

1 Profile Name

Examiner Code EX-XX

1.1 Job description

For semester and final exam Examiners are needed to independently assess the competencies of the apprentices. They should not be Teachers or Instructors teaching the same apprentices. Instructors and Teachers regularly conduct assessment tests during training to assess the competencies gained by apprentices and plan lessons accordingly.

The Examiner profile here refers to such persons who are qualified to conduct the examination. The Chief Examiner, a member of SkillSonics, is responsible for the creation of semester and final exam papers as per the education plan of a course. The Chief Examiner draws on some of the qualified Examiners to set the papers for a particular course or subject. The final exam papers are validated in Switzerland to ensure that competencies to be achieved are tested.

Examiners conduct examination and evaluate the performance of apprentices in theory and practice. Examiners understand the final expected outcome of the course according to the education plan and the Competence Resource Catalogue and set the paper accordingly. Examiners ensure that in theory assessments the questions cover the subject fully. The questions need not be copied from the book but should have relevance to the competencies developed. Theory papers should test the apprentices' ability to use the knowledge in practice. The questions should be unambiguous. The solution paper is also prepared to be used by the SkillSonics evaluation team later.

Practical papers are set in two parts, first part is to assess the work related skills of the apprentice such as safety, housekeeping, planning, preparing tools and machines, attitude, communication and behavior. The second part is to assess the practical skills in the domain. The assessment is structured for observable professional actions. A template with criteria to be estimated is provided. The practical paper also lists the material required, consumables, tools and equipment required for the examination.

The Examiners themselves write the theory assessment and carry out practical assessment to ensure that the paper set is complete in all aspects and the time allotted is sufficient. In conducting examination the Examiners ensures that apprentices are put at ease and explain the rules and regulation prior to the start of the examination.

During the theory examination the Examiners observe close vigil to prevent malpractice and also clarify doubts the apprentice may have on the question and maintain the time schedule. Post examination the answer sheets are sealed and sent to Chief Examiner at SkillSonics for evaluation.

During practical examination the Examiners make continuous observations on work related skills of the performing apprentice. The Examiners check the quality of the tools and replace or sharpen broken or edgeless tools.

Examiners clarify apprentices' doubts and also ensure that dangerous or unsafe practices are stopped before any damage happens. Examiners keep track of time slots and inform apprentices on the balance time available regularly.

Post examination the finished job is evaluated. The evaluation sheet is prepared and signed by minimum two Examiners before it is sent to the Chief Examiner. The picture of the job is taken for the purpose of records. The theory papers are sent to SkillSonics for evaluation.

1.2 Qualification & Experience

1.2.1. Qualification

Have done the Swiss VET Instructor Course CM – Basics of Applied Didactics.

1.2.2. Experience

A minimum of twelve months of instructing experience after qualifying as Swiss VET Instructor.

1.2.3. Entry competencies

Examiners are Instructors or Teachers with the same qualification, work experience and a good mastery of written and oral English (minimal language level B2).

Examiners need commitment, stamina and objectivity in order to carry out their role successfully.

1.2.4. Domain Competencies

Examiners have sufficient practical experience in their specialization domain they examine.

1.2.5. Final competencies

To qualify Examiners have to successfully complete the examiner course.

1.3 Working environment and target groups

For final examination Examiners take instructions from the Chief Examiner. They receive the exam schedule, assessment papers and send the report to the Chief Examiner.

Being external to the company they liaise with the VET manager for smooth conduct of the exam. They ensure that the equipment, tools and consumables are provided for and are in good working condition for the exam. The check list for readiness is provided by the Chief Examiner.

For semester exams that are done by the companies, the Examiners carry out instructions as in the final exam. Apprentices to be examined are generally in 16-22 age groups who have undergone VET training course in different disciplines.

1.4 Degree of autonomy and responsibility

Examiners act as custodians of VET system. They ensure that standards set by VET system are maintained. They are expected to send a report post examination with recommendation on the improvement in VET system. They only report to the Chief Examiner and ensure that assessment are fair and without any interference.

1.5 Competencies to be achieved in attending Swiss VET training for Examiners

1.5.1 Pedagogy Competencies & Resources

Does not apply as earlier training as Teachers or Instructors is sufficient.

SVETII - Quality Assurance Project (QAP)

1.5.2 Instructional Competencies & Resources

Examiners are aware of the educational plan for a course which forms the basis of the assessment. They are able to examine and accordingly set the paper to test the competencies. Assess the apprentice on work related skills during the examination. Examiners are trained in Technical, Methodological and Social skills related to the examination.

1.5.3 Competency Resource (CoRe) matrix

Competency	Resource
Preparation of exam papers as per the education plan of a course. (Applies to some selected Examiners appointed by Chief Examiner)	<ol style="list-style-type: none"> 1. Prepare theory or practical assessment papers 2. Prepare the assessment evaluation sheets 3. Prepare the solution paper in theory 4. Carry out actual practical exam to validate the paper, tools and equipment requirement & duration 5. Generate the material list and the equipment for the exam
Conducting of an examination	<ol style="list-style-type: none"> 1. Supervise during the examination 2. Clarify apprentice doubts 3. Observe and record the work related skills 4. Control the occupational safety 5. Monitor machines and tools 6. Maintain time schedule
Evaluation of the assessments	<ol style="list-style-type: none"> 1. Evaluate practical assessment job at exam center 2. Evaluate theory papers at evaluation center 3. Compile and verify the results
Reporting	<ol style="list-style-type: none"> 1. Report to the Chief Examiner on centre readiness 2. Report to the Chief Examiner on conduct of examination and escalation if any 3. Recommend improvements or changes for the future

1.5.4 Summary list of resources Examiners should have.

Resources		
Knowledge	Abilities	Attitudes
<ul style="list-style-type: none"> • Education Plan of a course • Competencies to be assessed • Domain Knowledge • Different evaluation methods • Examination process and rules • Records to be maintained 	<ul style="list-style-type: none"> • Set the assessment paper to test the competencies • Validate and test the paper for completeness and objectivity • Set the right focus for different measurable and testable results • Observe eagerly during the conduct of the exam • Put apprentices at ease and remove the exam fear from their minds • Respond to conflicts constructively 	<ul style="list-style-type: none"> • Patience • Approachability • Tranquillity (non provocative) • Encouraging self-esteem • Consciousness of safety • Sense of responsibility • Fairness & objectiveness to the core