



BOARD RULES

WRITTEN EXAMINATIONS

Dated 1 April 2010

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1. Holding of examinations

- The Board may, from time to time at such places as it may determine, hold or arrange for the holding of examinations of candidates for registration and must give notice of;
 - The dates and places at which examinations are to be held
 - The date by which applications for entry to examinations must be made.
- The Board may decline to hold or arrange for the holding of any examination where the Board considers that the total number of candidates is insufficient.

2. Appointment of a Chief Examiner

- The Board must appoint a Chief Examiner who is responsible for producing examination papers necessary to satisfy each scheduled examination round including moderation, advising on technical examination issues and for providing the reports on each examination round in a format agreed by the Registrar.

3. Appointment of markers and moderators

- The appointment of markers and moderators is the responsibility of the Registrar.

- To be appointed as a marker or moderator a person must hold electrical registration at least at the level of the examination paper that is to be developed.
- The appointed marker and/or moderator must also have relevant industry experience and knowledge of current industry best practices in relation to developing examination questions for the registration category involved.
- To be appointed as a moderator a person must not be a tutor of the same subject.

4. Nomination of markers and moderators for specific examinations

- Approximately 12 weeks before the first examination in a particular examination round, the Chief Examiner will send the nominations for moderators and markers for all examinations in that round to the Registrar. The nominations must be made from the list of names maintained by the Registrar that have met the qualifying appointment criteria in 3 above.
- The Chief Examiner must nominate sufficient personnel for each examination paper (one moderator can moderate more than one examination paper) and, based on previous candidate numbers, sufficient markers for each examination paper based on no more than 100 examination scripts per marker. Two re-markers for the examination round must also be nominated.
- No person on the list of names held by the Registrar will be eligible for an appointment as an examiner or moderator if that person is in anyway involved in the tuition of candidates studying towards the examination paper concerned for that examination round.
- Generally the following will apply:
 - A moderator will not do marking for an examination paper they have moderated.
 - A moderator will not do remarking for an examination paper they have moderated.
 - A marker will not do remarking for an examination paper they have marked.
 - A marker moderator will not be permitted to moderate, mark or remark an examination paper that they have personally developed and submitted to the Chief Examiner.
- The Registrar will approve, or otherwise, the nominations within one week of receiving the nominations.
- The Chief Examiner will invite the nominees to undertake the work and send confirmation to the Registrar within one week of the approval. The Chief Examiner may substitute moderators or markers where the original nominees are unavailable. Substitute moderators must be appointed against the same criteria as noted above for moderators.

5. Preparation of examination questions

- The Chief Examiner will produce the 1st draft of the examination paper and answer schedule and the dates when certain tasks must be completed.
- Each examination questions developed must;

- be based on the subject matter prescribed in the relevant “EWRB Teaching Guidelines” for the specified category of registration.
- be structured so that the subject topics covered are in accordance with expected candidate attainment levels of knowledge and understanding specified in the teaching guidelines. It is therefore anticipated that the majority and main body of questions and marks allocated will be derived from attainment levels A and B supported by part questions for lesser mark values from C and D attainment levels.

In some instances questions may contain elements or aspects from attainment levels A, B,C and D however, the greater mark values are expected to come from levels A and B.

- Examination questions must be completed 10 weeks prior to the examination to allow sufficient time for moderation requirements to be satisfied.
- The 1st draft of the examination questions will be emailed to the moderators.
(All copies of the draft examination paper and answer schedule are to be password protected.)

6. Moderation of examinations

- The primary objective of moderating an examination paper is to ensure that candidates have a reasonable opportunity to complete the paper and provide the correct answers or acceptable solutions within the examination time allotted. Moderation itself does not ensure that all questions within a paper will take an equal amount of time to complete. However, questions should be balanced and require a similar degree of effort to earn the marks that are available.
- Each moderator will sit the paper under (as near to) examination conditions. On completion the moderator requests the answer schedule from the Chief Examiner and marks the paper accordingly. Each moderator must assess whether:
 - Candidates will have a reasonable opportunity to complete the paper with the correct answers in the allotted time.
 - Questions are within the scope of the relevant guidelines or prescription.
 - Questions are within the general experience of the candidates who will sit the examination.
 - Questions are correct and are clear, concise and easily understood and not ambiguous.
 - Instructions to candidates and examination questions are laid out in a manner that can be clearly understood.
 - Answers are concise and relevant to the question asked and not ambiguous.
 - The marks allocated are fair and relative to the degree of difficulty of the question.
 - The content of an examination paper presents a similar degree of difficulty to candidates as in previous papers of the same type.

