just as much, if not more time.</p>
9		<p>Consider a question plan</p> <p>These are not favoured by all we know, but are a good way to gather thoughts in the heat of battle, and rough out an answer (which will also be marked if you completely crash on time).</p>
10		<p>Ideally use a laptop</p> <p>Do think very carefully if you decide not to use a laptop, especially if your handwriting is poor. The system is well tried and tested now and increasing in popularity. In the Written Board's view the use of a laptop helps focus answers to key points, delivering well-structured and succinct answers.</p>

SYLLABUS

Syllabus for the Examinations held after 1st July 2019

Candidates are expected to have a working knowledge of all matters relevant to the valuation of and related professional work with rural property and business, rights and obligations, assets, livestock, deadstock and other goods with the relevant statutes and case law, for the country within the United Kingdom in which they predominantly practice, including but not restricted to the following:

1. Farming and Land Management

- (a) Agricultural practice, including farming systems and methods, farming enterprises with their economics and practicality, and the use of technology
- (b) Public policies for agriculture, rural land management, resources such as soil and water, and other issues including animal health and welfare with available payments and agreements
- (c) Regulations bearing on rural land and businesses, including environmental matters and health and safety
- (d) Preparation, use and analysis of budgets, cash flows, management accounts, financial accounts and balance sheets
- (e) Agricultural buildings and their construction with regulations and costs

2. Rural Property Law, Agricultural Business Structures and Agreements

- (a) Business planning and structures for rural landowners and farmers including sole trading, partnerships and companies
- (b) Rural property law, particularly agricultural landlord and tenant matters, including the law and valuations relevant to the commencement, the operation and the termination of tenancies including rent, tenant's fixtures and improvements, dilapidations, other rights, claims and obligations of landlords and tenants
- (c) Other forms of agreement between landowners and farmers, including contract farming agreements, joint ventures, share farming, licences and profits
- (d) The drafting and interpretation of agreements
- (e) Use of these structures and agreements with business and family change

3. Taxation for Rural Property and Business

The framework of, valuations for and relevant impact of

- (a) Income Tax and Corporation Tax
- (b) Capital Gains Tax and Inheritance Tax
- (c) Stamp Duty Land Tax and other transactions taxes (LBTT in Scotland and LTT in Wales)
- (d) Value Added Tax
- (e) Business rates
- (f) Other national, devolved and local taxation

together with the relevant reliefs and exemptions

4. Statutory Regimes for Rights to and over Land

- (a) Restrictive covenants, easements (servitudes in Scotland) and other rights in or over property
- (b) The law and practice of compulsory purchase and compensation as applied to agricultural and other rural property and businesses
- (c) Rights taken by utilities including statutory wayleaves

- (d) Telecommunication masts, cables and apparatus with the Electronic Communications Code
- (e) Other rights of acquisition under statute, including Community Right to Buy (Scotland) and Assets of Community Value (England).

5. Non-Agricultural Uses of Rural Property and Development Control

- (a) Rural planning and development control policies and practice
- (b) Financial and practical issues for diversification into non-agricultural uses
- (c) Renewable energy projects
- (d) Forestry and woodlands
- (e) Sporting, leisure and tourism
- (f) Re-use and conversion of rural buildings with an appreciation of practicality, cost, viability and procedures
- (g) Residential and other development in the countryside
- (h) Minerals
- (i) Agreements for development including options and promotion
- (j) Development charges under planning agreements (s.106 in England and Wales, s.75 in Scotland, s.76 in Northern Ireland), for affordable housing (with viability assessments), under statutory levies (such as the Community Infrastructure Levy) and otherwise

6. Letting of Residential Property

The letting and management of rural residential property with the law, professional practice and valuations relevant to the commencement, the operation and the termination of tenancies including the rights, claims and obligations of landlords and tenants

7. Letting of Commercial Property

The letting and management of rural commercial property with the law, professional practice and valuations relevant to the commencement, the operation and the termination of tenancies including the rights, claims and obligations of landlords and tenants

8. Environmental and Resource Matters

- (a) An understanding of environmental issues for rural land management, including those relating to soil, water, bio-diversity and the mitigation of climate change
- (b) Relevant law, policy and practice on the environment, resource protection and pollution control
- (c) Assessment and valuation of environmental goods and services
- (d) Land management for environmental and conservation purposes
- (e) Environmental schemes, grants, payments, subsidies and agreements
- (f) Energy policy, legislation and practice for rural property

9. Appraisal, Valuation, Transactions and Marketing of Rural Property, Livestock, Deadstock and Consumables

- (a) The inspection and appraisal of farms, estates and other rural property
- (b) Freehold, leasehold and rental valuations of agricultural and rural property for all purposes, whether in the market place or under statute, with an understanding of the law of real property, the practical application of economic principles, bases of value, methods of valuation, valuation assumptions, valuation standards, and the appraisal of both the subject property in its context and other relevant information

- (c) The identification, appraisal and valuation of growing and harvested arable and forage crops, agricultural live and deadstock, produce, commodities, consumable stores, plant and machinery
- (d) Marketing, selling and letting rural property
- (e) The financing of rural property transactions and businesses, considerations for investment and other relevant matters

10. Dispute Resolution

- (a) Dispute resolution, under statute and under contract, including arbitration, expert determination and mediation, planning appeals, Tribunals (including Property, Taxation and Employment), the Scottish Land Court and other forums for appeals
- (b) The management of a client's case, the preparation of evidence, the conduct of a hearing and the role of an expert witness

11. Professional Practice

- (a) Inspection and appraisal with written and oral structured reporting and communication
- (b) The law (including Acts, Statutory Instruments, regulations and case law) for and the operation of professional practice and business, including agency, property management and auctioneering
- (c) Business management with office systems, procedures and efficiency
- (d) Professional conduct, standards, ethics, regulation and Professional Indemnity Insurance

12. General Knowledge of the Countryside

1. The Examinations and Examination Centres

1.1 Timing of Examinations

The examinations take place on consecutive days in the first half of November in each year – usually starting on the second Wednesday in that month, *in 2021 on 10th and 11th November*. The Practical examination will be held on the first day and the Written and Oral parts on the second day.

1.2 Structure of the Examination

The examination combines tests of knowledge and skill concerning rural property and valuation with observation on site and reporting to clients. It comprises three parts:

- the Practical part taken on the first day, with the morning session on a farm, observing and appraising as required, answering questions in a notebook and an afternoon written paper. It is essential that candidates carefully observe and note details of what they are shown during the morning session in preparing for the afternoon part. 150 marks out of the total of 300 are available on the full practical day.
- two national Written papers taken on the morning of the second day. 100 marks out of the full 300 are available on this part.
- an Interview (or Oral) taken on the afternoon of the second day of which half the marks concern an area of the farm identified for the candidates on the previous day. 50 of the 300 marks are available on this part.

1.3 Answering Written Papers on a Laptop or in Writing

1.3.1 The CAAV provides laptops for candidates to answer the local and national Written papers. Candidates who wish to answer in manuscript have the option on the application form to prefer that. Laptops *are* the default method. Candidates will still use the notebook for the Practical morning. The choice does not affect the examination fee.

1.3.2 This approach is taken as most professional work is now undertaken electronically and, with the benefit of experience in the examinations, it is more natural for many candidates to answer questions electronically, using a laptop with Microsoft Word (but not other programmes) as “mechanised writing”. The machine will not have other facilities on it and any candidate attempting to bring in other electronic devices and material could be excluded from the examination.

1.3.3 The machines, standard laptops with Microsoft Word, will be provided by the CAAV at the examination centres on the basis of the application forms. A candidate who later wishes to move from manuscript to a laptop will only be able to do so if a machine is available.

1.4 The Pass Mark

1.4.1 To pass, and so qualify for Fellowship, candidates will need to achieve 65 per cent across the whole examination (that is 195 marks out of 300) with not less than 60 per cent in any of the Written, Practical or Oral parts.

1.4.2 Marks of 60 per cent or more in either the national Written or the combined Practical/Oral (subject to both Practical and Oral marks being at least 60 per cent) can be brought forward for up to three years to be matched against marks from the current year. Only the marks from the combined Practical and Oral parts for a year can be used in this; it is not possible to match a mark for a Practical from one year with an Oral from another. Where a mark over 60 per cent is available for future use in this way, a candidate who has failed all parts may then choose to re-sit both main parts or re-sit one in the hope of doing well enough in that part to achieve the required overall marks.

1.4.3 Candidates who do not pass all parts are exempted for the following three years from sitting:

- the Written if they achieve – at least 65 per cent in the national Written part
- or
- the combined Practical/Oral if they achieve at least 65 per cent across the combined Practical and Oral with not less than 60 per cent in either part.

See 2.1.4, 6.1.2 and 7.6 for further details.

1.5 Venues for the Examination

1.5.1 The CAAV is divided into examination groups based on local association areas, some of which combine together to provide examination centres. The present centres (with the areas they usually serve) are:

- Eastern Group (East Anglia with Herts Beds Bucks – candidates from the Lincolnshire fenland and Kent may also attend)
- Midland Counties (the CAAV's Midland Counties area of Leicestershire, Northamptonshire and Warwickshire together with adjoining districts and south west Lincolnshire)
- Northern Group (the CAAV's Northern Group together with candidates from Lincolnshire north from Lincoln)
- Scotland
- Southern Group (Kent, Sussex, Hants Wilts and Dorset, Berks and Oxon, Glos and District)
- West Midlands and Wales (Cheshire, Herefordshire and Worcestershire, North Wales, Shropshire and Montgomeryshire, South Wales and Staffordshire – candidates from Northern Ireland may also attend).
- Western Counties and Cornish (Cornwall, Devon and Somerset – candidates from west Dorset may also attend).

The convenor/secretary for each centre is listed in the CAAV Handbook and on the website.

1.5.2 A centre is to operate in Northern Ireland for 2021.

1.5.3 Candidates will be allocated to these centres in accordance with 2.3 below. When the numbers of candidates or other reasons require, it will be necessary to direct some candidates to other centres to make the best use of the system's capacity. Candidates are asked to state their preferences as to centres on the application form.

1.5.4 The examination group or centre will make all arrangements concerning the examination in their area, being responsible for the Practical and Oral, as well as invigilating the nationally set Written papers.

1.5.5 The examination group or centre will organise premises suitable for the proper holding of the examination:

- the farm should be chosen on the basis of its ability to meet the requirements of the examination and there should be a place under cover with seating where candidates can work on their notebooks. Lavatory and parking facilities are also required.
- sufficient rooms should be available for the Interview panels to conduct their sessions properly, marshalling candidates beforehand and on leaving the examination.
- suitable facilities (not temporary buildings or marquees) should be provided for the written papers and have adequate desks and a clock. It may be necessary for dyslexic candidates to sit separately.
- it can be useful to have provision for printing and copying papers.

Guidance has been circulated to assist convenors seeking premises on the typical day and half day delegate rates charged by venues.

1.5.6 The candidates should not be notified of the exact location of the farm being used for the Practical prior to the morning of the examination. They need to know the general location to assist with finding accommodation.

1.6 Examination Centre Officers

Each examination centre will have a convenor (usually now with a deputy or other person assisting with the role) responsible for the organisation of the centre. The centre's examiners will be headed by a chief examiner, usually appointed by rotation, who is responsible for the setting and marking of the questions in the Practical morning and afternoon and the conduct and local parts of the Oral (see Section 4.1). They will usually be assisted by local monitors for the Oral (see section 6.3).

1.7 The National Written Board

This Board sets and marks the national Written papers with a Chairman appointed by rotation who leads on the question setting and past chairmen assisting in marking (see Section 5.1).

1.8 National Observers

1.8.1 The CAAV sends an Observer with experience of the examinations to attend the examinations in each centre on a rotation, reporting back with an independent view, offering the CAAV a measure of the performance of and consistency between all the centres.

1.8.2 The role of an Observer is to observe the full operation of the examination centre over the two days of the Examination and so all actions taken by the Examination Team. That requires the Observer to be present for all three parts of the Examination (the Practical, the National Written and the Oral), *assist with the moderation of the marks* and then report on the form provided. This helps both the CAAV and the examination centre maintain good practice and review developments while providing assurance as to the fairness, conformity and consistency of the whole system.

1.8.3 The Observer should not intervene in any part of the examinations when candidates are present but may respond to requests by examiners to assist in some supporting way or give guidance in both the Practical and the Oral (or to act as a "thirdsman" for a decision). *The Observer is though to assist with the moderation of marks (see 4.8 below)*. In particular, the Observer is not to intervene in an Oral examination though can comment and provide guidance once the candidate has left the room.

2. Applications

2.1 General

2.1.1 Applications to take the whole or either the combined Practical/Oral or the Written part of the examination should be submitted to the Secretariat of the CAAV **by not later than 31st August 2021**. Fresh forms are needed even where any part of a fee has been held over from a previous year.

2.1.2 The application form is also now an application for Fellowship as this will be awarded on success in the examinations and so needs to be submitted in duplicate (as one will ultimately be part of the local association records) or, when fully signed, scanned and submitted electronically.

2.1.3 The application will be:

- on the prescribed forms as circulated to all probationers with these Guidelines
- with the appropriate fee made payable to the CAAV. The fees for 2021 are £440 if sitting all parts; £185 if sitting the Written part only and £255 if sitting the Practical/Oral only. These fees are not affected by whether the candidate wishes to use a laptop or not. Payments can be by cheque with the form or by bank transfer to the CAAV's account (details on the application form).
- accompanied by tutorial certificates equivalent to 24 hours within the three years from 1st September 2018 up to and including October 31st 2021, extended to give flexibility *for tutorial attendance in present circumstances*. Certificates for late August, September and October should be submitted separately so as not to delay the form.

2.1.4 **Re-sit Applications** – Candidates who did not obtain 65 per cent in either the combined Practical/Oral or the Written may re-sit that part up to three times in the following three years before having to re-sit all parts. Fresh application forms are required for each application to re-sit.

2.1.5 **Addresses for Correspondence and Results** – Candidates are asked to state on the application form whether they wish their examination correspondence and their results to be sent to their postal address or their e-mail address, as given on the form.

2.1.6 **Answering by Laptop or Manuscript** – The CAAV will provide candidates with a laptop at the examination centre to answer the national Written questions and local Practical afternoon questions. Those preferring to answer by hand should make that choice on the application form.

2.1.7 **Tutorial Certificates** – Until *the 2020* Covid-19 restrictions, tutorial certificate *were only* issued for each full day of training (6 hours tuition) and half certificates for 3 hours tuition. With *the restrictions* and the development of on-line tutorials, certificates *are currently issued for recognised events of at least* an hour. All tutorials meriting certificates must be organised by the local CAAV Association or Group and be open to all members. *With the situation in 2021, the further relaxations made in 2020 do not apply in 2021*. Certificates submitted with previous examination applications will have been held by the Secretariat and candidates should retain copies. Tutorial organisers are encouraged to check if the intended format and duration of tutorials are valid.

2.1.8 Candidates must have certificates for 24 hours of tutorials all taken in the three years from 1st September 2018 to 31st October 2021.

2.1.9 Details of forthcoming tutorials can be obtained from the website, the News Letter or Local Association Secretaries.

2.2 Support by both a Proposer and Local Association Secretary

2.2.1 Candidates' application forms must be signed by a proposer and the relevant Local Association Secretary, Chairman/President or Training Officer.

2.2.2 The proposer must be a Fellow of the CAAV who, having read the Guidelines for Proposers and these Guidelines and from his knowledge of the applicant, confirms that the candidate:

- is ready to take the examination, and
- if successful, is fit to be considered for Fellowship.

Candidates will look to their principals, who are often also their proposers, for support in being properly prepared to be ready to take the examinations.

2.2.3 The proposer is essentially attesting to the character of the candidate and their readiness to take the examination. The examination is intended to assess the professional skills and knowledge of candidates. Candidates are encouraged to come forward when they are ready to take the examinations, not to wait until they are confident they can pass.

2.2.4 There is often merit in a candidate coming forward for the examinations earlier than might once have been considered appropriate, often alongside their APC, so that they can get the measure of the examinations, unless they are too little prepared to benefit from this.

2.2.5 The forms, as an application for Fellowship, must also be signed by the Secretary, Chairman/President or Training Officer of the Local Association of which the candidate is a member to confirm that the applicant is sufficiently experienced to take the examination and apply for Fellowship.

2.3 Allocation to Centres

2.3.1 The examination centres and the areas they usually cover are listed at 1.5 above. This is the default basis for allocating candidates to centres. Candidates are asked to use the application form to state their order of preference as to centres though it cannot be guaranteed that any request will be met.

