

Guidance to Teachers participating in an Appointee Examiner Sit-in Session

Thank you for agreeing to the session allowing some training for an Appointee Examiner. Obviously, this forms an essential part of the training and I hope the following information will help the session run smoothly.

Please be aware of the current Covid guidance when implementing the following:

- Please provide 2 large tables for the examiners as both will have full syllabi and need to record their assessments. These should be close together but not touching, for Theatrical examinations the Examiner's table should be central to the candidates. Appointee Examiners should **NOT** change places with the "real examiner" as this may confuse the candidates.
- Extra time should be allowed for discussion between examinations for the Examiners to discuss assessment. Please contact the Examiner at least 2 weeks before the session to arrange the timetable as it is important that we do not inconvenience the candidates by running late.
- As a continuation of the NATD's Covid-19 procedures Examiners have been asked to provide their own refreshments, however it would still be appreciated if you could provide refreshments at break times should they be required. Please liaise with the Examiner(s) on the day
- It can be daunting for some candidates to feel that they are being marked by 2 Examiners, so please prepare them and assure them that the "real" Examiner is responsible for the results.
- If an Appointee Examiner is coming towards the end of their training, it is permissible for them to conduct a few examinations. This will be planned in advance, the Examiner will write the reports, and assess the candidates, even if the Appointee Examiner has conducted the exam.
- An Appointee Examiner may sit-in on any professional exams, but will observe only. This will be with the agreement of the candidate
- Please allow time at the end of a session for the 2 Examiners to have some private discussion.

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Quality Assurance Manager