In the context of the above, each moderator will note any problems encountered, provide suggestions for amendments and record the time taken to complete the paper.

- The Chief Examiner chairs a moderation meeting or telephone conference and changes are made by consensus to the examination paper and answer schedule. Where no consensus can be reached on a given issue the Chief Examiner will make the final decision.
- All changes to the examination paper and answer schedule arising out of the moderation meeting are made and the final versions of the documents are sent, within 2 days of the meeting, to the moderators for final checking.
- The Chief Examiner makes the final amendments and sends the completed examination paper and answer schedule to the Registrar.
- The Registrar has the right to independently review, critique, alter or withdraw any moderated examination paper and associated answer schedule received from the Chief Examiner, if deemed necessary and prior to that paper being released to the Examination Officer.

7. Moderation Methods

- Two methods of moderation for examination papers can be used;
 - Teleconference and secure email and
 - Meeting and secure email
- The Chief Examiner is responsible for the decision on the method of moderation to suit the different demands of moderation.

8. Sending of examination papers to examination centre

- The examination officer is responsible for sending examination papers to training providers. Papers are to be sent to training providers 5 days prior to the examination date.
- On receipt of the examination papers the training provider must ensure examination papers:
 - Whether received electronically or by surface mail, are kept secure between the time of receipt and the time of the examination.
 - Are kept secure between the time the examination is completed and the time the papers are sent to the Board.

9. Eligibility to sit examinations

- All persons
 - who have completed the relevant courses in respect of which examination are to be held.
 - who have formally applied on a Board examination application form with the prescribed fee.

- The Board may also allow a person to sit an examination if it is satisfied that the person has completed a relevant part of a course in respect of which an examination is to be held, or has received alternative tuition in the subject matter of the examination that is equivalent to that in the relevant course.

10. Assistance for candidates

- Applications for assistance must be applied for in writing with the support of the training provider or examination centre. If candidates are not known by the examination centre the candidate will need to go back to their original tutor and request written support for their application, or access an independent assessment i.e. from a learning support centre.
- Assistance can be granted to candidates who have difficulty with written examinations in the form of:
 - Additional time
This is usually up to ½ an hour for an EST type examination and up to 1 hour for an electrician theory or electrician regulations type examination.
 - A reader
The reader reads the question to the candidate and the candidate writes the answer in the examination paper. The reader cannot be an electrical worker, a person with electrical knowledge, partner or family member and the person nominated must be approved by the Board.
 - A writer
The candidate reads the question and provides the answer, which is written into the examination paper by the writer. The writer cannot be an electrical worker, a person with electrical knowledge, partner or family member and the person nominated must be approved by the Board.
 - A reader/writer
The reader/writer reads the question to the candidate and the candidate provides the answer that the reader/writer writes in the examination paper. The reader/writer cannot be an electrical worker, a person with electrical knowledge, partner or family member and the person nominated must be approved by the Board.
 - A combination of the above.
 - Oral examinations
In exceptional circumstances, an oral examination can be provided. The examiner is an electrical worker or a person with electrical knowledge and, where the candidate requests, the examiner provides an explanation of the question being attempted. The candidate writes the answer himself or herself or the examiner writes the answer given by the candidate.
The examiner must be able to:
 - paraphrase the question (for example, by giving a practical example) without answering the question for the candidate; and
 - write the candidate's answer without indicating whether the answer is correct or not.

Justification for special assistance

- Candidates with a learning difficulty (such as dyslexia) or a medical condition that makes examinations difficult should provide supporting documentation from a special needs coordinator (most polytechnics have these) or a medical practitioner in the case of an injury or medical condition.
- Candidates for whom English is a second language can be offered the assistance of additional time, a writer or separate facilities. Supporting evidence must be provided.
- Candidates who have failed the same examination two or more times can be offered the assistance of additional time, a writer or separate facilities. Supporting evidence must be provided.