2.3.2 The Secretariat will advise candidates to which centre they are allocated. In most cases, the centre will be that for the area in which the candidate works or resides. In some cases, candidates may be directed to other centres, sometimes reflecting candidates' experience and sometimes the administrative needs of the examinations. Consideration of an alternative centre may be given where the candidate has recently moved employment.

2.3.3 It has been customary for most candidates from north Lincolnshire to go to the North, those from the Lincolnshire fenland go to the Eastern centre and for some candidates from Kent also to go to the Eastern centre while West Dorset candidates may go to Western Counties and Cornish. Candidates from Northern Ireland might ordinarily go to West Midlands/Wales with a senior member from the province to assist the examiners. However, it is intended that a one-off examination will be held in Northern Ireland in 2021.

2.3.4 Where an examination centre would have more candidates than it is sensible to examine, then some candidates may be redirected to another centre. The most obvious ways in which this might happen are that candidates from:

- (a) Yorks, Derby Notts and north Lincolnshire might be redirected from the Northern centre to Midland Counties
- (b) Lancashire might go from the Northern centre to the West Midlands
- (c) Herts, Beds, Bucks and Cambridgeshire might be redirected to Midland Counties
- (d) Hereford and Worcester might be redirected to Southern or to Western Counties and Cornish

(e) South Wales may, if appropriate examination support is available, be redirected to Western Counties and Cornish or to Southern.

Other moves may prove necessary in the circumstances of any one year.

2.3.5 The convenor for the group or centre to which the candidate has been allocated will advise candidates of the venue for their examination and also their examination numbers, to be used on the examination notebooks and answer papers rather than their names. This letter is to be sent to candidates at least four weeks before the examinations to minimise uncertainty and assist them in booking overnight accommodation. Candidates are not to be told the location of the farm to be used for the Practical.

2.3.6 The convenor will also discuss with relevant candidates any recommendations in their medical or dyslexia reports.

2.4 III Health or Special Circumstances

2.4.1 Candidates should use the relevant section of the application form to advise the CAAV of any medical, personal or other circumstances that are relevant to taking the examination of which the examiners should be aware in arranging, conducting or marking the examination. Supporting medical evidence should be supplied with the application. Dyslexic candidates should provide a copy of the most recent professional report on their condition.

2.4.2 When a candidate produces a dyslexia report or equivalent written medical advice requesting extra time, the examiners may allow up to 25 per cent extra time for the written papers, adjusting the timings for that candidate at their discretion. As the 4 hour practical morning is not a written paper, extra time will not usually be allowed save where medical advice has been expressly written with such an examination in mind.

2.4.3 Where a medical report or dyslexia assessment suggests the use of a computer to answer questions, one may be provided for the written part of the Practical and the national Written questions.

2.4.4 Candidates should bring to the attention of the Examination Centre Convenor and, if taking the national Written papers, the Secretariat at Harts Barn Farmhouse, any medical condition or other circumstances which have arisen since application and may affect their attendance at, or performance in, the examination. A doctor's or specialist's note, letter or report may be required and will be taken into account by the examiners accordingly.

2.4.5 Other than these points, candidates attending the examinations are thereby deemed (in the absence of any qualifying statement) to have declared themselves fit to take the examinations.

2.4.6 An unexplained failure to attend or withdrawal once the examination has started will usually be deemed a failure. No fresh correspondence can be entered into with the candidate after the examination about their incapacity and their result will stand accordingly.

2.5 Withdrawal of Applications

2.5.1 Where a candidate withdraws from the examination more than ten days in advance of the first day, the examination fee will be retained by the CAAV with half of it allowed against the examination fee for the subsequent year only.

2.5.2 In principle, withdrawal from the examination after that date will see the fee paid set against the costs of that year's examination without rebate. However, recognising that there can be urgent personal circumstances explaining such a late withdrawal for which an alternative approach might be suitable, the Secretary and Adviser has full discretion within this general policy to allow some or all of the fee to be carried forward to the following year.

3. Examination Conditions

3.1 Candidates and Examination Conditions

3.1.1 Candidates will be under examination conditions on both days, including the lunch periods and must not become involved in any unfair or dishonest practice in any part of the examination.

- No alcohol or smoking will be permitted during the examination.
- Candidates will be monitored throughout the whole of the examination and are not permitted to leave the site without the express permission of the chief examiner nor to retire to their vehicles.
- Candidates should be dressed appropriately for a professional adviser visiting a farm, and be prepared for all conditions, in particular for wet weather.

3.1.2 No unauthorised materials or information may be brought into the examination.

3.1.3 All mobile phones, digital cameras, electrical or radio communicating devices or any laptops or other IT devices must be left outside the examinations.

3.1.4 No candidate should use a mobile phone during the examination hours and lunch. No examiner, observer or other person should use a mobile phone within either sight or earshot of the candidates. Examiners escorting candidates should not leave them to make or take calls.

3.1.5 Candidates are to wear badges with their names during the examination. Each candidate will have been allocated a number which is to be used on notebooks and written papers – names should not be put on these. This will ensure that examiners cannot readily identify any candidate's work but appraise it anonymously. The convener is the only person who will have a combined list of names and numbers. There should be no other link between names and numbers.

3.1.6 The hours for each part of the examination will be as set, save only as varied after review by the convenor with a candidate of recommendations in any medical or dyslexia report.

3.1.7 Candidates may be admitted to the examination if arriving within the first five minutes of a paper and thereafter only at the discretion of the examiners, given the disruption late entry can cause to other candidates. Candidates finding they are likely to arrive late should contact the convenor. Any compensating time is at the examiners' discretion.

3.1.8 Leaving a written examination early is disruptive and will only be allowed at the *invigilator's or examiners'* discretion.

3.1.9 Candidates will be penalised (and can be excluded from the examination) at the discretion of the examiners for breaches of the examination conditions.

3.1.10 The examiners have authority within these guidelines to determine any issues over the conduct of the examination as they arise.

3.1.11 A breach of examination conditions is potentially a disciplinary matter.

3.2 Materials Available in the Examination to Candidates.

3.2.1 Candidates should only provide a clipboard (if possible an all weather one or with protection against wet), pens, pencils, drawing and measuring equipment together with a transparent plastic bag in which to keep the notebook dry. Simple calculators may be used but

any pre-programming of data is not allowed – examiners may inspect calculators. Candidates may bring a tape measure or, provided it cannot be pre-programmed, a simple digital measure.

3.2.2 Candidates attending on the first day and the morning of the second day will be provided, as necessary, by the Examiners with the notebooks, lined papers for answers and the current CAAV Costings schedule.

3.2.3 All documents and information provided will be collected at the end of each part of the examinations, save (at the end of the Practical morning) for the notes made by candidates on the farm on the morning of the Practical for use in the afternoon’s written papers. See also sections 4.5.5, 6.1.7 and 6.5.4.

3.3 Laptops

3.3.1 Unless a candidate has opted to reply by hand, a machine will be available on a desk at the examination centre. It will have Microsoft Word (but not other programmes) and a separate mouse as well as a touchpad. The prohibition on electronic devices in 3.1.3 above applies. No USB sticks or electronic materials will be allowed. Notepaper will be provided. Any manuscript notes, including question plans, can be handed in.

3.3.2 The machine will running with Word open for the start of the examination, supported by mains and a battery. It will have a template file to be used for answers, set up in Times New Roman 12 point font, with a header for the candidate number, paper, question number and other detail and a footer pre-set to give page numbers.

3.3.3 The machine is only to be used to answer the questions asked (which will be *in the examination* paper on the desk) and candidates are simply asked to do that without being troubled by font, colour or any formatting beyond the ordinary. The answers will be printed out later in black and white.

3.3.4 Each answer, with any planning notes made on the machine, is to be saved in accordance with the invigilator’s instructions.

3.3.5 The invigilator will also collect the green slip and any notes left by candidates.

3.4 Candidates from Different Areas

3.4.1 The CAAV qualification is a national qualification. However, not only do conditions, markets and types of land and farming vary between parts of the country but the terminology, law, support schemes, planning policies and other matters differ between the four countries of the United Kingdom.

3.4.2 Many candidates may have moved around the country in their work and some may anyway practice in more than one country, as, for example, those in the Welsh Marches. It would be helpful if this is made clear on the examination application form so that such candidates can be allocated to the most relevant centres.

3.4.3 As candidates may be required to take the examination out of their usual area (see 1.5 and 2.3 above), work across a wider area or have moved area recently, they should indicate the general geographical area in which they have gained the majority of their experience on:

- the inside cover of their Note Book on the Practical morning, alongside their examination number;
- on the front page of their Practical afternoon answers; and

- on the green cover slip for their national Written answers.
- if using a laptop, on the template for the answers.

That will particularly highlight for the examiners that a script is written by a candidate from a different part of the country, especially if they come from Scotland, Wales or Northern Ireland, and so ensure it is marked against that background.

3.4.4 Candidates will be able to answer each question on the basis of their experience. It does not matter where the national Written papers are sat as they are not marked locally. However, a candidate who wishes to answer questions in the Practical and Oral parts on the basis of Scottish law and circumstances should ordinarily apply to take the examination in Scotland. Candidates wishing to answer the Practical and Oral in terms of experience in England, Wales or Northern Ireland should not apply to take the examinations in Scotland. Where a candidate with Scottish experience wishes nonetheless to sit the examination in England but answer in Scottish terms (or vice versa), the circumstances thought to warrant that should be raised with the Secretariat before or with the examination application so that they can be considered and, if justified, suitable arrangements made.

3.4.5 Candidates with Welsh experience will ordinarily sit the Practical and Oral examinations in the West Midlands and Wales area where there are appropriate examiners.

3.4.6 Arrangements would be made, usually in the West Midlands and Wales, to ensure appropriate examiners for Northern Irish candidates and other circumstances.

3.4.7 In each case, the candidate should indicate their geographical area of experience on the inside cover of their notebook, the front page of their Practical afternoon answers and the cover slip for the National Written answers.

4. The Practical Examination

4.1 General

4.1.1 Sufficient co-examiners will be appointed to a ratio of not more than three candidates per examiner (including Chairmen) – and usually less. Co-examiners will be briefed on their individual duties in advance of the examination day. Examiners will prepare the examination on site at a farm or other agricultural centre with suitable permanent premises (see 1.5.4), in advance of the day, agreeing the Practical questions and the topic for the Interview maintaining a balance of topics across the examinations.

4.1.2 The Chairman of the Written Board is to advise each centre's convenor in confidence by the early autumn of the general areas of the written questions to minimise unnecessary substantial duplication or overlap between the main topics of the Written and Practical parts.

4.1.3 The Practical questions should then be drafted by as many of the Practical examiners as is possible, preparing model answers and marking schedules at the same time. If this requires e-mail exchanges, then files should be password protected. Once drafted, the Practical paper should be reviewed by the Convenor, a previous Chief Examiner or a recently qualified member for clarity and balance and where possible also an outside person to see how a new reader would understand the question. *They may be put to the centre's Observer for review.* Examiners involved in the Interview must familiarise themselves with the items that are the subject of the Practical examination. This whole process should reduce the stress and potential problems on the day.

4.1.4 The convenor should check for personal or professional conflicts of interest by circulating the names of candidates to examiners a month in advance to assist in allocating candidates to interview teams.

4.1.5 Examiners will be briefed beforehand on their presentation of the Oral to the candidates.

4.1.6 It is recommended that tutorial organisers and prospective examiners be invited to assist with the examinations on the day.

4.1.7 **Health and Safety** – The current guidelines are set out in Annexe G. The centres should undertake the risk assessments required. A first aider should be present for at least the morning part of the Practical unless the risk assessment suggests a longer period of attendance. The nearest hospital casualty department should be identified.

4.1.8 The examiners should consider all relevant issues including candidates' access to livestock, vehicles and machinery in this Practical examination.

4.1.9 Appropriate briefing on health and safety and bio-security matters should be prepared for candidates and examiners.

4.1.10 Some venues for the Practical morning require high-visibility jackets. They will be paid for centrally.

4.2 Structure of Questions

4.2.1 For the purposes of the Practical part of the examination, twelve topics have been identified to assist examiners in covering a spread of subjects while giving them freedom to recognise both the opportunities and the limitations of the property being used for the examination. These topics are:-

- (i) Knowledge of agricultural matters
- (ii) Live and/or deadstock including growing crops – pedigree livestock and specialist machinery should not be considered
- (iii) General regulations appropriate to agricultural and rural situations, including health and safety, asbestos and similar regimes
- (iv) Valuation of real property (freehold and rental)
- (v) Landlord and tenant matters including those covered by agricultural tenancy legislation – this may include tenant’s improvements, tenant’s fixtures and dilapidations
- (vi) Compulsory purchase and compensation to include non-statutory issues and telecommunications masts, etc
- (vii) Residential and business lettings and management
- (viii) Environmental schemes and amenity uses of rural land
- (ix) The alternative use of rural assets – advice and valuation as appropriate to the property
- (x) Grants, subsidies and schemes – advice on those applicable to the property
- (xi) Planning and development – advice and valuation as appropriate to an on-farm situation
- (xii) Property agency – advice including valuation of a rural property for sale or letting.

4.2.2 The examiners are to set questions on a minimum of six topic areas from these twelve subjects in the morning session, preparing model answers at the same time. This process should involve as many of the Practical examiners as possible.

4.2.3 They must always cover agricultural knowledge (topic (i) above) of which a good command is considered vital. In order to test this, all centres will set a practical question relating to the identification, recording and valuation of relevant items on the farm.

4.2.4 Each subject will merit a minimum of 10 marks and a maximum of 20 marks. In practice, this means that examiners can test on between six and eight subjects within the total of 85 marks. Thus, if questions are drawn from six topics, there may, *for example*, be two topics carrying 20 marks.

4.2.5 In addition, 5 marks are available for the presentation of the notebook so that 90 marks in total are available for the morning session of the Practical.

4.2.6 The questions should be drafted to contain the information necessary for a competent candidate to answer them. Any background information relevant and necessary to enable the questions to be properly answered should be provided in the question and, where required, the basis of valuation for each question will be made clear to the candidates in it. Annexe A offers a guide to this, distinguishing those points that should be evident to a professional from those points which a professional would normally ask his client.

4.2.7 No other information is to be made available. Candidates will be expected to make and state any further assumptions that may prove to be necessary. They may not ask for further information and, for consistency, examiners should not elaborate further to individual candidates.

4.2.8 Candidates may answer using either imperial or metric measurements but should make it clear which they are using.

4.2.9 The examiners are encouraged to have their questions and answers scrutinised for clarity, certainty and consistency.

4.3 Examination Conditions

4.3.1 The Practical examination is an all day examination (8.45am until 4.15pm) and the timetable should be adhered to (see model at Annexe B) as should the examination conditions of Section 3. While extra time may be allowed for afternoon written papers where warranted by dyslexia or other circumstances, it would be very unusual for additional time to be allowed for the Practical morning.

4.3.2 The candidates will be under examination conditions for the entire day, including the lunch period. They will be escorted and, if necessary, transported by their appointed examiner to each of the questions. Candidates should not return to or travel in their own cars in the lunch break. Candidates should be dressed appropriately for a professional adviser visiting a farm, and be prepared for all conditions, in particular for wet weather.

4.3.3 No materials or information other than that allowed under Section 3 may be brought into the examination.

4.3.4 Candidates must not use mobile phones at the examination locations. All mobile phones and similar devices must be left outside the examinations.

4.3.5 Examiners, observers and others present should also not use mobile phones within sight or earshot of candidates or while escorting them.

4.4 Examining Candidates from Different Areas

4.4.1 Each examination convenor will be advised in early September of candidates coming from outside the usual area for each centre and particularly when they come from another part of the United Kingdom. This is most likely to happen for candidates from Wales who for whatever reason cannot be accommodated within West Midlands/Wales. Candidates from Northern Ireland are likely to attend West Midlands/Wales with a senior member from the province to assist the examiners. However, it is intended that a one-off examination will be held in Northern Ireland in 2021.

4.4.2 Where a centre is expecting candidates from outside its natural area, it should identify an appropriate examiner with active knowledge of the part of the country in question who can be closely involved with the question setting process and attend on both examination days. It may be necessary for one to be identified through the Secretariat to join the centre for this purpose.

4.4.3 When setting a question, examiners should be comfortable that it could be answered by candidates being redirected from another centre and that they could fairly mark that answer. That is particularly important when expecting a candidate from another part of the United Kingdom.

4.4.4 Having drafted a question, examiners should establish:

- that it is so worded that it is a useful question for such a candidate, comparable to what is demanded of the candidates who would naturally go to that centre, and
- whether the likely answer for conditions in another part of the country would differ in any way.

