

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure 62

Policy on Course Directors and Tutors taking examinations

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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Policy on Course Directors and Tutors taking examinations

Background

In many parts of the country training and examinations for regional Blue and Green Badges take place very irregularly. There are situations where Course Directors or Tutors are from outside a qualification region or area and so do not have that relevant Blue or Green Badge themselves. Sometimes they seek to take the examinations at the same time as the people they are been training.

Implications and risks

- 1 The Course Director and Tutors may be party to examination knowledge, either in advance of students or at variance with the Examinations Handbook. Examples could include:
 - a. Knowledge of examination stops.
 - b. Knowledge of the names of the Examiners or Compiler.
- 2 The Course Director or Tutors may unwittingly influence the Chief Examiner or Examiners by their presence or be thought to be doing so.
- 3 Students may feel pressure in being in a practical examination group with one or more of their Tutors.
- 4 The Institute may be accused of bias if a Tutor passes an examination, but a student fails.
- 5 If there is a high failure rate, including a Tutor or Course Director, students may feel that the training has been poor.

Ways to avoid problems

- 1 All Course Directors and Tutors wishing to take the examinations must indicate their wish to do so before the course starts.
- 2 Those intending to take the examinations must not be involved in any discussions between the Chief Examiner and representatives of the course.
- 3 An appropriate way to do this would be for the course to appoint a Course Director who is not going to take the examinations or appoint a non-teaching Administrator. This person would deal with all the issues where the Chief Examiner has to liaise with a representative from the course; examination locations, stops, dates, examination groups, etc.
- 4 It may be possible for Course Directors and Tutors to do their practical examinations in a separate group from other students.

Policy

- 1 The Institute recognises that there will be situations where Course Directors and Tutors also wish to qualify as Blue or Green Badge guides for a region or area at the same time as their students.
- 2 The Institute wishes to promote the qualification of guides in all areas and recognises that in some areas there is a lack of Tutors qualified for that area.

- 3 The Institute will allow Course Directors and Tutors to take exams at the same time as their students as long as **ALL** the following conditions are met:
 - a. Any Course Director or Tutor wishing to take the exams **MUST** make an application in writing to the Examinations Officer within four weeks of the course starting and **BEFORE** any contact with the Institute-appointed Chief Examiner.
 - b. Any application will be subject to approval by the Examinations Committee of the Institute.
 - c. Course Directors and Tutors taking the examinations will each sign a statement indicating that they will not take advantage of their position.
 - d. Those Course Directors and Tutors will make a statement in writing to the other Students, explaining why this is happening.
 - e. The Course Director will appoint a named Administrator to deal with all practical aspects of liaising with the Chief Examiner over the running of the examinations. This can be any suitable person (including other Course Directors) not taking the examinations. The Administrator will keep all aspects of this private from the Course Director and Tutors, as though they were Students.
- 4 The Chief Examiner, in consultation with the Examinations Officer, must make sure that all aspects of the Examinations Handbook are complied with in respect of any Course Directors or Tutors scheduled to take the examinations.