11. Special written examinations

- Special examinations are offered where the candidate's circumstances have precluded them from sitting an examination at a regular time.
- When applying for a special examination, the applicant:
 - Must pay the special examination fee.
 - Must offer, in writing, a valid reason for requiring a special examination.
 - Must apply giving 3 months notice to allow sufficient time for an examination to be arranged.
 - Must undertake a course of tuition relevant to the examination. This can include the requirement that the tuition be "one-on-one".
 - The supervisor for a special examination is arranged by the Board or is approved by the Board. The fees (if any) for supervision are paid by the candidate and are a matter for negotiation between the supervisor and candidate.

12. Supervising examinations

- Before the examination commences the examination supervisor(s) must:
 - Ensure arrangements have been made for those candidates who have been granted assistance (such as additional time or a reader) with sitting an examination. Preferably, these candidates should be placed in a separate room under supervision separate to the main group of candidates.
 - Positively identify each candidate and, if possible, obtain pictorial proof.
 - Mark off the candidate list to indicate which candidates were present and who were not.
 - Ensure that there is sufficient space between candidates.
 - Ensure that all candidates sitting the same type of examination sit in the same area of the examining room
 - Ensure all bags are deposited in the front of the examining room.
 - Advise the candidates that she/he must ensure that:
 - The examination paper they are given is the correct type

- They place their candidate number on the top right-hand corner of the first page and the top right-hand corner of one side of the second and subsequent pages.
 - Advise the candidates as to what materials are permitted as per the instructions on their examination cover sheet and what materials cannot be used for that examination. Cell phones are to be switched off and only basic calculators are to be used. All papers are to be completed in black or blue ink.
 - Warn candidates that if they are found using unauthorised materials, the materials will be confiscated and the incident will be reported to the Board. The Board, in turn, could invalidate the examination paper.
- During the examination the examination supervisor(s) must:
 - Ensure that the candidates are properly supervised so that there is no communication between candidates or use of unauthorised material or access too or sighting of unauthorised material or equipment.
 - Supervise toilet breaks with candidates escorted to and from the facilities at all times.
 - At the end of the examination the examination supervisor must ensure:
 - Each candidate hands back her or his paper and that each candidate's correct identification number is on the paper and is checked as correct against the candidate list.
 - A detailed written report is provided of any irregularities in the exam, such as a candidate using unauthorised material.

13. Resource list

- A list of material required for examinations will be published on the board's website and issued to all training providers prior to the examination.

14. Fees, start time and entry

- All fees owed to the Board must be submitted at least 5 days prior to the examination either by cheque or direct credit.
- All examinations will commence between 9:00 am and 11:00 am.
- No entry to an examination is permitted 15 minutes after the start time.
- Where different types of written examinations are held on the same day, all examination's must commence at the same time.

15. Return of Examination papers to the Board

- On completion of the examination the answer scripts are returned to the supervisor, they are then checked by the supervisor and absentees noted, if all is correct the unused papers are destroyed and the candidate's papers are sent by overnight courier to the Board.

- Examination papers must be accompanied by an examination report signed by the supervisor(s) and the fees or remittance advice included.

16. Investigations of candidates for alleged cheating

- If the examination supervisor or the Board discover, or are advised of any problems such as suspicion of cheating, the papers are held in abeyance while the examination is investigated.
- To assist an investigation the Board may request by letter further information or a more detailed report from the supervisor. The candidate is also sent a letter giving them the opportunity to provide an explanation.
- Once all the information is collected, the Registrar, acting under delegated authority of the Board, makes a decision on any answer script's validity. Depending on that decision, the answer script is then either marked and the candidate informed of that decision or the candidate is advised that the paper will not be marked as it has been found to be invalid.

(The above mentioned investigation and criteria apply if the Board's examiner detects irregularities with any answer scripts.)

17. Invalid examinations

- If the Board receives a completed examination script from a candidate whose name does not appear on the candidate list submitted by the Training Provider, that examination or assessment will be deemed invalid. The examination script will not be marked.
- A script that is the subject of alleged cheating or use of unauthorised documents by a candidate in an examination, will not be marked until a full investigation is carried out. If the investigation substantiates the allegation, that candidate's examination will be ruled invalid.