In some cases, it may simply be that the same answer would refer to different legislation or schemes. The differences in law may mean that a question could have answers with different legal references and may vary in the level of challenge posed in different areas.

4.4.5 That may, on occasion, mean setting a question in the alternative – both questions must be at a comparable level. It could be possible that what would seem to be a challenging question in England may actually be more straightforward in Scotland and vice versa.

4.4.6 As many candidates may have moved around the country in their work and some may anyway practice in more than one country (as for some in the Welsh Marches), all candidates should have the opportunity to answer all questions. The candidate must make it clear to the examiners at the beginning of the answer when the answer is in terms of an area outside the centre's usual catchment. However, where a Scottish candidate takes the Practical and Oral in an English centre the answers should be under English law. Where an English candidate does so in Scotland the answers should be under Scottish law. Any reasons for an alternative approach should be discussed with the Secretariat ahead of or on making the examination application. This does not matter for the national Written papers as they are not marked locally but relevant area of experience should be clearly recorded for the examiners, especially if some questions are answered for one area and others for another.

4.5 Morning Session

4.5.1 Conditions – The Chief Examiners and the Convenor have discretion over the conduct of the Practical morning should the venue be seriously affected by weather conditions, such as snow.

4.5.2 Initial Briefing – Candidates should be briefed on site when examiners are ready to commence the examination. The briefing should include procedure, timetables, area or item that will be the topic for the Interview, health and safety and other matters. Time should also be allowed for:

- allocating candidates to examiners
- dealing with candidates' operational questions
- candidates to read the question paper.

4.5.3 Notebooks, question papers and CAAV Costings for both morning and afternoon sessions will be handed to the candidates at the initial briefing together with the instructions for the use of laptops. It is helpful if any plans circulated are laminated.

4.5.4 Valuation appointment forms will not be needed.

4.5.5 Candidates will also be advised at this point of any area of the farm which may feature in the afternoon paper or be the subject of the Interview on the second day, being allowed an allocated period of time sufficient to inspect it. This will call on candidates' powers and skills of observation.

4.5.6 While on the farm, candidates will be able to make and retain separate notes which can be taken into the examination room for use in the afternoon's written papers. Candidates making notes on the subject of the Interview for reference in it are to do so on the coloured paper provided (see 3.2.3, 6.1.7 and 6.5.4).

4.5.7 It is expected that these initial procedures should not take more than fifteen minutes so that the Practical should start at 9.00am.

4.5.8 Conduct of the Morning – Candidates will be escorted between the questions, circulating in groups of not usually more than three. The examiners will determine the time allowed at each site allowing candidates sufficient time to inspect the whole of the subject matter. No candidate will be allowed to move on unescorted.

4.5.9 While undertaking the examination, candidates must appraise the holding, inspecting the whole of the subject matter and taking particular note of what is to be seen on the farm. Particular attention should be given to the questions which will form the afternoon session of

the first day and to the topic for the Interview on the following afternoon, making such notes as are necessary on that topic on separate paper, not in the notebook.

4.5.10 When asked to state a value (as for an item of machinery), candidates should give a single figure rather than a range. Examiners will, where appropriate, have agreed a range of acceptable figures.

4.5.11 **The Notebook** – Candidates will answer all questions in the morning session in the notebooks provided, recording their examination number on the front cover. It may be preferable (and tidier) to complete the book in pencil. These books will be marked together with any notes.

4.5.12 The examiners will look for an orderly format showing clearly where each new question starts. There is no single right way to complete the book but it should be set out so that someone else can easily make sense of it. It is suggested that candidates may wish to make rough working notes on the left hand pages and formal answers on the facing right hand pages with an index/contents maintained at the front so that the examiners know where each question is answered. Alternative approaches that are clear, orderly and logical will be acceptable. Candidates should seek advice on this at tutorials. Candidates will not be marked down for their choice of format provided it is clear and logical.

4.5.13 **Facilities** – The centre should provide a covered area with seating where candidates can work on their books with an invigilator present.

4.5.14 Half an hour will be allowed before the end of the morning's examination for the completion of calculations, a final check on answers and the preparation of any summary that is required before handing the books and other documents (except those stated in 4.5.6) in to the examiners.

4.5.15 After the morning session, a modest lunch will be provided for examiners and candidates together, with the mixture precluding collusion.

4.6 Afternoon Session

4.6.1 The candidates will assemble for the afternoon's two and a half hour written paper on practical questions arising from the inspection made of the farm during the morning period, testing candidates' powers of observation and their approach. This section of the examination will be answered on paper provided, not in a notebook.

4.6.2 **The Questions** – The questions will be set in the context of the subject farm on five of the subject areas listed above at 4.2.1. Candidates are expected to answer four of these questions informed by their observation that morning. Each question will carry fifteen marks so that a total of sixty marks is available in the afternoon part of the Practical.

4.6.3 The questions can either be used to test those areas of the syllabus not covered in the morning session or to examine the same subjects in much greater depth. The afternoon questions will require comprehensive answers reflecting a detailed knowledge of the subject. The questions should be set in a way which demands that the candidates need to have made a proper site inspection of the subject farm in order to ascertain the correct information with which to answer fully, testing their powers of observation and approach.

4.6.4 The questions should be as specific to the subject farm as possible, requiring the use of observation in the morning.

4.6.5 **Arrangements** – An invigilator will be needed to supervise the session. Using someone who is not an examiner can ease the commitments of the examiners.

4.6.6 Candidates should only provide their pens and simple calculators. No pre-programming of data is allowed – examiners may inspect calculators.

4.6.7 The examination centre will provide candidates with lined paper with a ruled left hand margin for their answers.

4.6.8 **Laptop Answers** – Answers are to be saved as directed on the day with the candidate's number and geographical area of practice in the header. The number of each question being answered should be clearly identified.

4.6.9 Candidates are to use their examination number, not their name, on scripts.

4.6.10 **Extra time?** – According to the recommendations in their dyslexia reports and other evidence, dyslexic candidates may be allowed extra time in the afternoon's written examination, finishing later or other provision made, as previously discussed between the convenor and candidate.

4.6.11 **Leaving early?** – Candidates may only leave the examination room early at the invigilator's discretion when they must hand their papers to the invigilator with their notes (which may assist the marking) and all publications provided. All documents, information provided and scripts will be collected at the end of the examinations.

4.6.12 **What will be Marked?** – The examiners will mark the answers that are handed in at the close of the examination. They will not mark any papers that are handed in late or taken out of the room.

4.6.13 Where a candidate answers more questions or points of a question than required, the examiners will only mark the required number, in the order in which they have been answered, of questions or parts.

4.7 Approach to Marking

4.7.1 Examiners will have agreed a marking structure and model answers to ensure consistency. Standard marking sheets may assist. Examiners should be selected to mark specified questions to provide a consistent approach. Each question should be marked independently by two examiners who then compare and agree marks, if necessary referring any issue to a third examiner. Comments and marks may usefully be held on separate sheets of paper rather than on the answer papers. Examiners should not hesitate to use fractions of marks where this will accurately reflect their judgement of the answer.

4.7.2 The addition and recording of marks should be double checked and may best be held on a spreadsheet.

4.7.3 The results for borderline candidates should be reviewed. The basis for calculating the overall pass mark can mean any candidates with marks between 58 per cent and 65 per cent should be considered.

4.7.4 When reviewing overall marks for a candidate, any examiner who is a close relative of or responsible for the candidate in their practice should not be present.

4.8 Moderation

4.8.1 Moderation has been introduced as an additional check in the marking process to enhance assurance as to consistency across all the examination centres in delivering the CAAV's national qualification. To be carried out by the Chief Examiner, the Convenor and the Observer at each centre, its basic elements for the Practical morning and afternoon papers are that:

- (i) The marking process reviews the initial outcome at the level of individual questions, rather than the centre overall or the parts of questions set*
- (ii) That outcome is assessed on the basis of the proportion of answers to each overall question that achieve a mark of 65% (the overall pass mark) – **the pass rate***
- (iii) Decisions on marking and whether any moderation needs to be applied remain where they can only properly be addressed, with the local centre.*

It may be eased by “active moderation” as individual examiners check the results for those questions which they have marked, once the initial marking has been completed. Where a double blind marking system or similar approach is used, the test should be applied once the two examiners have agreed all their marks for the relevant question(s). In practice, this draws attention to the issues in setting a fair question and the expectations in marking it. Training is being prepared on these points.

4.8.2 The outcome is reported as part of Chief Examiners' and Observers' reports. Each year's performance is then reviewed by the Moderation Review Panel.

4.8.3 Looking at Outliers – Questions with High and Low Pass Rates - More specifically where the proportion of those answering a question who achieve at least 65%:

- lies in the band between 40% and 65%, no further action is required beyond recording the outcome*
- is outside that band – so, **less than 40%** or **more than 65%** of those attempting that question, now referred to as 'outliers' below - the marking of the question should be reviewed to consider whether that outcome appears valid in the context of the exam.*

4.8.4 There are various reasons (some not warranting further work, some leading to more consideration) why the proportion of passes for a question might be outside this band where:

- a question is attempted by very few candidates, making the result too sensitive to small changes to be reliable*
- a question is worth very few marks, again making the result too sensitive to small changes to be reliable*
- a common, often repeated, question has been 'spotted' by candidates*
- the structure of a question or paper is radically different from previous years*
- a question is seen to have been found ambiguous by candidates*
- the circumstances anticipated when setting the question have changed*
- a question is on a specialist subject, for which few of the candidates have relevant specialist experience*
- the question proved either too challenging or too lenient for the context of the exam*
- candidates were either very well prepared or very poorly prepared*
- the standard of marking was either too severe or too lenient.*

In some cases, such as a question worth very few marks or one attempted by very few candidates for example, it might ordinarily be that no further action is required. An identification question with many items each for single marks might not be apt for this approach, unless it raises a question about the selection of items.

4.8.5 Reviewing Outlier Questions - However, should the Chief Examiner and Observer conclude that further consideration of a question is necessary, then these points may be helpful in guiding that review:

- test how many candidates attempted the paper, and how many marks are involved.
- test how far the outcome is outside the band; a 38% pass rate might demand less attention than an 83% pass rate.
- while the measure applied is the proportion of passes, the level of marks for the question may be informative. Thus, an “outlier” question with an average mark of 16% may suggest a different problem than one with 61%.

4.8.6 Having reviewed any outlier questions, the Chief Examiner, the Observer and the Convenor should decide whether to:

- accept the outcome or
- review the marking and then:
 - confirm the marking or
 - revise the marking for that question with the new marks used as the outcome.

4.8.7 Reporting - The Chief Examiner and the Observer in their individual reports should:

- confirm that the moderation process has taken place and report the percentage of passes for each question on the mark sheet
- where there are still any questions that, after the review, are outside the 40-65% band, explain:
 - the steps taken to review that question
 - the reasons why the number of candidates achieving 65% falls outside the band.

4.9 Holding the Practical Examination Remotely?

4.9.1 There is every intention that the Practical examinations, especially the morning part with its on farm aspects of observation and appraisal, will be held physically, as it was in the majority of centres in 2020.

4.9.2 However, should it be necessary for a centre’s Practical examination to be sat remotely, arrangements will be made for that with the examination questions and supporting photographs, plans and papers held on an internet portal to which answers would be loaded. Candidates would be under examination conditions throughout, being under Zoom supervision as well as with security features in the system. They would need to find a location with strong enough broadband for the process with large files to be downloaded for the morning Practical. The Secretariat would provide more detailed guidance should this approach seem likely to be needed.

4.9.3 The answer papers would then be downloaded by the Secretariat and forwarded to the centre for immediate marking.

5. The National Written Examination

5.1 General

5.1.1 The Written Examination will be set each year by a Board comprising the Chairman and at least five other members (usually one from Scotland) who will retire by rotation. Past Chairmen should be available to assist with the marking if needed. Replacement members will usually be sought from appropriate examination groups and selected on their ability to maintain a balance of experience and knowledge on the Board.

5.1.2 The Written Examination Board discusses and prepares the questions for the Written part with model answers to assist the drafting of the questions and their marking. The questions are then to be scrutinised for balance and clarity through the Secretariat and those setting the National Oral questions.

5.1.3 The Chairman of the Written Board is to advise each centre's convenor in confidence by the early autumn of the general areas of the written questions to minimise unnecessary substantial duplication or overlap between the main topics of the Written and Practical parts.

5.1.4 The Chairman will be expected to present the report on the examinations to the annual examinations conference and the Education and Examinations Committee at its first meeting after the issue of results, on both the Written Examination in general and on each question to assist subsequent candidates.

5.2 The Examination

5.2.1 This Part will be held on the morning of the second day. Candidates will report to the venue previously advised to them.

5.2.2 This part starts at 9.00am and finishes at lunch. It comprises two papers:

- the first paper, (a one and half hour paper from 9.00am to 10.35am) will be based on core areas of professional work with *four* questions set, of which two are to be answered.
- the second paper (after a break, a two hour *and five* minutes paper) will address a wider range of subjects, setting *seven* questions of which three are to be answered.

Five minutes have been added to each paper to allow for question reading.

5.2.3 Where dyslexic candidates are allowed extra time, the usual practice would be to start the first paper earlier for them, preserving a uniform break for all candidates, and finishing the second paper later for them. Other arrangements may arise from consideration of the relevant dyslexia reports and the subsequent discussion between the convenor and the candidate.

5.2.4 Of the examinations 300 marks, 100 are allocated to the two Written papers. All questions in both papers will carry equal marks.

5.3 Examination Conditions

5.3.1 The candidates will be under examination conditions as set out in section 3 for the entire morning.

5.3.2 *Holding the Written Papers Remotely?* – *It is intended that, as usual, these papers will be taken at an examination centre. However, it that were to prove impossible, then arrangements as described in 4.9 above would apply for them to be taken remotely under examination conditions, with remote supervision. A location with good broadband would be needed. Specific guidance would be given if this approach was likely to be adopted in any area.*

5.4 Materials available in the examination to candidates.

5.4.1 The examination centre will provide *any candidates answering by hand* with lined paper with a ruled left hand margin for their answers.

5.4.2 All documents, information provided and scripts will be collected at the end of the examinations.

5.4.3 Candidates should only provide their pens and simple calculators. No pre-programming of data is allowed – examiners may inspect calculators.

5.4.4 No other materials or information may be brought into the examination. All mobile phones, electronic devices, USB sticks and similar devices and media must be left outside the examinations.

5.5 The Questions

5.5.1 All questions will generally be based on practical problems that candidates are likely to encounter as practising agricultural valuers. Questions should be capable of being answered in the time available and should be adequately demanding without being over-elaborate. Examiners should draft each question to include all the relevant information to enable candidates to have a full understanding of the problem and answer it successfully without any additional information being required or assumed. However, in practice, candidates may feel that an answer requires making an assumption which they should state clearly.

5.5.2 Questions may sometimes be set in the alternative, often to enable candidates from predominantly arable or livestock backgrounds or different parts of the United Kingdom to be able to answer a question from within their experience. It is expected that candidates will have knowledge of most major enterprises from their attendance at tutorials and their work experience. This general knowledge is essential to be successful in the examination but distinctively specialist knowledge will always be tested in the alternative.

5.6 Answering the Questions

5.6.1 The answers that candidates write in the examinations are all that the examiners can mark. The examiners cannot infer or give credit for points that are not made or information that is not given. It is for candidates to demonstrate their ability in their answers.

5.6.2 **Laptop Answers** – Answers are to be saved as directed on the day with the candidate's number and geographical area of practice in the header. The number of each question being answered should be clearly identified. The laptop will have a template for this information.

5.6.3 Candidates should also complete the green slip provided. Any ancillary notes left behind will be collected after the examination and may assist the marking.

5.6.4 **Written Scripts** – Answers are to be written on the paper provided by the examiners, using only one side of each sheet.

5.6.5 The written answer script for each paper is to be accompanied by the completed green cover sheet which will have been provided to the examiners by the CAAV and which candidates should complete to aid the examiners. They should identify the questions they have answered and state their geographical area of practice on the green sheet. Candidates should only use their examination number, not their name, on scripts.

5.6.6 Candidates are expected to write legibly. Small or difficult handwriting should be double-spaced. While marks will not be deducted for poor handwriting, candidates should appreciate the examiners' difficulty where handwriting is illegible.

5.6.7 **Answering Questions** – Candidates are advised to allocate time to read the question papers thoroughly, plan the answers and review their answers at the end of each paper. While it is a matter of personal style, candidates may find it useful to set out a formal plan for each answer.

