

PROFESSIONAL BOARD FOR RADIOGRAPHY AND CLINICAL TECHNOLOGY

GUIDELINES FOR SPIROMETRY EXAMINERS AND MODERATORS

The examiner and moderator will be responsible for the setting of the Professional Board examination papers as well as the marking and moderation thereof. The Examiner and moderator are appointed by the Professional Board.

1. GUIDELINES FOR EXAMINERS / ASSESSORS

- 1.1 All assessments must be aligned with the learning outcomes and assessment criteria as stipulated in HPCSA guidelines.
- 1.2 The level of challenge of assessment must be appropriate to the level on which the qualification is pegged on the appropriate level.
- 1.3 Assessments should provide a variety of opportunities for competence to be demonstrated.
- 1.3 Clear instructions to candidates, as well as any special requirements, must be clearly indicated on the cover sheet of the examination question e.g., open book examination, case study, etc.
- 1.4 The marks allocated to every section of every question should be clearly indicated at the end of that section of the question.
- 1.5 Questions should be worded unambiguously. If abbreviations are used, they must be internationally acceptable. In general, abbreviations should be avoided as far as possible particularly when a letter or symbol has more than one meaning.
- 1.6 The allocation of marks for parts of questions or calculations should be shown on the marking memorandum.
- 1.8 For calculation, part marks must be given up to the point at which the candidate went wrong. If a part of a calculation depends on the result of a previous part, full marks must be awarded if the method is correct, and if the calculations would have been correct had the value from the previous part been correct in the first place.
- 1.9 The Examiner is required to arrange the venue and examination paper in consultation with the HPCSA Administration.

2. FORMAT OF EXAMINATION QUESTION PAPERS:

- 2.1 Examination papers **must** be typed on A4 paper, on single sheets (i.e., not back-to-back).

- 2.2 Examination papers **must NOT** be stapled.
- 2.3 Examination papers must be presented as a single composite document. No loose sheets will be accepted.
- 2.4 The following information must be included on the front cover of the question paper.
- Name of subject
 - Date and time of the examination
 - Duration of examination
 - Number of pages of which the question paper consists (please number each page, including the cover sheet, accordingly)
 - Number of annexures attached.
 - Names of examiner/s and moderator/s
 - Stationery to be supplied by the Professional Board (e.g., Answer books, graph paper, drawing paper, etc.)
 - Whether the use of dictionaries, manuals, statutes, swatches, etc. is permitted.
 - Type of exam e.g. Theory, practical, oral, etc.
- 2.5 The Professional Board may request the Examiner to provide the necessary writing material for the examination.

3. INSTRUCTIONS TO EXAMINERS

3.1 SETTING OF QUESTION PAPERS

- 3.1.1 The examiner is responsible for ensuring that strict security measures are maintained at all stages whilst a copy of the examination question paper and/or the marking memorandum exist outside of the Professional Board This includes handwritten copies, typed copies, faxed copies, copies kept on computer disk, etc. It also includes security measures during the typing of question papers and whilst in transit to the moderator.
- 3.1.2 The examiner is responsible for typing the question paper.
- 3.1.3 The examiner is responsible for preparing and forwarding a draft examination question paper and the marking memorandum showing clearly the allocation of marks, to the moderator. A copy of the marking memorandum must be retained by the moderator to assist with the task of moderating and possible re-marking.
- 3.1.4 If a Moderator and Examiner cannot come to an agreement over a discrepancy, the Professional Board shall act as an Arbitrator. They may make use of professional advice from another source.
- 3.1.5 The examiner must submit to the Professional Board not later three weeks before the date of the examination:
- a hard copy of the paper signed by both the examiner and the moderator.
 - an unsigned hard copy.
 - exam paper on a disk in MS word format if possible
 - typed marking memorandum for the paper.
- 3.1.6 Under no circumstances may an examiner or moderator disclose any information relating to the contents of the examination question paper to a student or any other person. A breach of confidentiality and security of any such persons would be deemed

as constituting a breach of the examination rules and regulations and will constitute an offence in terms of the HPCSA's Disciplinary Code.

3.2 PRESENCE AT EXAMINATION VENUES

The examiner and/or moderator is required to be present at the examination venue (for both theory and practical) at least thirty (30) minutes before the commencement of the examination and be present for the duration of the examination.

3.3 MARKING OF EXAMINATION SCRIPTS

- 3.3.1 If a candidate has attempted more than the required number of questions. (e.g. 6 instead of 5) the examiner must assess and mark the first five questions written on the answer book as required in the examination question paper. Additional questions attempted by candidates must not be marked.
- 3.3.2 If the examination question paper is divided into sections (e.g. Section A and Section B) and if the candidate is required to answer two questions from each section, the first two questions answered for that section must be marked.
- 3.3.3 An Examiner should consider all methods used by the candidate. Where a candidate has used an acceptable method, which has not been specifically mentioned in the memorandum, the Examiner must, nonetheless, assess the correctness of the alternative method and allocate marks accordingly.
- 3.3.4 All marking should be done in red ink and no marking should be done in pencil.
- 3.3.5 Examiners are expected to clearly indicate on the script what is correct and what is incorrect.
- 3.3.7 To mark the scripts without delay, within 5 working days.

