

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure 01

Managing Examinations Handbook and SOP updates

Amendments and date of issue

Amendments to this Standard Operating Procedure (SOP) can be authorised only by the Chair of the Qualifications Board in consultation with that Board and the Examinations Committee.

This issue is 2020 version 1 and is dated November 2020.

Register of amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020

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Managing Examinations Handbook and SOP updates

1. The Examinations Handbook consists of the Handbook itself and various Standard Operating Procedures (SOPs). All these change from time to time. This SOP sets out the standard process for updating the Handbook and SOPs.
2. It is the responsibility of the Examinations Committee of the Institute to review, maintain and where necessary update the Examinations Handbook. However, amendments to the Handbook can only be authorised by the Chair of the Qualifications Board (QB) in consultation with that Board and the Examinations Committee.
3. Therefore, the normal process will be for the Examinations Committee to review proposed changes and make a recommendation to the Qualifications Board. Some proposed changes may also need to be approved by the Board of Directors (BoD).
4. At any one time there will only be one version of the Examinations Handbook and each SOP in operation. Therefore, it is important, when reviewing the Handbook and SOPs, to be aware of and take account of any implications for any courses and examinations taking place at the time of the change.
5. There is also a responsibility of the Institute's Office, usually the Examinations Officer, to implement the agreed changes and publicise these.
6. The table below shows the process to be followed. No timetable has been set. Some simple changes may be virtually instantaneous, others may need further work.
7. Unless a change is required urgently, changes must be grouped together so that a bulk revision is made approximately annually.
8. The table below (overleaf) summarises the process.

Action	Responsibility	Notes
Identify potential changes	Collated by Examinations Officer	May come from various sources
Review potential changes, and finalise draft	Examinations Committee	
Make a recommendation to Chair of QB	Examinations Committee and Chair of QB	Chair of QB decides whether the matter needs to be raised at a QB meeting
Review by QB if required	QB	QB may approve Examinations Committee's recommendations, may ask for further consultation or may refer the matter back to Examinations Committee for further work
Consultation (if necessary)	Examinations Officer	Consultation may be necessary with Chief Examiners, Course Directors and other interested parties within the Institute
Referral to Board of Directors (if necessary)	QB to BoD	Financial or Institute procedural matters may need to be referred to BoD
Authorisation	Chair of QB	
Authorised modification of Handbook or SOPs: <ol style="list-style-type: none"> a) Check that clauses in other SOPs are not affected b) Update version control on Handbook and each SOP c) Change published version on Institute's website d) Send amended versions to current Chief Examiners and Course Directors if necessary 	Examinations Officer	