5.6.8 What will be sought from the candidate is a sufficient response that would enable a client to be properly briefed in a practical way with the benefit of sound theoretical knowledge. It is possible that there may be more than one correct answer to the problem posed.

5.6.9 Candidates may answer using either imperial or metric measurements but should make it clear which they are using.

5.6.10 Where a candidate answers more questions or parts of a question than required, the examiners will only mark the required number, in the order in which they have been answered, of questions or parts. *Where, for example, there are eight options of which five are to be chosen for answer, only the first five of those answered would be marked.*

5.6.11 Candidates should reply in the format required by the question. Questions may demand answers in various forms, either by way of a letter, briefing note or a report, whether directly to a client, to another professional or for internal use. An essay form will only rarely be requested.

5.6.12 Where a letter is requested there is no need to spend time setting out a letter-heading and address. Candidates should not sign with their own names, or use their firm's name. The letter should concentrate on answering the question and should not include general introductory remarks to the client or recycle the information already given in the question. Time is best spent on the substance of the answer.

5.6.13 Candidates should answer in the terms posed by the question – thus, answering a question about a 1986 Act tenancy by reference to an FBT will not achieve marks.

5.6.14 The examiners will mark the answers that are handed in at the close of the examination. They will not mark any papers that are handed in late or taken out of the room.

6. The Oral

“An opportunity for Examiners to test a candidate’s ability in a practical ‘real-life’ context to observe and then communicate their opinions, answer questions, give advice and technical knowledge in an interview format thus enabling the Examiners to form a view on whether the candidates are professionally competent.” (Summary of the purpose of the Oral by the May 2014 Report reviewing the Oral part of the Examinations)

6.1 General

6.1.1 The Interview will take place in the afternoon following the National Written Examination. It is the third and last part of the CAAV Examination for Fellowship.

6.1.2 The Oral is fundamentally related to the Practical part of the examination as its main section turns on the candidate’s observation and appraisal of the farm used for the Practical examination. The Practical and Oral parts of the examination stand together in determining whether a candidate is exempted from resitting these two parts of the examination in the following three years. To be successful in this, a candidate must obtain 65% across both papers (130 marks out of 200) achieving not less than 60% in either paper (so requiring at least 90 marks out of 150 in the Practical and 30 marks out of 50 in the Oral). Marks from Practical and Oral parts in different years cannot be matched with each other.

6.1.3 The Oral is an opportunity for the candidate to demonstrate:

- powers of observation (when on the farm) and appraisal
- knowledge, skills and the ability to apply observation
- the ability to communicate those observations orally

in a concise, confident and professional manner, answering any questions that may be raised by a client.

6.1.4 The assumption will be that the examiners are lay clients or professional advisers to whom the candidate is reporting or advising. It is thus important that the Interview be held face to face.

6.1.5 Each interview will last approximately 20 minutes with an initial greeting and introduction and time at the end for marking, making it perhaps no longer than 25 minutes in total.

6.1.6 The Oral comprises two sections:

- Section 1 – an interview/discussion testing observation and communication skills based on an area indicated in general terms to the candidates at the beginning of the morning of the practical day. It is likely to last 10 to 15 minutes.
- Section 2 – two national questions and ten quick fire questions drawing on professional general knowledge, and likely to last 5 to 10 minutes.

Communication skills are tested across the whole of the Oral.

6.1.7 Candidates will not take books or papers into the Interview save for the notes made on the Topic the previous day on the coloured paper provided.

6.1.8 It is suggested that candidates resitting only the Practical/Oral part or with the longest journey afterwards should, where possible, be interviewed first.

6.2 Examining Panels

6.2.1 Sufficient oral examiners need to be appointed (together with their monitors) to handle the number of candidates to be examined in a reasonable manner.

6.2.2 The examination will be conducted by panels each of two oral examiners, at least one of whom should have been involved in the Practical (who should then lead the questioning on the topic). All should be familiar with the farm used and the specific topic. No panel should be comprised of members from just one firm.

6.2.3 Each interview panel is likely to be able to interview four (and perhaps five) candidates in the afternoon. Using a senior and junior examiner would combine experience and new ideas. The examiners should take the roles of leading the questioning and marking alternately.

6.2.4 The allocation of candidates to panels should avoid any conflict of interest for the examiner as, for example, if an examiner is responsible for the candidate at work or is a close relative. Ideally, candidates resitting this part should have different examiners. These issues should be resolved before the day.

6.2.5 Prospective interviewers should take advantage of the oral examination training periodically offered by the CAAV.

6.2.6 The Observer should not attend the Interview for any candidate who is a close relative or employee of his firm.

6.3 Monitors

6.3.1 Where, as will usually be the case, a centre needs more than one panel of examiners, a monitor should be appointed by the centre for each pair of panels, sitting in on their sessions and moving between them **to ensure that they are of a comparable, consistent and proper standard**. The monitor has the authority to act, preferably between interviews, if he sees a problem.

6.3.2 It might often be appropriate for tutors and tutorial organisers to be monitors, refreshing experience of the examinations for which tutorials are organised.

6.3.3 Monitors should **not** be party to the preparation of the questions in the Interview but they should be present at the Practical examination, either as an examiner or an invigilator. Monitors may be involved in the subsequent marking discussion and identify any areas of discrepancy between panels or make other comments on the proceedings.

6.3.4 It will be helpful for monitors to have question papers in front of them during the Interview, enabling them to have a detached view of how questions are asked and perceived by candidates. They will listen to the questions with the candidates, thus identifying any ambiguity and will be in a position to make a contribution to the marking in the event of a close result.

6.4 Observers

Where a national observer attends, he is purely that and is not to play any part in the conduct of the Oral or its marking but can comment on the proceedings to the examiners and take views from the monitors.

6.5 Preparing the Interview

6.5.1 The interviewers will require candidates to make an oral report on an area or feature of the farm.

6.5.2 The area or feature of the farm which is to be the basis for the Interview should be identified when the Practical examination is set. This choice should provide sufficient opportunity to test the candidates' skills of observation and have enough potential for an interview to be developed from those observations. It might be a building, a field or part of the farm that may require a valuation, an opinion or simply some advice. It may include a variation on a question in the afternoon paper or may be seeking recommendations regarding some aspect of the farm.

6.5.3 The oral questions with the answers and marking schedule should be drafted in good time and scrutinised for clarity, certainty and consistency. Reading the questions aloud to another examiner *or an independent third party* can help with this.

6.5.4 At the start of the previous day's Practical, candidates should be directed by a brief written note to the area or item that is the subject of the oral discussion. It may be supported by a

marked plan or photograph. Candidates should be advised that they can make notes on the area which are to be handed in at the end of the morning to be given back just ahead of the Interview. The briefing should not give an indication of the likely direction or topic of the interview.

6.5.5 Examiners will need a more detailed note to ensure consistency between them. All oral examiners should have inspected the area or feature on which they will be questioning.

6.5.6 On the morning of the Interview, the oral examiners should meet and review the identified question(s) to discuss and explore their potential lines of questioning, candidates' likely responses and how they may be best developed in the examination, and agree the marking schedules.

6.5.7 The national Written Papers and Oral Questions will be available on the morning of the Interview. The Oral examiners should check that their intended questions do not significantly duplicate any question in them. They should choose which two National Oral questions and which ten quick fire questions they are asking their candidates.

6.5.8 The examiners should also have a standard marking schedule to help achieve consistency of assessment and to serve as a record should there be subsequent queries or criticisms arising from any specific candidates' performance. A model schedule is included at Appendix C.

6.5.9 Each panel should decide the conduct of the interview:

- the order of questioning for each section
- the timing for each section
- the method of posing supplementary questions
- who will take notes (usually the examiner not leading the questioning).

6.5.10 In making and implementing all these arrangements, there should be no factor which could be expected to give rise to a difference between interviews that might give some candidates an advantage or disadvantage. In particular, factors which might be seen to compromise an examination by any examiner of a candidate should be recognised and addressed. Open ended questions should be used, candidates should not be asked leading questions. Questions may be repeated as necessary. The examiners must not prompt the candidates but may ask for a fuller response where significant marks turn on the point, *as where a candidate asked for five points has given three and can be asked if they have more to add*. The extent of the examiners' intervention can be reflected in the allocation of the 10 marks for communication. Candidates should not be told if their answers are right or wrong.

6.5.11 On the Practical morning, candidates should inspect the subject area or feature during the morning of the Practical examination so that they can prepare to give oral advice to the client (the interviewer) the next day in response to the questions.

6.6 Conducting the Interview

6.6.1 Subject to the circumstances, examiners are encouraged to interview first those candidates who will take longest to return home afterwards or who were only re-sitting the Practical/Oral parts.

6.6.2 Candidates are to be marked as though reporting to the examiners as lay clients, whether a farmer, landowner or other professional adviser. They will be giving their observations and their conclusions to the questions.

6.6.3 Following an opening inquiry about where the candidate comes from and works, the examiners will usually proceed by questions rather than ask the candidates to make a full presentation. The opening questions are likely to be common between the candidates but then each interview will develop in response to each candidate's replies.

6.6.4 At the Interview, candidates, having been provided five minutes beforehand with their notes from the previous morning, will first be asked to describe the aspect of the farm that is subject to the interview so that if, for example, candidates were told to look at a grain store,

they might be asked to describe the construction of the building, its state and condition and other points. This is the main test of observation. It carries 5 of the 50 marks.

6.6.5 They will then be asked questions opening up a discussion in which the candidates should show their technical skills, knowledge and application of observation. Such questions for a grain store might be on future proposals – perhaps a new building, a diversification project, or the sale or letting of land and building. Questions about a new building might include siting and design considerations, planning and legal implications and valuation aspects. This discussion will carry 20 marks.

6.7 National Questions

6.7.1 The second section of the Interview will be based on questions set nationally by two examiners who also review the draft national Written questions.

6.7.2 Each centre is to select two from four general questions provided. These two questions are to be asked uniformly of all its candidates. Their aim is to test the candidates' depth of knowledge by expecting a reply using a paragraph or two rather than a single word. Each question will be worth 5 marks.

6.7.3 Ten quick fire questions will also be chosen from 15 drafted nationally and with the same questions asked of all candidates at the centre, worth 5 marks in total. Examiners should take the first answer given and not indicate whether it is correct or not.

6.8 Communication Skills

The candidate's oral communication skills are tested across the whole of the Oral and 10 of the 50 marks turn on this, judging clarity and coherence of thought and structure as well as presentation skills (including eye contact, body language, voice projection and authority). Marks are to be awarded as justified, on a scale of 1 to 10.

6.9 Marking

A short period will be needed after each interview for the examiners to compare and agree marks and to prepare for the next candidate.

SAMPLE TIMETABLE FOR INTERVIEW

1. INTRODUCTIONS	
- Panel to introduce themselves	2/3 minutes
- Explain purpose and structure of Interview	
2. The interview on a topic (Part 1)	10/15 minutes
3. National Questions (Part 2)	5/10 minutes
Total	say 20 minutes
Plus:- Panel to agree/calculate candidate's mark	2/3 minutes
Total time	say 25 minutes

ALLOCATION OF MARKS

Observation	5 marks
Technical skills, knowledge and application of observation	20 marks
National Questions	
– 2 technical questions	10 marks
– 10 quick fire questions	5 marks
Communication Skills	10 marks

6.10 If Conducted Remotely

While there is every intention that all parts of the examination are held physically, should it be necessary to conduct the Oral remotely this will be by a timed appointment over Zoom, Teams or an equivalent system organised by the examination centre. The candidate will need to be in a location with broadband that will sustain a clear line with video and sound. It would then be conducted in the usual way. If this approach was likely to be needed, more detailed guidance would be given.

7. Afterwards

7.1 Notification of the Result

7.1.1 Notification of all the examination results to candidates will be made by the CAAV Secretariat, ideally by 20th December in that year.

7.1.2 The results will be sent to the e-mail or postal address given by the candidate on the application form. If, for any reason, that address needs to be changed, the candidate will need to state that in writing to the Secretariat before the results are issued.

7.2 Award of Fellowship

Candidates who have achieved valid passes in all parts of the examination, whether in that year or by cumulative success on re-sitting, will achieve Fellowship on notification of their success by the Secretariat when they may use the designation FAAV and are liable for the entrance fee and the Fellowship subscription for 2022. This qualification no longer waits on the approval of Council.

7.3 Practical and Oral

7.3.1 The examiners of the Practical and Oral sections will not provide results on the day. On the completion of their marking, the Chairman or convenor of the centre will prepare a summary mark sheet identifying the total marks achieved and pass or failure for each candidate, identifying those for the Practical and the Oral separately. Copies of the summary mark sheet should be sent to the Secretariat by the Monday following the examinations. Where a candidate is then found to be borderline, the Secretariat may raise this with the Convenor or Chairman of that Group.

7.3.2 Report on Practical and Oral Examination – Each group should prepare a summary report on its Practical and Oral examination together with the question papers. This report, using a standard template circulated by the Secretariat (see Annexe D), should be sent to the Secretariat by the end of November to enable consideration at the following Annual Examiners' conference and the Education and Examinations Committee. These reports would also be available to candidates who request them.

7.3.3 When especially concerned by an individual candidate's performance, the examiners may wish to contact the relevant proposers.

7.3.4 Costs – The examination centres will be able to reclaim a sum of money from the CAAV in respect of the costs of holding the examination. This sum will be calculated on a standard basis, regularly reviewed by Council.

7.3.5 That basis was approved by the May 2014 Council with figures reviewed by the May 2017 Council as:

- the reasonable cost of the premises for conduct of the Practical, Oral and Written parts of the examination and the marking of the Practical part together with tea, coffee and lunch for examiners and candidates during the examination sessions
- the reasonable cost of any collective transport for candidates and examiners to and from the venue for the Practical part of the examination be met
- subject to a minimum payment of £2,265 to each centre:
 - £155 will be paid for each Practical/Oral candidate notified to the group in early September
 - £25 will be paid for each Written candidate notified to the Group in early September
- those headage payments are to defray all the other costs that a Group may incur in delivering the examination centre including pre-meetings, examination materials,

examiners' accommodation, examiners' breakfasts and evening meals, and examiners' travel at the standard CAAV rate.

7.3.6 Notebook and Written Papers – Each candidate's notebook and written papers should be retained for one year by the group convenor. National written papers are retained for a year by the Secretariat.

7.3.7 National Observers' Reports – The National Observer's Report on each centre will be made available to that Board and the annual Examinations conference.

7.4 The Written Examination

7.4.1 The examination groups should collect and keep safe all the national Written scripts. *Answers from laptops are to be e-mailed to the Secretariat and physical scripts sent by post, using recorded delivery or an equivalent service. Hard copies of the laptop answers are to be sent in the same way to the Secretariat which will then ask for the USB sticks supplied for the answers to be returned.* They are to arrive with the Secretariat by the Monday following the examination.

7.4.2 The Written Board will meet together within two weeks of the date of the examination to mark the papers and may meet again to review borderline cases.

7.4.3 To avoid the distortions that can be caused by marking out of a small figure, the examiners will set and mark each question out of 100 with the final mark out of 500 converted into a percentage by the Secretariat.

7.4.4 *A moderation review similar to that described in 4.8 above will be applied.*

7.4.5 Upon completion, a schedule of marks achieved in each question by the candidates will be forwarded to the Secretariat.

7.4.6 The President, Chairman of Education and Examinations Committee and the Secretary and Adviser will meet with the Written Board to review a sample of the answer papers, mark allocations and issues raised. This should enable them to attest to the validity of the national Written examination results.

7.4.7 Three members of the Written Board may, if needed, meet a week later to review borderline candidates *and any issues arising from the moderation review.*

7.4.8 A report summarising an overview by the examiners of the Written examination and reviewing the answers to each question will be prepared and will be available to candidates.

7.5 If All or Part of the Examination is Failed

7.5.1 The results letter will advise each candidate of their marks for each part of the examinations that was taken, giving the marks for each question in the national Written, the morning and afternoon marks for the Practical, and the mark for the Oral. This information may help indicate areas of difficulty as well as how near the candidate was to passing.

7.5.2 The marking of all borderline cases will have been reviewed by the examiners. So far as possible all issues of the addition of marks will have been cross-checked by the Secretariat before the results letters were issued. If, despite these checks, a material error is identified at any point in the discussion of the results, it is expected that it will be corrected.