3.4 RECORDING OF MARKS

- 3.4.1 The total marks awarded for each answer must be recorded in the left-hand margin of the script and circled. Thereafter the marks must be transferred to the front cover of the answer book and totalled. This total must be, expressed as a percentage on the front cover of the answer book.
- 3.4.2 If no marks are awarded to a particular question a "0" (zero) should be recorded in the appropriate space.
- 3.4.3 Marks are to be submitted as whole numbers.
- 3.4.4 All recording of marks must be done in red ink. If a student is absent for an examination sitting, this must be clearly indicated.
- 3.4.5 The examiner must report any anticipated delay in marking scripts beyond the period permitted to the Professional Board, in writing.
- 3.4.6 It is the responsibility of the examiner to forward directly, to the moderator, the marked scripts with a detailed examiners report.

4. INSTRUCTIONS TO MODERATORS

4.1 MODERATING OF EXAMINATION QUESTION PAPERS

4.1.1 The moderator must ensure that:

- strict security is maintained in respect of any examination question/s, examination question paper, marking memorandum or scripts, sent to him either before, during or after the examination,
- the questions are of an appropriate standard for the subject and are aligned with the level of the subject in the context of the NQF level of the whole qualification e.g. a subject offered in the first year of study must align with level 5 level descriptors,
- there is alignment between the examination question paper, the learning outcomes and the assessment criteria for the subject.
- the questions can reasonably be expected to be answered by a student in the allotted time.

4.1.2 Should the moderator be satisfied that the examination questions are fairly distributed through the syllabus and that the marks allocated are reasonable for the amount and level of work involved in the answers, the moderated question paper must be signed and dated by him/her.

4.1.3 A copy of the marking memorandum for each examination question paper sent to the moderator must be retained by the moderator to assist with the task of moderating and possible re-marking.

4.2 MODERATING OF SCRIPTS

4.2.1 It is the duty of the Moderator to:

4.2.1.1 Moderate all scripts to ensure that:

- marking is consistent (i.e. throughout each script and across all scripts)
- marking is of an acceptable standard.
- marking is in accordance with the marking memorandum.

4.2.1.2 Check the addition of examination marks in all scripts.

NOTE: A moderator may:

only recommend an increase or decrease in the marks allocated by the examiner(s) (e.g., 10% overall, etc.);

OR

amend a mark if an error has been detected (e.g., a question not marked or an error in the calculation).

4.2.2 Provide proof that moderation has been done by:

4.2.2.1 using a different colour pen to indicate moderation of answers in examination scripts i.e. parallel marking of the scripts

4.2.2.2 signing and dating in the front cover of the script.

- 4.2.3 Complete a Moderator's Report and return it with the signed scripts to the Professional Board within 5 working days. Global adjustments and errors adjusted must be specifically mentioned in the moderator's report.
- 4.2.4 As soon as any anticipated delay in moderating scripts, through illness or any other cause, becomes known, it must be reported to the Professional Board immediately.

Re-marking

A Moderator could be requested to remark a paper if the candidate received at least 45%.

Checklist for Examiners and Moderators:

Does the question paper –

- Use only topics listed in the syllabus?
- Cover a wide range of topics in the syllabus?
- Avoid repetition of questions set in recent papers?
- Achieve the appropriate level of difficulty?
- Avoid direct reference to particular textbooks?
- Use clear and simple language?
- Avoid catch questions?
- Acknowledge the source of items copied from another source?
- Can the paper be answered in the stipulated time?

Does the memorandum –

- Allow adequate information for a third party to do the marking? (for numerate subjects, full solutions must be provided)
- Stand on it's own? – (i.e., not merely textbook references)
- Cover all likely answers to the questions?
- Provide for alternative methods where appropriate?

If any of the above items are not met, they must be discussed with the moderator before the question paper is submitted. The moderator must make all necessary amendments on the copy, which is sent to the administrative office of the Professional Board.

RULES FOR INVIGILATORS

1. All invigilators should be in the examination room at least 30 minutes before the published starting time of the examination and be present until the end of the examination.
2. Candidates may not enter the examination room before they are instructed to do so by an invigilator. Candidates must be seated at least 15 minutes before the examination.
3. All invigilators must give their full attention to supervising and may not read or mark papers or do anything else not associated with invigilating.
4. No smoking is allowed in the examination room.
5. A candidate arriving late shall not be allowed extension of time and shall not be admitted to the examination room if he is more than one hour late.

6. Invigilators shall not permit any candidate to leave and to return to the examination room during the course of the examination except under circumstances of extreme urgency and under such supervision as is practicable.
7. During the examination the invigilator should move around the room without distracting or disturbing the candidates exercising constant care to ensure that there are no opportunities for copying and that no communication between candidates (nor any other irregularity) may take place.
8. Conversation with your fellow-invigilator during an examination session must be kept to a minimum and be restricted to the work at hand. Under no circumstances must candidates be unnecessarily disturbed. Complaints received from candidates will be viewed in a very serious light.
9. When a candidate has finished and wishes to leave the examination room, he should raise his hand and wait until he has been given the necessary permission to leave.
10. Candidates may have in their possession only books, papers, notes or material of any kind supplied to them by the invigilators. All other material should be left outside or handed over to the invigilator before commencement of the examination.
11. The possession of firearms, cellular phones and electronic equipment in an examination room is prohibited.

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