SAVC REGISTRATION EXAMINATION
DUTIES OF MODERATORS AND EXAMINERS
VETERINARY NURSES

MODERATORS FOR THE COMPUTER BASED EXAMINATION [CBE]

The Secretariat will supply the moderator/s with all the relevant information pertaining to the examination (Guideline, scope and format) together with the deadline dates and a template for the CBE.

The functions of the Moderator/s and the Examination Officer [EO] will be communicated at a pre-arranged appointment session to ensure that Moderator/s have a clear understanding of what is required.

Moderator/s

- will have analysed the bank of questions after the examination held in the preceding year. The Administration will solicit up-to-date questions and answers from private practitioners and state veterinarians;
- will receive the up-to-date questions and answers from the Administration by the end of April and moderators will be responsible for the scientific and editorial content of these questions and of the existing bank of questions;
- will after and during work sessions with the technical/education staff of the Faculty of Veterinary Science, UP and the EO select questions [in liaison with the Examination Officer] before the end of May for finalisation in July;
- will meet with the representatives of the Education Committee of Council in May and in July to finalise the bank of questions;
- attend the examination session on the day that their particular examination is held at the commencement of the examination to answer any questions candidates may have (The CBE is held on the first Monday and Tuesday in September; and the practical & oral/practical examination is conducted in the last week of September);
- attend a moderator’s meeting under the chairmanship of the Examination Officer as soon as possible 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; submit a report on both the standard of the examination and on the administration of the examination.
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 memorandum 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/EXAMINATION PANEL MEMBERS

Examiners will:

- Submit appropriate questions and memorandums to the Moderator who will submit the questions and memoranda to the Examination Officer,
- 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 arrangements for the CBE;
- The EO will be present during the first 30 minutes of each session of the CBE and be available thereafter should the need arise;
- He/she will ensure that the correct CBE of the day is available to the candidates and assist the candidates and give reasonable direction as needed;
- The EO in consultation with the Administration will liaise with the Faculty information technology/education staff for implementation of the CBE and for access to results and reports;
- The EO will chair the moderators meeting;
- In the event of a CBE problem of any nature, the EO in conjunction with the Administration will convene a meeting as soon as possible between the moderator and the candidate to address the problem Note: “Decipher” means “to read what has been written and recorded either in writing or mechanically by the examiner.”