7.5.3 Feedback Sessions – Candidates who are concerned to understand more about their performance are recommended to seek a feedback session in which an examiner can go over the papers with the candidate. Its purpose is to offer candidates who have failed positive assistance to help them understand better why they did so and how to perform better at the next attempt. *This is to be a session with the candidate only and with no others in attendance. As this is the candidate's examination, it is not expected that principals or others would be present. If the session is held remotely, candidates are not to take screenshots of anything shown.*

7.5.4 Candidates seeking a feedback session:

- on the national Written papers should contact the Secretariat
- on the Practical should contact the convenor of the centre where the Practical was taken.

In each case, that request should be made as early as possible and not later than 31st January following the examinations.

7.5.5 While a feedback session will usually offer a necessary and helpful explanation, such a session is anyway an essential preliminary to any further review of a candidate's performance as it is hoped that the feedback session may resolve issues that might otherwise need to go further.

7.5.6 Examination scripts, protected by the Data Protection Act, will not be returned to candidates or third parties.

7.5.7 Reviewing the Marks in the Written – Where a feedback session has identified possible issues over marking of a national Written script, that script can be re-marked if the Chairman of the Written Board believes that it is appropriate.

7.5.8 As the subjects of the Practical and Oral parts will no longer be available, a review of marks for those parts cannot be offered as a matter of procedure. Candidates are assured that all Practical books and papers for borderline candidates will have been double marked and all those who are borderline for the combined Practical and Oral reviewed again as the last part of the marking process – these actions are seen by the Observers.

7.5.9 Appeal Mechanism – The CAAV's appeals procedure, as with other professional and academic bodies, is there to allow appeals to be heard on issues of procedure, rather than the professional judgment of the examiners as to ordinary issues of marking.

7.5.10 The grounds on which an appeal may be made are that:

- (i) the relevant procedure as set out in the current edition of the CAAV Examination Guidelines was not applied correctly
- (ii) there was a serious error in the way the original decision was made
- (iii) there exists or existed mitigating circumstances affecting the student's performance of which, for good reason, the examiners might not have been aware when the examination was held and marked. (NB As noted elsewhere (see 2.4) in the Guidelines, candidates are expected to have advised the examiners beforehand of any such circumstances).
- (iv) the examiners took a decision which was not reasonable in the circumstances and that the error complained of could have materially affected the decision as to whether the candidate passed or failed the examination in whole or part.

7.5.11 A candidate who has had a feedback session can then appeal within four weeks of the feedback session and not more than three months from the date when the notification of the examination marks is e-mailed or posted to that candidate.

7.5.12 The appeal is to be submitted in writing to the Secretariat:

- using the covering form that will be available
- stating the ground or grounds of appeal and what is being challenged
- with the necessary supporting evidence and
- a fee of £100 payable to the CAAV and repayable on success.

7.5.13 The appeal would be considered by a Panel of three constituted by the Education and Examinations Committee, selected to avoid conflict of interest. It is to include someone who is not a CAAV member, who may ordinarily have substantial experience of other examinations. Where the appeal is over the Practical or Oral parts, the Panel is usually to include one experienced Observer.

7.5.14 The Panel would usually proceed by written representations and only hold a hearing if it believed it was necessary to do justice to the matter. It would be supported by the Secretariat acting as Clerk to the process.

7.5.15 The Panel is first to determine if leave should be given to the appeal on the ground that either:

- if the appeal as stated were successful, the candidate would have a realistic prospect of achieving a pass (so assessing not the merits of the appeal but whether there is enough at stake), or
- even if not, the appeal still raises a sufficient point of procedure that it would be right to hear it.

The test for this decision is to be whether, on the Panel's initial assessment, it considers that the appellant has made out a prima facie case on one or both of those grounds. If the Panel gives leave, it is to state on which ground or grounds it has done so.

7.5.16 Where the Panel judges that an appeal should proceed, it is then to proceed in a manner proportionate to the case, considering:

- the written complaint and supporting evidence from the candidate
- the candidate's book or scripts and the examiners' notes
- the comments on the matter from the relevant Board
- each party's response to the other's evidence
- any other material submitted.

It will then usually proceed in an inquisitorial manner, seeking and considering such further evidence as it deems necessary without necessarily exposing that material to the appellant or the relevant Board, before determining whether the appellant's case has been made out beyond reasonable doubt.

7.5.17 The Appeal Panel may uphold or dismiss the appeal, in whole or part and has the discretion to:

- vary the marks awarded with any consequent effect on appellant's marks
- direct a refund, in whole or part, of the appeal fee, even if the appeal has not been wholly successful.

7.5.18 The Appeal Panel will advise the appellant, the relevant Examination Board's convenor and chief examiner/chairman of its determination together with reasons, copied to the Chairman of the Education and Examinations Committee and the Secretary. It will state if that decision is confidential, whether to protect the appellant or other person, or not.

7.5.19 Except possibly for an appeal lodged early, it may in practice prove difficult for the Appeal Panel to meet to determine an appeal before the close of Basic Payment claims on May 15th.

7.5.20 On determining the appeal, the Panel may also make recommendations to the Education and Examinations Committee as to any actions that should be taken in the light of any of its findings, including:

- any review of other candidates' papers or results that may be thought necessary as a consequence of the Panel's findings
- any changes it considers appropriate regarding any aspect of the examinations, including the appeal mechanism and these Guidelines.

7.5.21 The role of the Appeal Panel in any appeal has been fulfilled once it has given that determination and any recommendations. The Association provides no further appeal process.

7.6 Retaking Part of the Examination

7.6.1 If a candidate does not achieve 65 per cent in either the Written or the combined Practical/Oral parts, that part may be taken again up to three times within the following three years. The Practical and Oral parts are so interrelated that a candidate must achieve 65% of the total of 200 marks available for those two parts together (with a minimum of 60% in each) to be so exempted.

7.6.2 The rules regarding the carrying forward of marks over 60 per cent are set out in Section 1.4 above.

7.6.3 Candidates who are unsuccessful in re-sitting the examination within those three years will then have to take all parts at their next attempt *unless particular leave is given on exceptional grounds*

7.6.4 Candidates wishing to re-take all or any part of the examination must submit a fresh application form to the CAAV.

7.7 Examinations Conference

Each January, representatives of all the examination centres, the Written Board and tutorial organisers will meet with the Education and Examinations Committee to review the lessons that may be learnt from the latest examinations and make recommendations as to the conduct of the coming examinations. The conference might also include workshops or other discussion to assist the progress of the examinations.

**GUIDELINES ON INFORMATION TO BE PROVIDED
OR LEFT FOR ASSUMPTIONS
IN THE MORNING SESSION OF
THE PRACTICAL EXAMINATION**

This aide-memoire is to assist consistency of information given and required and is designed to enable all Groups to have a similar format. The essential principle here is to distinguish between those points that a professional valuer should be able to identify from his own knowledge as opposed to those points on which he would naturally ask a client for information.

Annexe A

Valuation Category	Information which should be provided in the questions in writing	Information which MUST NOT be given – Candidates to make and state assumptions, as these should generally be items evident to the eye
1. Livestock		
1.1 Breeding Cattle: Dairy & Beef Sucklers	Age, date of last calving, date of service (if applicable), yield, BF/solids, cell count and sire, passport status	Type and description, breed, health, weight etc
1.2 Breeding Sheep	Age, teeth status, pregnancy status (if app), udder status	Breed or cross, health, sex and weight
1.3 Breeding Pigs	Age, pregnancy status, number of litters and service details	Health, sex and weight
1.4 Store cattle Dairy followers, Store sheep & Store Pigs	Age, passport status	Breed or cross, health, sex and weight
2. Machinery	None	Everything
3. Produce (Harvested Crops)	Measurements and when harvested	Everything else

Valuation Category	Information which should be provided in the questions in writing	Information which MUST NOT be given – Candidates to make assumptions. Note: Where candidates make assumptions, they must be sensible and based on observations
4. Commodities	None	Everything
5. Growing Crops	Gross area of field, previous cropping	Net acreage, type of crop – inputs, rates and prices and when planted
6. Tenant's Pasture	Gross area of field, when sown	Planting costs (if applicable) Quality
7. Dilapidations	Directed to the problem only. It may help to give measurement of length of hedge or fence to save time.	Everything necessary, including estimate of suitable prices and costs.
8. Tenant's Improvements	Date of construction and agreed basis of compensation (if any)	Adequate description, likely grant aid taken etc.

Annexe B

Example of Timetable

CAAV PRACTICAL EXAMINATION 'MIDSHIRE' GROUP

6½ hours of examination time

Candidates will be supervised throughout

8.45 am prompt	Meet at Any Farm, Hillstone, Midshires Introduction, briefing and identification of the topic by Group chairman or convenor. Then the question paper will be handed out for candidates to read.
9.00 am – 12.30 pm	Candidates must acquaint themselves with the questions for both the morning and afternoon sessions and the oral question, making such notes in a second note book, that are necessary to enable the afternoon questions to be answered. No questions may be asked of the examiners about the subjects of questions – where necessary, assumptions may be made but must be stated. Inspection of items included in the examination papers. Candidates will be accompanied by examiners to the site of the various questions around the farm buildings and the fields.
12.30 – 1.00 pm	Time allowed for completion of calculations and final check on notebook answers before handing the books to the examiners.
1.00 – 1.45 pm	Lunch, to be taken in Hillstone Parish Room.
1.45 – 4.15 pm	Afternoon written papers in Hillstone Parish Room. Questions relating to the farm visited during the morning will require notes made by the candidates then.

On completion of the examination, candidates will hand in their papers and notes and loaned documents to the invigilator and are then free to leave.

Note:

Candidates **must have** read the 'Guidelines to the Examinations' before attempting the examinations

ANNEXE C

CAAV EXAMINATIONS

PART III - THE INTERVIEW

Marking Form to be completed by each examiner

Candidate's Name Date

Section 1 (25 marks) – The Interview

	Notes on Questions	Mark	Comments (if any)
1. Powers of observation – 5 marks e.g. Accuracy, relevance and detail			
2. Technical Skills and Knowledge – 20 marks e.g. Legal, Financial, Valuation, Technical Business arrangements (e.g. fees, responsibility, terms of engagement)			
Total			

Candidate's Name

Date

Section 2 (15 marks)

Question	Number of National Question	Mark	Comments (if any)
1 – 5 marks			
2 – 5 marks			
Quick Fire Questions – 5 marks			
Overall – Oral Communication Skills – 10 marks across the Oral e.g. - Clarity of thought and structure (coherent?) - Presentation skill (eye contact, body language, voice projection, authority) (convincing?)			
Total			

Name of Examiner

Marks - Section 1
Section 2

Name of Examiner

Total

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.

Annexe E

OBSERVER'S REPORT

Observer:

Examining Group:

Venue:

Number of Candidates: Practical/Oral

Written

Number in the combined Practical and Oral:

- who achieved at least 65% (and not less than 60% in each)
- who achieved between 60% and 65% overall
- who achieved less than 60% overall

Please attach a copy of the paperwork given to candidates to this report.

Where there were candidates sitting a paper remotely, please attach a copy of the paperwork given to them.

1. Day 1 : Practical Examination – Morning Session

Examiners

1.1 List the examiners present for the morning session:

Role*	Name	Association

(* e.g. Chief Examiner, Convenor, Examiner, Trainee examiner, Tutorial organiser etc)

Preparation

- 1.2 Describe the preparations made prior to the examination (prior visits to farm, health & safety, *Covid-19*, setting of questions, bio-security etc)

Venue

- 1.3 Describe the venue and its suitability for the practical examination.
Where the candidates sat this paper remotely, how well was the farm conveyed for the purposes of the questions?

Structure of questions

- 1.4 Questions should be set to cover a minimum of 6 of the following subjects (see section 4.2 of the Examination Guidelines). Indicate the subjects covered:

Subject	Question
(i) Knowledge of agricultural matters	
(ii) Live and/or deadstock including growing crops – pedigree livestock and specialist machinery should not be considered	
(iii) General regulations appropriate to agricultural and rural situations including health and safety, asbestos and similar regimes	
(iv) Valuation of real property (freehold and leasehold)	
(v) Landlord and tenant matters (AHA and FBT/LDT, etc)	
(vi) Compulsory purchase and compensation to include non-statutory issues including telecommunications masts	
(vii) Residential and business lettings and management	
(viii) Environmental schemes and amenity uses of land	
(ix) The alternative use of rural assets – advice and valuation as appropriate to the property	
(x) Grants, subsidies and schemes – advice on those applicable to the property	
(xi) Planning and development – advice and valuation as appropriate to an on-farm situation	
(xii) Property agency – advice including valuation of a rural property for sale or letting	

- 1.5 Were the questions fairly weighted across a range of those topics?

1.5A Were there any important differences in questions presented to any remote candidates?

Examination Conditions

- 1.6 How were candidates transported to the venue?
- 1.7 Were candidates adequately monitored at all times?
- 1.8 How many candidates per examiner?
- 1.9 How were conflicts of interest dealt with?
- 1.10 Were there opportunities for collusion?
- 1.11 Were any mobile phones used by candidates or examiners?

Timings

- 1.12 What time did the examination commence?
- 1.13 Was there an adequate briefing? (Health and safety; *Covid-19*; bio-security; oral question; questions from candidates; time to read the exam paper)
- 1.14 How was timing managed during the session?
- 1.15 What time did the session finish?
- 1.16 When were notebooks collected?

Conduct

- 1.17 How were candidates escorted between questions?
- 1.18 How were dyslexic candidates or those with medical reports managed?
- 1.19 How were prohibited items (digital cameras, mobile phones etc) dealt with?
- 1.20 Was there consistency in presentation to candidates? How was this ensured?
- 1.21 Were there any particular problems or difficulties?
- 1.22 How were lunch arrangements handled?
- 1.23 Did candidates mix with examiners?
- 1.24 Please make a note of any other observations about the morning session.
- 1.25 *For a venue which had both on-site and remote candidates – Was the presentation of the information and questions to remote candidates consistent with that for the candidates on site?*

2. Day 1: Practical Examination – afternoon session

Preparation

- 2.1 How were the questions set for the afternoon paper?

Venue

- 2.2 Describe the venue and its suitability for the written examination.

Structure of questions

- 2.3 A minimum of 5 questions from the following subjects should be covered in the written examination paper. Indicate the subjects covered:

Subject	Question
(i) Knowledge of agricultural matters	
(ii) Live and/or deadstock including growing crops – pedigree livestock and specialist machinery should not be considered	
(iii) General regulations appropriate to agricultural and rural situations including health and safety, asbestos and similar regimes	
(iv) Valuation of real property (freehold and leasehold)	
(v) Landlord and tenant matters (AHA and FBT/LDT, etc)	
(vi) Compulsory purchase and compensation to include non-statutory issues including telecommunications masts	

(vii) Residential and business lettings and management	
(viii) Environmental schemes and amenity uses of land	
(ix) The alternative use of rural assets – advice and valuation as appropriate to the property	
(x) Grants, subsidies and schemes – advice on those applicable to the property	
(xi) Planning and development – advice and valuation as appropriate to an on-farm situation	
(xii) Property agency – advice including valuation of a rural property for sale or letting	

2.4 Were the questions appropriate for a written paper?

2.4A *Were the questions put to remote candidates consistent with those for on-site candidates?*

2.5 Was the paper balanced overall?

Examination Conditions and Timings

2.6 Were examination conditions maintained throughout?

2.7 Were candidates adequately briefed at the start of the session?

2.8 What time did the examination commence?

2.9 What time did the session finish?

2.10 How were special needs / dyslexic candidates managed?

2.11 How were prohibited items (digital cameras, mobile phones etc) dealt with?

2.12 Were there any particular problems or difficulties?

2.13 Please make a note of any other observations about the afternoon session.

3. Day 2: Morning Session – National Written Paper

Venue

3.1 Describe the venue and its suitability for the written examination (if different from Day 1).

Examination Conditions and Timings

3.2 Were examination conditions maintained throughout?

3.3 Were candidates adequately briefed at the start of the session?

3.4 What time did the examination commence?

3.5 What time did the session finish?

3.6 How were dyslexic candidates managed?

3.7 How were prohibited items (digital cameras, mobile phones, etc) dealt with?

3.8 Were there any particular problems or difficulties?

3.9 Please make a note of any other observations about the morning session.

4. Day 2: Afternoon Session – Oral Interviews

4.1 Examiners

List the examiners interviewing for the oral session:

Name	Association

Observers and Others

Preparation

4.2 Describe how the questions were set and what arrangements were made to ensure consistency between interview panels.

4.3 *Which National Oral questions were selected?*

Venue

4.4 Describe the venue and its suitability for the practical examination.

Conduct

4.5 How were candidates distributed to panels?

4.6 How were conflicts of interest handled?

4.7 What arrangements were made for re-sit candidates?

4.8 What arrangements were made for dyslexic candidates?

4.9 Had any Examiners attended interview training courses?

4.10 How many candidates per panel?

4.11 How was consistency of marking achieved? Were standard marking schedules used?

4.12 Please make a note of any other observations about the oral interview session.

4.13 *Please comment on any issues where candidates were interviewed remotely*

5. Marking

Marking valuation books

- 5.1 Were model answers prepared?
- 5.2 Was there a marking plan?
- 5.3 How were borderline candidates dealt with?
- 5.4 How was consistency of marking checked?
- 5.4A *Where there were both remote and on-site candidates, were there issues? How were they handled?*

Marking written papers

- 5.5 Were model answers prepared?
- 5.6 Was there a marking plan?
- 5.7 How were borderline candidates dealt with?
- 5.8 How was consistency of marking checked?
- 5.9 How were final marks compiled and checked?
- 5.10 Are Examiners' notes kept for reference?
- 5.11 Please make a note of any other observations about the marking process.

