MODERATORS (Written Papers)

Council Administration will supply the moderators with all the relevant information pertaining to the examination (Guideline, scope and format) together with a list of appointed examiners for the different written papers, the deadline dates and a template for the paper.

Moderator will:

* contact the examiners with a request that questions and memoranda be submitted by a specific date well inside the deadline date and specify the type of question and the allocated marks for their section of the paper and the practical examination,
* on receipt of the questions and memoranda, moderate the questions as to their acceptability, liaise with the examiner/s where necessary to modify and/or replace questions,
* combine the different sections and moderate the paper in the approved format as a whole, and submit a copy to the Examination Officer by the specified deadline date,
* attend the examination on the day their particular paper is written (at the commencement of the examination to answer any questions candidates may have) and the practical examination is conducted,
* Check the examination scripts after the written examination,
* attend a moderators meeting under the chairmanship of the Examination Officer after the examination during which a final combined mark will be computed and a final decision will be made on whether candidates have passed or failed.
* approve and sign at the Moderators meeting the final list of computed marks prior to submission to Council.
* remark and re-assess all borderline cases.
* submit a report on both the standard of the examination/papers and marking and on the administration of the examination.

EXAMINERS OF THE WRITTEN PAPER

* submit appropriate questions and memoranda to the Moderator who will submit the questions and memoranda to the Examination Officer,
* mark the examination scripts,
* in the event of a problem with legibility of a script, immediately notify the Examination officer through the Administration of the problem;
MODERATOR OF THE PRACTICAL EXAMINATION

A moderator will be appointed for the practical examination. This person must be a member of the Veterinary Faculty.

Duties:

The moderator must:

- obtain permission from the faculty authorities to conduct the examination on their premises and with their equipment,
- meet with the panel of examiners appointed for the practical examination to organise the examination in detail,
- assist in drafting the questions and memoranda for the practical examination,
- make sure that the examination is organised in such a way that equivalent tasks be given to all candidates,
- arrange for recording facilities at each panel/station in liaison with the administration,
- compute the combined mark for the practical examination,
- attend the moderators meeting,
- submit a report on both the standard of the examination and assessment and on the administration of the examination.

EXAMINERS OF THE PRACTICAL EXAMINATION

Examiners will:

- Submit appropriate questions and memoranda to the Moderator,
- The examiners for the practical examination will meet the moderator before the examination to plan the examination,

DUTIES OF THE EXAMINATION OFFICER (EO)

- The EO will take overall responsibility for the examination.

- This includes the monitoring of the moderators and the collection of answer sheets/books from the moderators for moderation of the marking and finalisation of the results.

- The EO will be present during the first 30 minutes of each written examination and be available thereafter should the need arise.

- He/she will ensure that the correct paper of the day is distributed to the candidates and assist the candidates and give reasonable direction as needed.

- The EO in consultation with the Secretariat will make appropriate arrangements for the distribution and collection of the answer books to and from the examiners.
- The EO will chair the moderators meeting.

- In the event of a problem of legibility of a script, the EO in conjunction with the Administration will convene a meeting as soon as possible between the examiner, the moderator and the candidate to interpret the written word. Note: “Decipher” means “to read what has been written and recorded either in writing or mechanically by the examiner.”