

December 2022



# EXAMINATIONS HANDBOOK

## Standard Operating Procedure number 42

### Chief Examiner's Report Templates

#### 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 2022 and is dated December 2022.

#### Register of amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2022	Candidates receive a mark for written exams	p.5; p.7; p.9; p.11; p.15	27/06/2022

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## **Summary**

This SOP contains templates for use by the Chief Examiners of all Institute examinations. Chief Examiners are required to submit written reports to the Institute's Operations Manager, for review by the Qualifications Board.

Chief Examiners must use one of the report templates provided here, selecting the template or templates most appropriate to their examinations. Chief Examiners may modify the templates to add or delete different examinations or candidates, whilst keeping the structure of the template intact.

If required, Chief Examiners must also complete a Candidate Evaluation Sheet for each Candidate who fails a practical examination. A template is provided at the end of this SOP.

## Blue Badge Examinations – Chief Examiner’s Report

### Consolidated report

<b>Title of Qualification</b>			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
<b>Written Examination – Paper One</b>			
Name of Examination:			
Date of Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Written Examination – Paper Two</b>			
Name of Examination:			
Date of Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Written Examination – Paper Three</b>			
Name of Examination:			
Date of Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			

<b>Project – Examination Four</b>			
Deadline to submit			
Primary or Re-submission??			
Project Marker:			
Moderator(s):			
No. of submitted projects:			
No. of Candidates who did not submit projects:			
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Practical Examination - Five</b>			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Practical Examination - Six</b>			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Practical Examination - Seven</b>			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			

Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Practical Examination – Eight - Coach</b>			
Name of Examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			

(Add examinations if necessary)

<b>Individual results (written modules - pass, fail and a percentage or SC; practical exams pass, fail, or SC) by candidate number:</b>												
Candidate No.	BK	P2	P3	Proj.	P5	P6	P7	P8 coach				FINAL

(Add lines as necessary)

<b>Specific Comments</b>
(Expand space if required)

I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:

Signed:

Date:

Please email an electronic copy of this report to the Examinations Coordinator at [office@itg.org.uk](mailto:office@itg.org.uk)  
**Handwritten reports will not be accepted**

## Notes

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

**\*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules\***

# Blue Badge – Chief Examiner’s Report

## Written Papers

Title of Qualification			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
Written Examination – Paper One			
Date of Written Examination:			
Primary Examination or Resit? (BK only: Region?)			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the exam:			
Number of no shows:		Absent with prior SC	
Number passed:		Number failed:	
<p><b>REPORT</b> (expand space if required)</p>			

Individual results (written modules - pass, fail and a percentage or SC; practical exams pass, fail, or SC) by candidate number:												
Candidate No.	BK	P2	P3	Proj.	Coach	Walk	NG	BM	WA	ToL	SP	FINAL


<b>Specific Comments</b> (Expand space if required)
I confirm that the examination was carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.
<b>Name:</b>
<b>Signed:</b>
<b>Date:</b>
Please email an electronic copy of this report to the Examinations Coordinator at <a href="mailto:office@itg.org.uk">office@itg.org.uk</a> <b><u>Handwritten reports will not be accepted</u></b>
<b>Notes</b> Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.  Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.  Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.  <b>*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules*</b>



### Blue Badge – Chief Examiner’s Report Individual Site / Coach

<b>Title of Qualification</b>			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
ABSENT WITH SPECIAL CONSIDERATION:			
<b>Name of examination:</b>			
Date of Examination:			
Primary Examination or Resit?			
Examiners			
No. of Candidates who took the exam:			
No shows:			
Number passed:		Number failed:	
<b>(Expand space if required)</b>			

<b>Individual results (written modules - pass, fail and a percentage or SC; practical exams pass, fail, or SC) by candidate number</b>												
Candidate No.	BK	P2	P3	Proj.	Coach	Walk	NG	BM	WA	ToL	SP	FINAL


<b>Specific Comments</b>
(Expand space if required)
I confirm that the examination was carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.
<b>Name:</b>
<b>Signed</b>
<b>Date:</b>
Please email an electronic copy of this report to the Examinations Coordinator at <a href="mailto:office@itg.org.uk">office@itg.org.uk</a> <b>Handwritten reports will not be accepted</b>
<p><b>Notes</b></p> <p>Please write a concise report to be given to the Institute’s Qualifications Board in order to ratify the results.</p> <p>Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.</p> <p>Remember to alert us to any unusual or extreme situations which may have affected the candidates’ performance and identify any areas which you consider should merit closer attention.</p> <p><b>*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules*</b></p>