Moderation

- 5.12 *In how many questions did less than 40% of candidates initially achieve at least 65%? Did they share any features?*
- 5.13 *In how many questions did more than 65% of candidates initially achieve at least 65%? Did they share any features?*
- 5.14 *How were these tackled?*
- 5.15 *Was anything changed as a result? What issues were found that led to upholding an initial outcome or to changing it?*
- 5.16 *Observations on the process*

6. General Observations

- 6.1 Observations on perceived consistency with or differences from other examination centres.
- 6.2 How are new Examiners recruited and trained?
- 6.3 How long has the Chief Examiner been in post? Is there a rota system in place?
- 6.4 Experience with laptops for candidates.
- 6.4A *Any other issues so far as this centre had candidates sitting remotely?*
- 6.5 Please note any further observations about the examinations process at this Group, including any examples of good practice which could be passed on to other Examining Groups.

Annexe F

GUIDELINES FOR TUTORIAL ORGANISERS

MAY 2019

Note – This paper was approved by the April 2019 Education and Examinations Committee and then the May 2019 Council.

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1. Introduction

1.1 The CAAV strongly supports the organisation of tutorials, usually at local association or group level, to prepare candidates for its examinations, strengthening their skills and knowledge and remedying areas of weakness. They are a manifestation of the voluntary and self-help ethos of the Association.

1.2 The CAAV examination tests the abilities of candidates in practical appraisal with written and oral reporting. The syllabus allows consideration of all matters relevant to the valuation of and related professional work with agricultural and rural property and business. Candidates are tested with a two day, three part examination including regionally set practical and oral papers drawing on actual properties and national written papers and oral questions.

1.3 The syllabus is published each year in the Guidelines to the Examinations which sets out for candidates and examiners the overall arrangements for the coming examinations.

1.4 Candidates are expected to prepare themselves for the examination, drawing on their own practical experience of professional work and on the support they gain from their proposer, their firm and other members of the Association. However, increasing specialisation means that few employers now offer experience across all areas of practice so such additional help becomes more valuable. Candidates making their way in the profession should not be shy about seeking additional experience to assist their professional development – they will often be rewarded by considerable goodwill. It is easiest to remedy weaknesses as to breadth or depth of training early in a career.

1.5 CAAV tutorials are to support this preparation (including familiarisation with what is expected in the examinations) alongside other measures, including locally organised self help groups. These should help by:

- informing candidates as to the nature of the examinations and what is expected
- giving tuition in areas of the syllabus that they may not have met in ordinary working practice
- improving and strengthening understanding of topics
- providing mock style examinations
- providing training for the oral examination.

1.6 Candidates are expected to have attended the equivalent of four full day tutorials in the three years preceding the closing date for applications for the examinations (including up to four half day tutorials). This may also include the National Tutorial held at the beginning of September in the year of sitting the examination. Applications to sit the 2019 examinations should be supported by certificates from tutorials attended in the period 1st September 2016 to 6th September 2019.

Note – With the pandemic, this is being applied as a requirement for 24 hours of recognised tutorials physical or remote, each of at least an hour.

1.7 As candidates are willing to travel long distances, the wide range of formats and topics found around the country is a strength. This diversity is supported and encouraged.

2. What Qualifies as a Tutorial?

2.1 A full tutorial should consist of not less than 6 hours tutoring time. Half day tutorials, offering at least three hours tuition, can be offered; up to four of these may be submitted to support a valid application to sit the examinations which must be accompanied by certificates for at least two full day tutorials.

2.2 Only tutorials organised by the CAAV (currently the National Tutorial and National Written Board Workshops), Local Associations and regional Groups and meeting these requirements are recognised for the purpose of applying for examinations. Candidates are nonetheless encouraged to improve their skills by taking advantage of all opportunities that present themselves.

3. General Organisation

3.1 A single day tutorial cannot cover all aspects of the syllabus. It is better to focus on providing adequate coverage of specific areas. Over time, the planning of tutorials should ensure that all areas of the syllabus are covered to the benefit of candidates in a region.

3.2 The responsibility for this varies around the country. In some areas, Local Associations are directly responsible. In others, it is handled through Groups, whether rotating the organisation of tutorials between their member associations or directly.

3.3 While the typical tutorial is for a day, some offer half day, one and half day and two day tutorials. These patterns have evolved over time and this diversity is a strength, broadening the range available to candidates, with each format best covering different aspects of the examinations.

4. The Tutorial Organiser

4.1 There should be one person responsible for tutorial organisation in each local association. Often this is best done by someone who has recently qualified and so has the greatest awareness of candidates' needs and what is currently required in the examinations.

4.2 In making arrangements, the Tutorial Organiser may find it useful either:

- to have a formal committee (perhaps including a probationer, a recently qualified member and senior member), or
- to take soundings among these groups.

4.3 Either way, this is with a view to:

- arranging at least one full day practical tutorial a year on a farm
- corresponding with probationers in the area over tutorials and their progress towards taking the CAAV examinations. Many local associations have a Probationer or Training Officer (or an equivalent post responsible for this function).
- Tutorial Organisers may also liaise with those from other Associations as well as the Secretariat to avoid duplication or omission of significant aspects of the syllabus and to minimise conflicts over dates (see below). The annual national Examinations Conference may also offer an opportunity to do this.

4.4 Tutorials also offer an opportunity for feedback from probationers as to subjects where they need most assistance.

4.5 It will often be useful for the Tutorial Organiser to be invited to attend the examinations, giving direct experience of:

- their operation
- the current range and style of topics and questions, and
- the performance of candidates with their strengths and weaknesses.

5. Tutorial Dates

5.1 It is useful for tutorials to be held around the year to give the widest opportunity for candidates to attend tutorials. With more candidates coming from non-agricultural backgrounds, it also provides more occasions on which to improve knowledge of crops, cultivations and other relevant matters.

5.2 However, it may be wise for both those attending and tutors to avoid concentrating tutorials at the busier times of year for professional work – such as when Basic Payment forms have to be completed.

5.3 While tutorials held after the National Tutorial in any year will not support applications for that year's examinations (but will serve for the three following years), they should be useful preparation for the examinations themselves.

- 5.4 When setting a date:
- it is often useful to follow what has worked historically
 - check that the date does not clash with other tutorials or key dates reported on the CAAV website or organised in the Group
 - check it does not clash with likely dates for APC assessments.

5.5 Once the date is set, send it to the Secretariat so that it can be shown on the CAAV website and other organisers can then be aware of it for their planning.

6. Tutorial Venues

6.1 A wide variety of farms and educational establishments are used around the country. These offer the chance for practical experience, observation and appraisal. Where a tutorial is focussed on the written examinations, a wider range of venues from offices to village halls may be suitable. It is often best if the venue is changed each year for variety and to minimise the imposition on hosts.

- 6.2 Choose a venue:
- where the chosen topics can be considered
 - requiring the least travel within the day
 - with facilities such as parking, lavatories and a dry building to meet and shelter if wet
 - where refreshments can be organised
 - with a suitable facility there or nearby for indoor discussion and any written work

6.3 Some tutorials may be held on the site of the previous year's practical examination, picking points or questions out from the paper set and taking up areas where candidates were weak or lessons can be learnt.

7. Pricing and Costs of Tutorials

It is not expected that tutorials are run at a loss and so the price charged for a tutorial should usually cover its costs while allowing for risks over numbers attending. Premises and food costs are likely to be the largest component of the cost of the tutorial. While external speakers may often not make a charge, it is best to be clear whether this is the case – a letter of thanks should be sent afterwards and perhaps a gift in recognition might be in order. If a client's farm is used, it is courteous to recognise the hospitality with a gift. Where CAAV notebooks are used, they are available to the organising local association at cost from the Secretariat. The charge for a two day tutorial may include a cost for overnight accommodation.

8. Organising Tutors and Programme

8.1 Tutors

8.1.1 It is important that tutors understand the current content and format of the examinations which are reviewed each year and have steadily changed in response to evolving patterns of professional work. These are set out in the annually produced Guidelines for the Examinations. This can suggest a useful mix of:

- tutors who have recent experience of the examination and, knowing what they had to do, can communicate it to potential candidates
- for specific areas of expertise, senior members who have been briefed on the current examination system.

8.1.2 Appropriate tutors should be identified at an early stage, especially where senior valuers in specialist fields (such as livestock valuation) or other professionals are to be involved.

8.1.3 The ideal overall ratio of candidates to tutors, perhaps especially for a practical tutorial, is not more than five or six candidates to a tutor.

8.2 Programme

8.2.1 Try to ensure that, in conjunction with other tutorials being run, potential candidates are given a good coverage of key areas of the syllabus. The design of the Practical part of the examination requires questions to be set across a range of seven or eight key topics rather than a single large valuation.

8.2.2 The content will vary with the available premises but it can often be useful to:

- design part of the tutorial to emphasise the required skills of observation, appraisal, note taking, and answering questions in ways relevant to professional practice and the needs of the client.
- alongside or as part of specific topics, set mock examination questions to encourage discussion and for prospective candidates to gain a sense of what is expected. The person doing this may wish to conclude with a suggested answer.
- get candidates used to applying the knowledge they have gained to specific situations. Examiners report that, while many candidates have a general knowledge of the issues as individual topics, some appear unused to developing and applying that to real circumstances in such a way that they can advise clients constructively. It may be that in some practices, such work is held by principals and some of those qualifying may get little chance of experience.

8.2.3 Tutorial Organisers and tutors should exercise care not to give candidates a steer as to what topics might or might not be the actual topics covered in the examinations. Candidates, who may well be looking for such hints, even if they are not intended, may misconstrue something and so could feel misled if the examination questions then prove a surprise.

9. Role of Examiners as Tutors

9.1 Aside from any other tutorial role, it can often be useful for an examiner to give candidates a sense of:

- the format and requirements of the examination
- the kind and level of answers that are expected in each part.
- time management and other sound approaches to answering examination questions
- how marking is approached.

9.2 However, the CAAV is anxious that examiners are not involved in tutorials once they have been involved in setting the questions for the coming examinations. That usually means that:

- current members of the national Written Board are unavailable from the mid-summer
- local examiners may typically be unavailable from the beginning of September.

9.3 Past examiners (including any who may be recalled to assist the Written Board in its marking) and current examiners outside the periods when they are considering questions can be used.

10. Advertising Tutorials

10.1 Once a tutorial is organised, it needs to be advertised effectively to probationers. Giving good notice improves the prospect of a good attendance.

10.2 The details of what is offered, the booking arrangements, the charge and point of contact should be e-mailed to:

- the Secretariat as soon as possible to be placed on the CAAV website.
- all probationers in the local association
- secretaries of adjoining associations asking them to forward it to their probationers.

10.3 This will ensure that the widest number of probationers can see it and also assist other organisers to avoid the date.

10.4 The notice should state whether tutorial is for a day, half day or other period and so the number of certificates for which it will qualify.

10.5 Candidates should be advised whether the tutorial is intended to cover the practical, the oral and/or written papers and given a brief description of the subject matter and the format of the tutorial. This is important not only to candidates wanting to cover particular topics but also for those only re-sitting part of the examination.

10.6 It is also recommended that the Secretariat be told in late Spring of all forthcoming tutorials. The Secretariat usually circulates all probationers in early June of each year with a note of the general arrangements for the coming examinations, including the application form and a list of all the tutorials of which the Secretariat is aware that are to be held between June and the examinations. This assists those probationers preparing for the examinations and also those anxious to ensure they have the necessary certificates.

11. The Booking Form

This should ask:

- for the applicant's name, address, and other relevant details
- for the payment with clear instructions as to who is to be paid
- whether the applicant has attended a tutorial before and when they intend to take the examinations
- if relevant, if they are looking for a mock examination
- if relevant to the structure of the tutorial, the areas they wish to focus on
- for notification by the applicant of any medical, personal or other circumstances (such as dietary or allergy issues) that might reasonably affect arrangements.

12. Responding to Applications

12.1 It is recommended that all applicants be sent the necessary details of the event including:

- clear directions as the venue, with its post code
- the date
- the time the tutorial starts
- a single main contact for enquires (with a mobile telephone number for emergencies and delays).

12.2 There should be a brief description of the proposed format for the tutorial, including:

- a summary of the topics to be covered
- refreshments and, where relevant, accommodation arrangements
- any items those attending should bring, such as:
 - equipment such as pens, pencils, clipboard, a calculator, a tape measure or a plastic bag to keep papers dry
 - relevant clothing
 - publications, such as the syllabus, Acts, SIs, CAAV publications or Costings.

13. Preparation Work by Tutorial Organiser

13.1 General – The regulations and format for the examinations are set out in the Guidelines to the Examinations published each year. Changes are shown in italics. The Tutorial Organiser should be familiar with the Guidelines so that tutors and candidates can be advised correctly.

13.2 The Venue – The organisation of the tutorial will include:

- access
- car parking
- covered meeting place
- availability of livestock, if appropriate
- display of equipment.

13.3 Health and Safety

13.3.1 An appraisal of any risks and appropriate remedial measures should be undertaken. The model format offered for the examinations is attached. In the event of an insurance issue arising, the insurer might ask to see this.

13.3.2 It has been suggested above that the application form above should ask applicants to notify the organiser of any dietary, medical or other issues that may be relevant.

13.3.3 Notify the host of the tutorial of the proposed activities.

13.3.4 A first aid kit should be available throughout and a first aider on site for any Practical part.

13.3.5 Where there are livestock, foot dips should be available.

13.4 Insurance – The CAAV holds a public liability policy. While covering events organised directly by the CAAV, the insurers have also been advised and have regularly accepted that this covers events organised for the CAAV by its affiliated local associations and groups, such as tutorials. If required by the host of a tutorial, a copy of the certificate for the year in question is available from the Secretariat.

13.5 Past Papers – These are generally available from the CAAV website together with the reports from the Written Board. Practical papers and reports may also be available from the relevant Examining Group Convenor.

13.6 CAAV Notebooks – Where appropriate, candidates should be provided with a CAAV notebook. While the guidance is simply that they be used and completed in a clear, orderly and logical format, candidates are often concerned about how to do this. Tutorials can offer a chance to practice this and give candidates confidence. The Notebooks are available from the Secretariat at cost.

13.7 General Guidance for the Day – Prepare any necessary guidance notes for those attending.

13.8 Feedback – Prepare a questionnaire for those attending to complete and return at the end of the tutorial to gather information about candidates' needs, their views on the helpfulness of the day and ideas for the future. This can be an opportunity to gain a view as to the actual breadth and depth of potential candidates' real experience.

13.9 Certificates – Check that sufficient tutorial certificates (see model) are available for distribution at the end of the day.

14. Organisation of the Day

14.1 Depending on the number of candidates attending and the number of tutors available, it may be possible to sort candidates into groups by ability or state of preparation. It may be particularly relevant to identify those intending to sit the next examinations so their needs can be addressed directly.

14.2 The tutorial organiser should give a briefing at the beginning of the day to include:

- Introducing the tutors
- The day's programme including timings
- Health and safety
- Catering arrangements
- The location of lavatories
- Parking arrangements
- Any special circumstances of the venue

15. At the End of the Day

15.1 Feedback – Use the end the day to seek feedback from those attending to establish what had been useful in the day and what would be helpful next time. This may be achieved with a questionnaire or in discussion. The results (if informative) may not only assist the structure of further tutorials but may also be the basis if liaison with proposers, probationer officers or self help groups over help to remedy candidates' specific deficiencies.

15.2 Tutorial Certificates – These, made out with name of the person and signed by the organiser, should be distributed to those attending the tutorial at the end of the day so that candidates can submit them when applying to take the examinations.

15.3 Keep a List of Those who Attended – As some may ask later for a replacement certificate when applying for the examinations, it is useful to keep of list of those came for future reference.