18. Marking of examinations

- The primary objective of marking examination papers is to ensure that candidates are fairly awarded the marks for the answers they have provided that are consistent with the answer schedule.
- Marking must ensure that:
 - The marking procedures and policies are followed.
 - All questions in an examination paper are clearly indicated as being marked.
 - The mark allocated to each answer is clearly indicated.
 - The mark allocated to a particular question is totalled correctly and is clearly indicated.
 - The marks are correctly totalled at the rear of each paper.
 - The result is clearly marked on the cover sheet of the examination paper.
- The 1st and 2nd week after the examination date examination scripts (usually between 60 and 100) will be sent by overnight courier by the Examinations Officer to markers.

- During the 2nd week a telephone conference will be held. The teleconference will determine the changes necessary to the answer schedule just prior to or as marking commences. An updated marking schedule will be issued if required.
- During the 3rd week after the examination date a further telephone conference will be held. This telephone conference will resolve any problems and to identify areas where the marking schedule needs to be augmented or amended as a result of the answers provided by candidates. An updated marking schedule will be issued if required.
- The following process is to be used when marking examination papers:
 - A red pen must be used.
 - A tick is used to indicate clearly a correct answer on a candidate's answer. A cross is used to indicate clearly an incorrect answer on a candidate's answer.
 - The marks awarded for part of a question are written in the right-hand margin. This can be either the mark gained (e.g. "2") or the marks gained out of the total marks available (e.g., "2/4"). If half marks are awarded, decimals are used.
 - If parts of a question are not answered red lines are put through the space allocated for text - not all over the whole page.
 - Unless the question itself specifically requires a reference to be stated, no marks are awarded for stating references or marks deducted for not stating references.
 - The total marks gained for a question is written in the bottom right-hand corner of the page on which the question finishes. This is stated as the marks gained out of the total marks available (e.g. "6/10").
 - The total marks obtained for each question are transferred to the table on the last page. The marks are added to gain the total. Where the total mark includes a part mark, the total is rounded-up (e.g. "76.5" rounds up to "77").
 - The final total is transferred to the result box on the front page, dated and signed.

19. Marking Policies for Examination Papers

- The answer schedule contains the accepted answers to the examination questions as decided by the moderation panel and by the group of markers marking a particular examination. Examination papers must be marked in accordance with the answers in the schedule.
- The primary objectives of the marking teleconferences are to ensure that:
 - The answers in the marking schedule are as accurate as possible.
 - The marking schedule contains all of the most common answers that are relevant to the question.
- It is expected that discretion will be applied where a candidate has, for example:
 - Provided a different — but still correct — method of answering a question.

- Candidates must answer questions in accordance with the instructions given. For example, where a question asks for, say, FOUR tests to be stated and the candidate writes more than four, only the first four stated are marked and a red line put through the rest. All candidates must be marked on the same basis.
- Where it is considered that the question is structured in such away that answers different to the answer schedule are valid, then they must be discussed with (or emailed to) the Chief Examiner or raised at the telephone conferences. The Chief Examiner will rule as to whether an alternative solution is acceptable and whether changes to the answer schedule are necessary.
- Where a candidate has provided an answer that is considered hazardous, no marks are awarded for that part of the question. The word “hazardous” or “dangerous” can be noted on the question. The reason why may also be stated.
- Markers should not write anything on an examination paper other than what is permitted in this Part. Any comment made can be obtained through Official Information Act procedures.
- Where changes to the answer schedule occur during the course of marking, all scripts in the 50 —58 mark range must be re-marked. The remark is only for the changes - not the entire examination paper. This is to ensure that those papers in the “pass/fail margin” are marked in accordance with the amended schedule.

20. Reporting to the Chief Examiner

- An electronic reporting format and spreadsheet will be provided by the Chief Examiner. (Markers must have access to Word and Excel.)
- Reports and spreadsheets are to be emailed to the Chief Examiner and the Examination Officer. Handwritten reports and spreadsheets are not acceptable.

21. Notification of results to candidates

- After the examinations the Registrar must notify each candidate by post of;
 - The candidates marks
 - Whether or not the candidate has passed or failed the examination
 - The date on which the notification takes effect and
 - The time by which the candidate may apply for a re-mark of answers to the examination.
- Results should be sent out by the examination officer no later than 8 weeks from the date of the examination.

