

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure number 42

Chief Examiner's Report Templates

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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Summary

This SOP contains templates for use by the Chief Examiners of all Institute examinations. Chief Examiners are required to submit written reports to the Institute's Operations Manager, for review by the Qualifications Board.

Chief Examiners must use one of the report templates provided here, selecting the template or templates most appropriate to their examinations. Chief Examiners may modify the templates to add or delete different examinations or candidates, whilst keeping the structure of the template intact.

If required, Chief Examiners must also complete a Candidate Evaluation Sheet for each Candidate who fails a practical examination. A template is provided at the end of this SOP.

Blue Badge Examinations – Chief Examiner’s Report

Consolidated report

Title of Qualification			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
Written Examination – Paper One			
Name of Examination:			
Date of Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Written Examination – Paper Two			
Name of Examination:			
Date of Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Written Examination – Paper Three			
Name of Examination:			
Date of Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			

Project – Examination Four			
Deadline to submit			
Primary or Re-submission??			
Project Marker:			
Moderator(s):			
No. of submitted projects:			
No. of Candidates who did not submit projects:			
Number passed:		Number failed:	
REPORT (expand space if required)			
Practical Examination - Five			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Practical Examination - Six			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Practical Examination - Seven			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			

Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Practical Examination – Eight - Coach			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			

(Add examinations if necessary)

Individual results (pass, fail or SC) by candidate number:												
Candidate No.	BK	P2	P3	Proj.	P5	P6	P7	P8 coach				FINAL

(Add lines as necessary)

Specific Comments
(Expand space if required)

I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:

Signed:

Date:

**Please email an electronic copy of this report to the Examinations Coordinator at office@itg.org.uk
Handwritten reports will not be accepted**

Notes

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules

**Blue Badge – Chief Examiner’s Report
Written Papers**

Title of Qualification			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
Written Examination – Paper One			
Date of Written Examination:			
Primary Examination or Resit? (BK only: Region?)			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the exam:			
Number of no shows:		Absent with prior SC	
Number passed:		Number failed:	
REPORT (expand space if required)			

Individual results (pass, fail, SC) by candidate number:												
Candidate No.	BK	P2	P3	Proj.	Coach	Walk	NG	BM	WA	ToL	SP	FINAL

Specific Comments

(Expand space if required)

I confirm that the examination was carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:

Signed:

Date:

Please email an electronic copy of this report to the Examinations Coordinator at office@itg.org.uk
Handwritten reports will not be accepted

Notes

Please write a concise report to be given to the Institute’s Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates’ performance and identify any areas which you consider should merit closer attention.

Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules

Specific Comments

(Expand space if required)

I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:

Signed:

Date:

Please email an electronic copy of this report to the Examinations Coordinator at office@itg.org.uk
Handwritten reports will not be accepted

Notes

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules

Green Badge Examinations – Chief Examiner’s Report

Title of Qualification			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
Written Examination - one			
Date of Written Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Examination two - Project			
Deadline to submit			
Primary or Re-submission??			
Project Marker:			
Moderator(s):			
No. of submitted projects:			
No. of Candidates who did not submit projects:			
Number passed:		Number failed:	
REPORT (expand space if required)			
Practical Examinations – three -Site			
Name of examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
Practical Examinations – four -Walk			
Name of examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			

Examiner 2:			
No. of Candidates who took the examination:		Number failed:	
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	

Individual results (pass, fail, SC) by Candidate number					
Candidate no.	Written	Project	Site	Walk	FINAL

(Add lines if required)

Specific Comments
(Expand space if required)
I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.
Name:
Signed:
Date:
Please email an electronic copy of this report to the Examinations Coordinator at office@itg.org.uk <u>Handwritten reports will not be accepted</u>
<p>Notes</p> <p>Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.</p> <p>Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.</p> <p>Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.</p> <p>*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules*</p>

White Badge Examinations – Chief Examiner’s Report

Title of Qualification			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
Written Examination			
Date of Written Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			
Practical Examination			
Examination:			
Date of Practical Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
REPORT (expand space if required)			

Individual results (pass, fail, SC) by Candidate number			
Candidate no.	Written	Site	FINAL

(Add lines if required)

Specific comments**(Expand space if required)**

I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:**Signed:****Date:**

**Please email an electronic copy of this report to the Examinations Coordinator at office@itg.org.uk
[Handwritten reports will not be accepted](#)**

Notes

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules

CONFIDENTIAL CANDIDATE EVALUATION SHEET

Candidate Number:		Examination:	
Qualification:		Date:	
Section A - General Techniques:		Additional points on Assessment:	
Section B - Presentation of Knowledge:		*ACCURACY:	
Section C - Essential Guiding Skills:		OVERALL RESULT:	
SECTION A – GENERAL TECHNIQUES			
Examiner One:	Examiner Two:	Combined:	
SECTION B – PRESENTATION OF KNOWLEDGE			
Examiner One:	Examiner Two:	Combined:	
SECTION C – ESSENTIAL GUIDING SKILLS			
Examiner One:	Examiner Two:	Combined:	
*AUTOMATIC FAIL POINTS			
*Audibility and Clarity:			
*Always talks facing the group:			
*Only begins once everyone is assembled:			
*Professional Attitude:			
EXAMINERS' FEEDBACK/COMMENT RELATED TO FAIL POINTS			
(Expand as necessary)			
PROCEDURE			
(Expand as necessary)			
INCIDENTS THAT MAY HAVE AFFECTED THE EXAMINERS' ASSESSMENT			
(Expand as necessary)			
REVIEWED BY CHIEF EXAMINER			DATE