16. The Annual Examinations Conference

Tutorial organisers are invited to the annual examinations conference, supplying a written report on their tutorials with a summary of key points. That conference gives a chance to compare notes and discuss matters with other tutorial organisers and others there to review the recent examinations.

Annexe G

REMOTE TUTORIALS

1. Introduction

It is recognised that tutorials will meet a range of circumstances over the coming months and in different parts of the United Kingdom. Many will have social distancing and some may anyway be held remotely over the internet. Several local associations gained experience in delivering tutorials remotely during 2020 while the national Written Board Workshop has become a webinar and the National Tutorial a series of webinars.

2. Candidates for the 2021 Examinations will need certificates for 24 hours of recognised CAAV tutorials each of at least an hour, whether held physically or remotely, from between 1st September 2018 and 31st October 2021.

3. Remote/On-Line Tutorials

System Requirements – *A variety of formats have been found to provide on-line tuition both nationally and locally, requiring a host who has subscribed to the relevant service.*

4. If files are to be transferred (especially if they are videos or include a significant number of photographs and plans), then those attending will need to be in a place with broadband that is strong enough to handle that.

5. Varied Formats – *The tutorial can be given as a webinar, a voice over Power Point or in a more interactive way. Whichever approach is adopted, those attending should not be allowed to be passive but drawn in to engage with the topic, especially as many may have had less on-farm experience or direct time with principals and clients since March 2020. The format adopted should enable questions to be asked:*

- of those attending, as by using the polling facility in some systems*
- by them with answers given, as by using the Chat Box or Question function of systems.*

6. Zoom (and also Teams) has been found to give greater opportunity than other formats for engagement and discussion with smaller groups. It allows presenters to:

- speak directly to those in the tutorial*
- do a presentation as a conversation between two tutors (perhaps requiring prior coordination) which has been found to be very effective*
- use screen sharing for slides or photographs*
- have a panel of tutors handling questions.*

7. Remote formats may tend to drive shorter and more varied sessions.

8. It may help to break sessions up with exercises, such as answering mock examination questions, undertaken in breaks as well as before the tutorial. If wanting to review mock answers, allow a reasonable period of time for looking at them before doing so (as well as for any IT issues in their return).

9. Most formats allow questions to be put as polls with voting on the answers. These should be set up beforehand and the results may prompt further discussion.

10. Interaction – *It is important to achieve interaction with and responses from candidates.*

11. Where there are smaller numbers (say, under 20) this can be more easily achieved through Zoom than by Teams or a webinar system. All those attending should be expected to have their webcams switched on throughout the tutorial. The various reaction functions (Raise Hand, etc) can be used to good effect in some situations. This becomes more complex when there are more present than will appear on a single screen, detracting from the sense of a fully shared meeting.

12. Where interaction is through a Chat Box or Questions box into which questions are typed, this will typically need someone other than the speakers to marshal the questions, enabling the speakers to concentrate on delivery. That person would then put the questions to the speakers on behalf of the audience, enabling similar questions to be put effectively – as well as anonymously.

13. Larger groups are likely to need a more formal webinar system which offers the same facilities but may require more work to achieve and sustain interaction. However, the Written Board Webinar showed this can be achieved through the Question Box.

14. Video Material – This offers a means to consider topics requiring observation or visual explanation and discussion, as for a farmstead, machinery or crops, on which questions can be set or conversation developed.

15. While direct circulation of videos has been found to be difficult for those with poorer broadband connections, larger files can be distributed beforehand through a service like WeTransfer but time should then be allowed for slower downloading by some.

16. Example – One tutorial in 2020 placed a paper and photographs of farm livestock and deadstock in a folder on OneDrive that was then made available to participants on the day. Starting in the morning with an introduction and work on the use and layout of the notebook, mock Practical questions were circulated with the photographs for all candidates to answer with a two hour session that afternoon. Tutors were available in the period in between. Each candidate took a turn in answering a question, not knowing which they would be asked about.

17. That format could be used equally well to cover the Oral part of the examinations with the observational question, the quickfire round and the national Oral questions.

18. Recording? – Consideration can be given to recording the tutorial for subsequent reference by those present, tutors, organisers and possibly others. Recordings of the National Tutorial and the Written Board Webinar are offered the CAAV website.

19. Conclusion – With the differing topics for tutorials – from taxation to crops – there are many ways in which remote tuition can be given but the need is for it to be effective and interesting. All are still learning how best to do this and the points above should help with the further experience gained in 2021 which will in turn help develop practice for the future.

20. Certificates should only be issued to those who were present throughout the tutorial.

Annexe H

HEALTH & SAFETY POLICY AND PROCEDURES MANUAL FOR EXAMINATIONS

JUNE 2019

DATE OF EXAMINATIONS:

HEALTH & SAFETY POLICY STATEMENT

The Central Association of Agricultural Valuers (CAAV) believes that high standards of Health and Safety are an essential part of good business management.

Qualification for election to Fellowship of the CAAV is by one single, three part examination. The three parts are:

- a) A practical assessment based on a property
- b) A national written examination
- c) An oral interview

During the examinations, the Association will meet its responsibilities under all of the relevant Health & Safety Legislation. The aim is to prevent accidents and ill health to both candidates and examiners. The Association will take all reasonable steps to protect those affected by their activities, by implementing safe operating procedures, safe systems of work and any other necessary actions to eliminate or reduce foreseeable hazards.

The Association will also take all reasonable and practical steps to prevent or reduce significant harmful impacts on the environment, which may result from its activities.

This policy can only be successful with the active co-operation of all candidates and examiners. The Association therefore believe that it is the responsibility of all members to perform their tasks safely by following established safe working practices, using proper safety equipment, and by reporting or correcting unsafe acts or conditions.

The Convener/Exam Secretary has responsibility for overseeing all Health & Safety matters prior to and during the examination to ensure that all candidates and examiners:

- a) Are provided with information on health & safety including emergency procedures and risk assessments;
- b) Are provided with Personal Protective Equipment where necessary;
- c) Work towards excellence in Health & Safety
- d) Comply with the Association's Health & Safety Policy for Examinations
- e) Receive information and training, and are consulted on issues affecting their Health & Safety

This document will be completed annually in advance of the examinations, having assessed the risks on both the farm and within the examination halls. It will then be retained by the Convener for use during the examinations.

SIGNED: _____

(Convener/Exam Secretary for _____)

HEALTH & SAFETY RESPONSIBILITIES

CAAV Executive

It is their responsibility to ensure that:

- They are fully aware of their health, safety and welfare duties to CAAV members and candidates and others who may be involved with the examination process.
- The policy is regularly reviewed and brought to the attention of CAAV members and candidates.
- Sufficient arrangements, facilities and finance are available for implementing this policy.
- Adequate third party liability insurance cover is in place.
- Safe systems of work are in operation, and members involved in the examination process receive information and, where necessary, appropriate training.

Nominated Person – CAAV Secretary & Advisor

It is their responsibility to:

- Set health and safety objectives for the CAAV.
- Monitor performance.
- Undertake investigation of major accidents, incidents and near misses.
- To keep the other members of Executive informed of any health and safety related issues that are required to be brought to their attention, such as:
 - The results of performance monitoring
 - Any significant breaches of health and safety legislation
 - The outcome of accident investigation
- To ensure members involved in the examination process are consulted, where appropriate, in regard to matters affecting their health and safety and that of their candidates.
- Measure, audit and review the organisation's health & safety performance on a regular basis.

It is also their responsibility to ensure that:

- All members and candidates involved in the examination process are fully aware of, and instructed in, their responsibilities as imposed by legislation.
- Safe systems of work are in operation.

Convener/Examination Secretary

It is their responsibility to ensure that:

- Examiners and candidates are provided with adequate Personal Protective Equipment where this is required;
- Where appropriate, examiners and candidates are provided with the right equipment to undertake the tasks they are being required to do and that they know how to use it.
- Records are maintained of candidates, examiners and other members present on site.
- Records are maintained of hazards on particular sites and any relevant people are notified.
- Members involved in the examination process receive adequate health and safety training in order that they can keep the candidates safe.
- Necessary warning notices are displayed, and all statutory registers are provided and used.
- Risk assessments are undertaken and reviewed annually for each individual farm and examination centre and appropriate precautionary measures issued to examiners and candidates where necessary.

- Where necessary, COSHH assessments are undertaken and issued to examiners and candidates for implementation of control measures.
- The examination centre in which candidates are sitting exams are safe.
- The CAAV complies with the requirements of the Fire Precautions (Workplace) Regulations.
- They are aware of the Reporting of Injuries, Disease and Dangerous Regulations 2013 (RIDDOR 2013) and ensure that when necessary the appropriate report is made to their enforcing authority.
- The Association complies with the requirements of the First Aid at Work Regulations.
- Visits from any enforcing authority are managed and any issues raised are acted upon.
- Accident and near miss information is co-ordinated, analysed and action taken to avoid recurrence.
- For examiners who are taking candidates to exam centres, guidance is provided on driving and the use of hand held devices while driving.
- Procedures are in place for examiners and candidates with special needs.

Examiners, Observers and Candidates

Examiners, Observers and Candidates involved in the examination process must:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Notify the Exam Convener immediately if there are any medical conditions which could affect personal safety such as epilepsy or diabetes etc;
- Co-operate in regard to health and safety;
- Not interfere with, or misuse anything provided in the interest of health, safety and welfare;
- Willingly accept training, information and instruction to allow them to fulfil their health and safety responsibilities and duties;
- Be aware of safe systems of work and that they operate in accordance with them;
- Ensure that details of accidents or incidents in which they are involved are reported to the Exam Convener and entered into the accident book;
- Co-operate in the investigation of accidents or incidents;
- Report all significant hazards to the Exam Convener immediately;
- Ensure that any vehicle that they use on public roads is legal and that they have an appropriate current driving licence;
- Be aware of the fire precautions and first aid procedures;
- Ensure that suitable personal protective equipment is used when required.

REMEMBER

Anyone found behaving to their own, or another person's detriment, in regard to this policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal from the exams and/or the CAAV.

HEALTH & SAFETY ARRANGEMENTS

1. Fire

All fires, no matter how small, are a threat to the examiners and candidates. They all need to be aware of:

- a) The nearest exit from any room or building
- b) What to do if they discover a fire
- c) What to do if someone else raises the alarm

This information will be provided by the Convener / Exam Secretary at the beginning of each day of the examination.

- a) **Fire Risk Assessment** – A fire risk assessment will be carried out on the Farm on which the practical examination is to be held. This will identify possible sources of ignition and fuel, the location of fire extinguishers and will identify anyone who may be put at risk from the effects of fire or smoke inhalation. This will usually be the examiners, candidates, observers, the farmer and his family and staff. You should take careful note of any areas where there is public access. If such access is in close proximity to the farm, the general public may also be at risk.

A fire risk assessment should also be prepared for the examination hall. This should follow the same format but should also identify the various exit routes from the hall. The location of fire alarms and fire extinguishers should be noted. There may be a fire procedure for the hall which you should familiarise yourself with.

- b) **Fire Procedure** – **The fire procedure should be displayed at all times in a central location. (see page 7)**

When everyone has been moved to a place of safety, the Convener/Exam secretary should check that all candidates and examiners are present and correct.

- c) **Meeting Place** – All candidates and examiners whilst on the farm should be aware of their surroundings and act accordingly in the event of fire. **A specified meeting place should be agreed upon.**
- d) **Fire Extinguishers** – Fire extinguishers should be available both on the farm and within the examination hall. **A nominated person who has been trained in the use of fire extinguishers should be responsible for their use.**

One fire extinguisher should be held by the Convener/Exam secretary.

CAAV EXAMINATIONS

FIRE PROCEDURE

If you discover a fire:

1. Raise the alarm, alert an examiner and ensure that everyone within the vicinity is aware that there is a fire and moves away to a place of safety.
2. If it is safe, check all the rooms in the area to ensure that everyone is alerted to the fire and moves to a place of safety.
3. Alert the emergency services
4. Tackle the fire only if you feel safe and are trained to do so.
5. Move to a place of safety and await the emergency services.

If you hear someone raising the alarm:

1. If it is safe, assist in ensuring that the area is cleared of people.
2. Contact the Emergency Services (it is better for two people to phone 999 than for no-one to phone in the belief that someone has already done so.) Use of a mobile telephone will be permitted in the event of an emergency.
3. Move to a place of safety and await the emergency services.

Note: This Fire Procedure is to be clearly displayed on the farm and within the examination hall and examiners marking room together with any other rooms in which candidates or examiners are held during the examination process.

CAAV EXAMINATIONS

FIRE ARRANGEMENTS

PRACTICAL EXAMINATION CENTRE

Before the Exam:

Fire Risk Assessment completed: YES/NO

Name of person who completed the risk assessment: _____

Date: _____ Time: _____

Day of Exam:

Candidates & Examiners have been notified of the fire procedure YES/NO

Name of person who provided this information: _____

Date: _____ Time: _____

The meeting place is: _____

The fire extinguishers are located at: _____

The nominated person trained in the use of fire extinguishers is: _____

Note: To be completed by the Exam Convenor prior to and on the day of the examinations

CAAV EXAMINATIONS

FIRE ARRANGEMENTS

WRITTEN & ORAL EXAMINATION CENTRE

Before the Exam:

Fire Risk Assessment completed or obtained from venue: YES/NO

Name of person who completed the risk assessment: _____

Date: _____ Time: _____

Day of Exam:

Candidates & Examiners have been notified of the fire procedure YES/NO

Name of person who provided this information: _____

Date: _____ Time: _____

The meeting place is: _____

The fire extinguishers are located at: _____

The nominated person trained in the use of fire extinguishers is: _____

Note: To be completed by the Exam Convenor prior to and on the day of the examinations

2. Risk Assessments

A Risk Assessment is an examination of what activities could cause harm to yourself and others. It is a step by step process which is undertaken with the aim of preventing injury and ill health.

Five steps should be taken to produce the risk assessment:

1. Identification of possible hazards – a hazard is anything that can cause harm.
2. Assessment of likelihood of injury and severity of injury.
3. Identification of suitable precautions which may be taken to minimise risk – risk is the likelihood that someone will be harmed by the hazard.
4. Review of likelihood of injury and severity of injury assuming precautions are followed.
5. Record the findings.

All hazards will be identified and assessed and the results will be recorded. Safe systems of work will be applied to all examination activities to control, minimise or eliminate risk.

An example risk assessment has been included with this policy. Specific hazards or activities which should be assessed include:

- a) **Slurry Lagoons** – ensure that candidates stay clear at all times and erect appropriate warning notices. If possible, use warning tape to cordon off the area.
- b) **Livestock** – if you require candidates to enter a pen with livestock, ensure that adequate risk assessments have been completed beforehand and examiners to watch them at all times. If candidates are in any danger, they are not to enter pens with livestock.
- c) **Workshop Operations** – notify farm workers of the presence of candidates and ensure that all candidates are kept well away from workshop operations, particularly where welding activities are taking place.
- d) **Bale stacks** – these should be checked to ensure that they are stable. If there are any unstable stacks of bales, the area should be cordoned off with warning tape and candidates and examiners should be kept well away. Appropriate warning notices should also be displayed.
- e) **Slips, Trips and Falls** – check the area for anything which might cause slips, trips and falls and ensure that appropriate warning signs are erected. Minimise walking distance between questions where possible.
- f) **Farm Machinery & Vehicle Movements** – think about vehicles moving around the farm whilst candidates are on site and take whatever measures are possible to minimise these and keep the candidates safe. Remember that they will be concentrating on the exam question and may not be aware of vehicle movements in the vicinity. In some circumstances it may be necessary for candidates and examiners to wear high-viz vests so that farm staff can clearly see them. If possible, move candidates to a place of safety whilst they are answering the question. Also be aware of stationary machinery which have particular hazards such as bale spikes.
- g) **Unsafe Buildings** – look in particular for loose roofing materials, loose cladding materials and low ceilings on traditional buildings. Ensure that the floor is safe to walk on and do not allow candidates access to buildings which appear unsafe.
- h) **Access and Parking** – ensure that this is safe and candidates and examiners can safely get into and out of their vehicles. If there are issues, consider transporting candidates to the examination centre by bus.