- Once results have been sent out they will also be made available to candidates via the electrical workers register (candidates will be able to see their own results only) and sent to examination centres.

22. Recounting and remarking of examinations

- A “recount” is conducted where a candidate disputes the totalling of the marks or that marks for a question have been omitted.
- A remark (reconsideration) occurs where a candidate has asked that their questions be remarked. Where a request to remark some questions is received, the whole paper is remarked.
- A candidate can request a remark by applying on the relevant form and paying the fee, and:
 - the application must be made within 21 days of the receipt of the examination result and;
 - the candidate must not have received her/his paper.
 - A recount or remark is sent to a marker different from the marker who first marked the paper.
 - A recount or re-mark can only result in “no change” or an increase in the marks awarded. A recount or remark will not result in less marks being awarded.
- The following process is to be used when remarking examination papers:
 - A pen—other than a red pen - must be used.
 - A tick is used to indicate clearly a correct answer on a candidate’s answer A cross is used to indicate clearly an incorrect answer on a candidate’s answer.
 - The marks awarded for a part of a question are written in the left-hand margin. This can be either the mark gained (e.g. “2”) or the marks gained out of the total marks available (e.g., “2/4”). If half marks are awarded, decimals are used.
 - Unless the question itself specifically requires a reference to be stated, no marks are awarded for stating references or marks deducted for not stating references.
 - The total marks gained for a question is written in the bottom left-hand corner of the page on which the question finishes. This is stated as the marks gained out of the total marks available (e.g. “6/10”).
 - The total marks obtained for each question are transferred to the spare column in the table on the last page. The marks are added to gain the total. Where the total mark includes a part mark, the total is rounded-up (e.g. “76.5” rounds up to “77”).
 - The final total is transferred to the spare result box on the front page and dated and signed.
 - On rare instances, an examination paper is remarked a 2nd time. In this situation, no further writing is to be done on the examination script. The mark allocation per question and the totalling of the marks is to be done on a separate sheet of paper.

23. Return of examination scripts to candidates

- All unsuccessful examination scripts will be returned automatically after a 28 day wait period from receipt of the result notice.

- Candidates may request in writing an examination script prior to the expiration of 28 days. A fee of \$25 is required (Regulation 7 (4)).
- The original answer script will be scanned and filed on the electrical workers electronic file on the register prior to it being returned to the candidate.
- A remark request will be considered after the release of the answer script with the remark being completed from the scanned copy of the script held on the electrical workers electronic file. The remark request must be received within the stipulated period.

24. Complaints against examination centres

- Mail alleging examination centre irregularities is stamped with date of receipt.
- Determination is made as to whether correspondence is a complaint against an examination centre or is another issue.

If No

- Correspondence is handled as documented in mail receiving procedures

If yes

- Complaint is referred to Registrar for consideration as to whether an investigation should be undertaken or not.

If No

- Correspondence is referred to Examinations Officer for consideration and follow-up

(Regardless of whether or not the correspondence is deemed to constitute a complaint — the correspondence is to be acknowledged to the sender in writing within 5 working days of receipt.)

If Yes

- Correspondence is referred to Investigations Officer for investigation

- Investigations Officer responsibilities
 - Enter complaint in Complaints log
 - Terms of reference of investigation to be drafted and referred to Registrar for sign-off
 - On receipt of approved terms of reference commence investigation which needs to include but is not limited to;
 - Establishing who the allegation is against
 - Establishing witnesses or informants that can be contacted to help substantiate the complaint
 - Contacting witnesses or informants
 - Seeking legal advice
 - Establishing whether there has been a breach of the Act, Regulations, and Board Rules. Board Policies and Practices or Service Contract
 - Ensuring due process is followed and all parties are given an opportunity to comment on findings
 - Advising the Registrar the investigation findings and recommending what action should be taken.

- Registrar reports to the Board and recommends what action to be taken.
Action could include but is not limited to;
 - No action
 - Warning letter
 - Suspension from Board approved list
 - Removal from Board approved list
- Complaint considered by the Board.
- The Board determines action to be taken against the training provider complained about.
- The Board refers decision to Registrar.
- Registrar notes decision and refers decision to Investigations Officer for communicating outcome of complaint to the;
 - complainant
 - organisation complained about
 - Chief Examiner and
 - Examinations OfficerAnd closing of the complaint.