

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure 3 Code of Conduct for Examinations

Amendments and date of issue

Amendments to this Standard Operating Procedure (SOP) can be authorised only by the Chair of the Qualifications Board in consultation with that Board and the Examinations Committee.

This issue is 2020 version 1 and is dated November 2020.

Register of amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020

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Code of Conduct for Examinations

This Code of Conduct applies to all persons who are commissioned to work on Institute examinations in whatever capacity, hereafter referred to as 'Examiners'. This will include, but is not exclusive to, Chief Examiners, Compilers, Markers, Moderators, Invigilators, Project Markers, and Examiners in Practical Examinations.

Acceptance of a commission indicates willingness to abide by the Code of Conduct. The objective of the Code of Conduct is to make sure that all examination procedures are carried out consistently, competently and impartially and that all those involved in the process are clear about what may be expected from them. Any infringement of the Code of Conduct could result in the removal of Examiners from the Institute's Register of Accredited Examiners.

1. General Conditions

- 1.1. Upon acceptance of a commission, Examiners agree to comply with the brief given to them and to work only to that brief.
- 1.2. Examiners are working as representatives of the Institute and will therefore not act in any manner likely to discredit the Institute.
- 1.3. Examiners will not enter into any correspondence on an examination subject with Candidates unless specifically authorised to do so by the Chief Examiner.
- 1.4. Examiners will not publicise the fact that they are Institute Examiners as this may compromise their objectivity.

2. Examination Security

- 2.1. Examiners will maintain confidentiality concerning all examination procedures, material and information and will refer any queries on such to the Institute.
- 2.2. Examiners will maintain the highest level of integrity concerning Institute examinations.
- 2.3. Examiners will immediately contact and subsequently report in writing to the Chief Examiner any reasonable suspicion of fraudulent examination practice by Candidates or by another Examiner involved in an Institute examination.

3. Administration

- 3.1. Where Examiners are unable to fulfil their obligations, they must notify the Operations Manager and the Chief Examiner as soon as possible. In the case of a Practical Examiner, at least **SEVEN** days must be given if they are unable to conduct the examination.
- 3.2. Examiners must not sub-contract or delegate commissioned work, or accept delegated work, without the formal authorisation of the Chief Examiner.
- 3.3. Examiners must ensure that they comply with any deadlines stated in the commissioning document.
- 3.4. Claims for incidental expenses, including travel, must be authorised by the Operations Manager before being incurred.

- 3.5. The Examiner must submit invoices and claims for expenses within a maximum of one month after completion of the assignment.
- 3.6. Material supplied to Examiners by the Institute remains the property of the Institute and the Institute may ask for it to be returned at any time during the examination or immediately after it.

4. Competence

- 4.1. Examiners must carry out any preparatory work necessary for the completion of the commission. This includes familiarisation with the sites to be examined, with the current syllabus, and with any aides-memoires or other documents issued to the students by the respective tutors.
- 4.2. Examiners must have read and understood the current Examinations Handbook and Standard Operating Procedures in respect of their role.
- 4.3. Examiners must confer with other Examiners on the method of conduct of the examination.
- 4.4. Examiners must attend a Briefing Meeting organised by the Chief Examiner.

5. Professional and Ethical Issues

- 5.1. Examiners must be reliable and punctual at all times.
- 5.2. Examiners will act in an impartial, objective, and professional manner at all times.
- 5.3. Examiners will not discriminate against any candidate, either directly or indirectly, on the grounds of race, colour, ethnic origin, political affiliation, age, nationality, religion, gender, sexual orientation, or disability.
- 5.4. Examiners will, at the time of commissioning, disclose any information, which may make them unsuitable to carry out that commission.
- 5.5. Examiners will disclose to the Examinations Officer or to the Chief Examiner, if any of the Candidates is known or related to them.
- 5.6. Examiners will not accept any form of reward, whether in cash or otherwise, for Institute examination work, other than from the Institute.

I have read and agree to be bound by the above code of conduct.

Name _____

Signature _____

Date _____