- i) **Inclement Weather** – ensure that adequate provision is made for inclement weather and that candidates and examiners have somewhere dry to sit and write examination answers. Ensure that yards are salted in frosty weather to avoid slips and falls. If the weather is poor, candidates appreciate a hot drink! Attend immediately to any candidate who appears to be suffering from extreme cold. In wet weather, it is appreciated by candidates if examiners could hold an umbrella for them whilst they write their answers. Put machinery, livestock and commodities under cover wherever possible.
- j) **Broken Chamber Covers** – ensure that the farm is checked for any broken chamber covers and remedial action taken to cover these.
- k) **Electrical Cables** – ensure that any electrical cables are safe and away from areas where candidates may come into contact with them.
- l) **Chemicals** – ensure that candidates are kept away from any farm chemicals, especially in places where there may have been chemical spills. In this event, prepare a COSHH assessment accordingly.
- m) **Toilet Facilities** – ensure that candidates and examiners have access to toilet facilities for the duration of the exam.

More detailed notes are provided in the Briefing for Examiners section.

Please note that this list is not exhaustive and you must assess all hazards identified on the specific farm and within the examination hall.

3. First Aid

Enclosed with this policy is a risk assessment for a first aid emergency.

All candidates and examiners will be made aware of the first aid procedure.

A full first aid kit should be available on the farm and within the examination hall.

A first aid kit is located with the Exam Convener.

A trained first aider must be available both on the farm and within the examination hall. You should not attempt to give more than basic first aid if you have not been trained.

An accident book will be kept with the first aid kit and completed in the event of an incident or accident. Near misses should also be recorded. The entry should include the following information:

- Date, time and place of incident or treatment
- Name of injured or ill person
- Details of injury/illness and the treatment given
- What happened to the person immediately afterwards
- Name and signature of person providing treatment.

If a reportable incident arises during the course of the examination, Central should be notified immediately and the appropriate forms completed by the Convener.

In the event of an incident, the following procedure should be followed:

ACCIDENT PROCEDURE

1. **Assess the situation** – take in what has happened. Assess the situation quickly and calmly.
2. **Make the area safe** – protect the casualty, bystanders and yourself from danger
3. **Assess all casualties & give emergency first aid** – decide priorities of treatment; deal with life-threatening conditions first; with more than one casualty, decide who needs attention most urgently.
4. **Get help** – quickly ensure that an ambulance is on its way; get bystanders to help.
5. **Deal with the aftermath** – report to the ambulance crew; clear up the scene to make it safe; take care of uninjured relatives/colleagues.

4. COSHH

Neither candidates nor examiners will be required to use any hazardous substances during the course of the examination which might cause damage to their health.

The risk assessments will identify any substances or materials which might fall into this category and appropriate precautions will be taken to ensure that members are not put at risk. COSHH Assessments will be prepared where necessary.

5. Smoking Policy

Smoking is strictly forbidden during the course of the examination.

6. Alcohol & Drugs

The consumption of alcohol and/or drugs before or during the course of the examination is strictly prohibited. Anyone considered to be under the influence of alcohol or drugs will be expelled from the examination immediately.

7. Instruction & Information

Candidates and examiners will be properly briefed prior to the examination to ensure that they are aware of the Health & Safety issues and procedures in place. They are expected to abide by these during the course of the examination.

8. Lone Workers

There will be no lone workers during the course of the examination and this does therefore not apply.

9. Manual Handling

Neither candidates nor examiners will be expected to lift any objects during the course of the examination.

10. Working at Heights

Neither candidates nor examiners will need to use any form of ladder or scaffold during the course of the examination. If these structures happen to be on site, a warning notice should be erected so that they do not use them.

BRIEFING NOTE FOR EXAMINERS

NB Any guidance for Covid 19 will be given nearer the time though 2020 Guidance will assist.

As you will be aware, Health & Safety issues are becoming increasingly important and the Association must take all reasonable steps to ensure the safety of examiners and candidates during the examination process.

To that end, this briefing note has been prepared to provide guidance to examiners for the preparation period for the examinations and during the examinations themselves. It is imperative that this guidance is followed at all times.

Before the Examinations

Preparatory Meetings

1. Ensure that Health & Safety is on the Agenda for all meetings regarding the exams.

Risk Assessments

2. Visit the farm on which the practical is to be held and the examination hall to assess the risks and prepare risk assessments accordingly. (See template attached). These should include the following:
 - Fire Risk Assessment – farm and exam room
 - Provision of First Aid
 - Slips, Trips and Falls
 - Adverse Weather Conditions
 - Bio-security foot dip
 - Display Screen Risk Assessment (Written examinations only)
 - Hazardous Substances
3. If significant risks are identified on the initial farm visit, consideration should be given to finding an alternative venue with less potential risk and danger to both candidates and examiners.
4. Request information from the farmer and examination hall owners as to any particular site risks of which you should be aware and any insurance requirements such as the need for candidates and examiners to wear high-viz jackets.
5. Agree the access and parking area to be used by candidates and examiners with the farmer.
6. Using the risk assessments, identify the precautions needed to reduce the risks and implement these as far as is reasonably practicable.
7. Ensure the safety of any areas where candidates will access. Erect temporary warning signs or on the farm or cordon off areas with warning tape where necessary to notify candidates and examiners of particular hazards. e.g. straw stacks, machinery sheds, cattle housing, slurry stores etc.

Accidents and Emergency Procedures

8. Run through emergency procedures and ensure that adequate mobile phone signal is available.
9. Ensure first aid kits are available on the farm and in the examination hall.
10. Arrange for each day to be attended by at least one person trained in first aid.
11. Ensure that there is an accident book available for use. Any accidents or incidents should be recorded in the accident book and reported to the CAAV Secretariat immediately after the examinations.

Fire

12. Ensure that fire extinguishers are available on the farm and in the examination hall.
13. Prepare a fire risk assessment for the farm on which the practical is to be held, together with the examination hall. Identify precautions and implement these as far as is reasonably practicable.

Vehicle Movements

14. Brief the farmer and his workers so that they understand the format of the examination and are aware of the presence of candidates and examiners. Ask them to restrict working operations as much as possible.
15. Reduce vehicle movements on the day and restrict access by visitors to avoid potential transport related accidents.
16. If trailers are to be used to transport candidates around the farm, ensure that these comply with HSE guidance AIS36 'Carriage of Passengers on Farm Trailers'.
17. Ensure that there are safe parking areas for candidates and examiners.
18. Where examiners are required to transport candidates to the host farm using their own private car, ensure that adequate insurance is in place in the event of there being an accident on route. Also ensure that they do not use hand held mobile devices when driving.

Hazards

19. Check to see if any hazardous substances will be in use in the areas to be accessed e.g chemicals, dust, asbestos and take appropriate precautions to minimise the risk.
20. Ensure that access to any potentially dangerous areas is restricted.
21. If handling/accessing livestock, be clear on safe working practices and prepare the risk assessment accordingly.
22. Check that noise levels will not be an issue and supply ear defenders for candidates and examiners where there is an identified need.
23. Reduce slips, trips and falls where possible. Consider the use of grit/salt in icy conditions.
24. Ensure that adequate lighting is available in all areas to be accessed.
25. Ensure that neither candidates nor examiners undertake any actions which require working at height or manual handling.

Personal Protective Equipment

26. Identify the need for any specific PPE including high-viz vests, ear defenders and safety goggles etc. Where a need is identified, ensure that these are provided to both candidates and examiners.

Welfare Facilities

27. Ensure that welfare facilities are available for candidates and examiners to include toilets and hand washing facilities.
28. Provide sanitising hand gel for use by candidates, especially where they have been required to handle livestock.

29. Ensure that any vulnerable groups have been adequately covered by risk assessments e.g pregnant mothers or those with disabilities. (Pregnant mothers should not be required to handle livestock and in particular sheep. Sufficient information must therefore be provided to enable them to answer the question).

Provision for Inclement Weather

30. Minimise walking distance between questions
31. Put machinery, livestock and commodities under cover wherever possible.
32. Expose a small area of planted crop.
33. Restrict claims for dilapidations and tenant right to internal items or at least where candidates can see the items from inside a building.
34. Ensure that examiners have umbrellas and hold these for candidates where possible.
35. Offer hot drinks on site
36. As a last resort and In the event of very poor weather which makes walking around the farm impossible, consider the possibility of examiners driving candidates around the farm and between the questions.
37. Allow candidates to make initial notes then sit in dry buildings to complete their answer.

Display Screen Risk Assessment

38. With the introduction of the use of laptops in the written examinations, prepare a Display Screen Risk assessment

Briefings to Candidates and Examiners

1. Brief all examiners as to the Health & Safety arrangements prior to the examination and share the safety documents including risk assessments.
2. Brief all candidates as to the Health & Safety arrangements at the commencement of the examination.

During the Examinations

1. Ensure that safe car parking areas are clearly identified and that candidates and examiners use these areas.
2. The welcome on the day is important and should include the following:
 - Where access is and is not permitted, particularly with regards to machinery and livestock.
 - Warnings about the risks on site to include livestock and moving vehicles etc. together with any specific risks identified in the risk assessment.
 - Accident/incident reporting procedures
 - The location of welfare facilities including recommending the use of hand washing, especially if handling livestock.
 - The requirement to wear sensible non-slip footwear and appropriate clothing to include wet weather clothing where necessary.
 - The smoking policy
 - No machinery or equipment should be started.
 - Emergency procedures including how to react and where to assemble.
3. Ask candidates to notify the Exam convener of the following:
 - If they have a particular disability or medical condition of which we should be aware. (in confidence). The convener must then ensure that adequate provision is made to provide assistance where required. This may include transporting candidates by car to the various points on the farm. (Ideally this should be identified several days prior to commencement of the examination in order that arrangements can be made to accommodate these specific requirements)
4. Provide any necessary PPE to include high viz vests where required and ensure that these are worn by both examiners and candidates throughout the course of the examination
5. Ensure that examiners and candidates are working in a safe way throughout the course of the examination.
6. Stop anyone acting irresponsibly with regards to the health & safety of themselves and anyone else in the vicinity.
7. Ask the farmer to avoid undertaking activities in the vicinity of the exam as far as possible.

BRIEFING NOTES FOR CANDIDATES

NB Any guidance for Covid 19 will be given nearer the time though 2020 Guidance will assist.

As you will be aware, Health & Safety issues are becoming increasingly important and the Association must take all reasonable steps to ensure the safety of examiners and candidates during the examination process.

To that end, this briefing note has been prepared to provide guidance to candidates during the examinations. It is imperative that this guidance is followed at all times.

The Policy

During the examinations, the Association will meet its responsibilities under all of the relevant Health & Safety Legislation. The aim is to prevent accidents and ill health to both candidates and examiners. The Association will take all reasonable steps to protect those affected by their activities, by implementing safe operating procedures, safe systems of work and any other necessary actions to eliminate or reduce foreseeable hazards.

Notes for Candidates

- You will be properly briefed prior to the examination to ensure that you are aware of the Health & Safety issues and procedures in place.
- It is your responsibility to take reasonable care for the Health & Safety of yourselves and others who may be affected by your acts or omissions. You must co-operate in regards to health & safety and comply with all Health & Safety instructions and information given.
- You must make yourself aware of the Fire Precautions and First Aid procedures and ensure that these are followed in the event of an emergency.
- Anyone acting irresponsibly with regards to the Health & Safety of themselves and anyone else in the vicinity will be expelled from the examination immediately.
- If you notice anything which could cause harm or injury to yourself or others, you should notify your examiner or the Exam Secretary immediately.
- Smoking and the consumption of alcohol and drugs are strictly forbidden during the examination.

Fire Procedure

In the unlikely event of a fire, you should follow the instructions of your examiner. An alarm will be raised and you will be moved to a place of safety. Remain calm and do exactly as you are instructed.

First Aid Procedure

In the unlikely event of a serious incident or accident, you should follow the instructions of your examiner. You will be moved away from the scene whilst the incident is dealt with. Remain calm and do exactly as you are instructed.

If you become ill during the examination, notify your examiner immediately. A trained first aider will then be made responsible for you.

REMEMBER

Anyone found behaving to their own, or another person's detriment, in regard to this policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal from the exams and/or the CAAV.

CHECKLIST FOR HEALTH & SAFETY MATTERS IN CAAV EXAMINATIONS

	Details	Responsibility	Date Completed
Risk Assessments			
1	Health & Safety to be put on Agenda for all examination meetings.		
2	Risk assessments to be prepared for practical and written examinations.		
3	Precautions identified in risk assessments to be implemented as far as is reasonably practicable.		
4	Discuss site specific Health & Safety requirements with farmer.		
5	Agree safe access and parking arrangements with farmer.		
6	COSHH Assessments to be prepared where necessary.		
7	Temporary warning signs/tape to be erected on the farm to inform candidates and examiners of particular hazards.		
Accidents & Emergency Procedures			
8	Run through emergency procedures and ensure that adequate mobile phone signal is available.		
9	First aid kits to be available on farm and in examination hall.		
10	Trained first aider to be available for both days of the examination.		
11	Accident book to be available and completed where necessary.		
Fire			
12	Fire extinguishers to be available on farm and in examination hall.		
13	Trained person to be identified in use of fire extinguishers.		
14	Fire risk assessment to be prepared for farm and examination hall.		
15	Specified meeting place to be identified in the event of a fire and communicated to all attendees.		
Vehicle Movements			
16	Farmer and his workers to be briefed on format of examination and Health & Safety arrangements.		
17	Reduce vehicle movements on examination day as far as possible.		

18	Ensure any trailers being used to transport candidates comply with HSE guidance AIS36.		
19	Ensure examiners are adequately insured where they are transporting candidates.		
Hazards			
20	Check for any hazardous substances on site.		
21	Ensure access to potentially dangerous areas is restricted.		
22	Ensure safe working practices when handling livestock.		
23	Supply ear defenders to candidates and examiners where noise levels are a concern.		
24	Ensure that grit or salt is applied to yards in icy conditions.		
25	Ensure that adequate lighting is available in all areas to be accessed.		
26	Ensure that there is no requirement for working at height or manual handling.		
Personal Protective Equipment			
27	Identify the need for any specific PPE and ensure that these are provided to candidates and examiners where necessary.		
Welfare Facilities			
28	Ensure that welfare facilities are available for candidates and examiners to include toilets and hand washing facilities.		
29	Provide sanitising hand gel for use by candidates, especially where they have been required to handle livestock.		
30	Ensure that any vulnerable groups have been adequately covered by risk assessments (e.g. pregnant mothers and those with disabilities).		
Provision for inclement weather			
31	Minimise walking distance between questions.		
32	Put machinery, livestock and commodities under cover where possible.		
33	Expose a small area of planted crop.		
34	Ensure candidates can see things from inside a building.		
35	Ask examiners to hold umbrellas for candidates.		
36	Offer hot drinks on site.		

37	Consider the need to drive candidates around the farm and between questions.		
38	Allow candidates to make initial notes then sit in dry buildings to complete answer.		
Display Screen Risk Assessment			
39	Prepare a Display Screen Risk Assessment for candidates using laptops.		
Briefings to Candidates and Examiners			
40	Examiners to be briefed as to Health & Safety arrangements.		
41	Candidates to be briefed as to Health & Safety arrangements.		

Risk Assessment

TASK/ACTIVITY:		CAAV Examinations			
TASK DESCRIPTION: CAAV Probationer Members will be undertaking a practical examination on the farm which will include questions relating to farm buildings, livestock, crops and machinery.					
MAIN HAZARDS:					
Slips/trips/falls	<input type="checkbox"/>	Cutting/shearing	<input type="checkbox"/>	Electrical contact	<input type="checkbox"/>
Falls from Height	<input type="checkbox"/>	Entanglement	<input type="checkbox"/>	Fire/explosion	<input type="checkbox"/>
Abrasion	<input type="checkbox"/>	Trapping	<input type="checkbox"/>	Lifting/handling	<input type="checkbox"/>
Crushing	<input type="checkbox"/>	Impact	<input type="checkbox"/>	Fatigue/stress	<input type="checkbox"/>
Inclement weather	<input type="checkbox"/>	Hazardous Substance	<input type="checkbox"/>	Asphyxiation/drowning	<input type="checkbox"/>
				Other Please specify:	<input type="checkbox"/>
PERSONS EXPOSED:					
Candidates	<input type="checkbox"/>	Observers	<input type="checkbox"/>	Farm Staff	<input type="checkbox"/>
Examiners	<input type="checkbox"/>	Convener	<input type="checkbox"/>	Other Please specify:	<input type="checkbox"/>
Vulnerable people	<input type="checkbox"/>				
CURRENT CONTROL MEASURES:					
LEVEL OF RISK	Low <input type="checkbox"/>	Med <input type="checkbox"/>	High <input type="checkbox"/>		
ADDITIONAL CONTROLS REQUIRED:					DATE
NOTES:					
ASSESSOR'S NAME:			DATE:		
SIGNATURE:			REVIEW DATE:		
JOB TITLE:					