**Blue Badge London – Chief Examiner’s Final Report**

<b>Title of Qualification</b>	
Name of Chief Examiner:	
TOTAL NUMBER PASSED ALL PARTS OF EXAM (BB) (primary/resit):	
TOTAL NUMBER FAILED:	
SC GRANTED	
(Expand space if required)	

<b>Individual results (written modules - pass, fail and a percentage or SC; practical exams pass, fail, or SC) by candidate number</b>												
Candidate No.	BK	P2	P3	Proj.	Coach	Walk	NG	BM	WA	ToL	SP	FINAL


### Specific Comments

(Expand space if required)

I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:

Signed:

Date:

Please email an electronic copy of this report to the Examinations Coordinator at [office@itg.org.uk](mailto:office@itg.org.uk)  
**Handwritten reports will not be accepted**

### Notes

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

**\*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules\***

## Green Badge Examinations – Chief Examiner’s Report

<b>Title of Qualification</b>			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
<b>Written Examination - one</b>			
Date of Written Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Examination two - Project</b>			
Deadline to submit			
Primary or Re-submission??			
Project Marker:			
Moderator(s):			
No. of submitted projects:			
No. of Candidates who did not submit projects:			
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Practical Examinations – three -Site</b>			
Name of examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>Practical Examinations – four -Walk</b>			
Name of examination:			
Date/s of Examination:			
Primary Examination or Re-sit?			
Examiner 1:			

Examiner 2:			
No. of Candidates who took the examination:		Number failed:	
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	

**Individual results (written modules - pass, fail and a percentage or SC; practical exams pass, fail, or SC) by Candidate number**

Candidate no.	Written	Project	Site	Walk	FINAL

(Add lines if required)

**Specific Comments**

(Expand space if required)

I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.

Name:

Signed:

Date:

Please email an electronic copy of this report to the Examinations Coordinator at [office@itg.org.uk](mailto:office@itg.org.uk)  
**Handwritten reports will not be accepted**

**Notes**

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

**\*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules\***

## White Badge Examinations – Chief Examiner’s Report

<b>Title of Qualification</b>			
Name of Chief Examiner:			
No. of Candidates registered for examination:			
TOTAL NUMBER PASSED:			
TOTAL NUMBER FAILED:			
<b>Written Examination</b>			
Date of Written Examination:			
Primary Examination or Resit?			
Compiler and Marker:			
Moderator(s):			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			
<b>Practical Examination</b>			
Examination:			
Date of Practical Examination:			
Primary Examination or Re-sit?			
Examiner 1:			
Examiner 2:			
No. of Candidates who took the examination:			
Number of no- shows:		Absent with prior SC:	
Number passed:		Number failed:	
<b>REPORT</b> (expand space if required)			

<b>Individual results (written modules - pass, fail and a percentage or SC; practical exams pass, fail, or SC) by Candidate number</b>			
<b>Candidate no.</b>	<b>Written</b>	<b>Site</b>	<b>FINAL</b>

(Add lines if required)

**Specific comments****(Expand space if required)**

**I confirm that the examinations were carried out in a professional manner and according to the provisions set out in the Examinations Handbook and the Standard Operating Procedures.**

**Name:****Signed:****Date:**

**Please email an electronic copy of this report to the Examinations Coordinator at [office@itg.org.uk](mailto:office@itg.org.uk)  
Handwritten reports will not be accepted**

**Notes**

Please write a concise report to be given to the Institute's Qualifications Board in order to ratify the results.

Please confirm that the examinations were carried out in a professional manner according to the Examinations Handbook. This includes confirming that all the mark sheets were filled in correctly, and the mark sheets of unsuccessful candidates clearly and constructively state why they were unsuccessful. Remember to briefly outline above the reasons for unsuccessful presentations.

Remember to alert us to any unusual or extreme situations which may have affected the candidates' performance and identify any areas which you consider should merit closer attention.

**\*Please remember to complete a Candidate Evaluation Sheet for all unsuccessful practical modules\***



**CONFIDENTIAL CANDIDATE EVALUATION SHEET**

Candidate Number:		Examination:	
Qualification:		Date:	
Section A - General Techniques:		Additional points on Assessment:	
Section B - Presentation of Knowledge:		*ACCURACY:	
Section C - Essential Guiding Skills:		<b>OVERALL RESULT:</b>	
<b>SECTION A – GENERAL TECHNIQUES</b>			
Examiner One:	Examiner Two:	Combined:	
<b>SECTION B – PRESENTATION OF KNOWLEDGE</b>			
Examiner One:	Examiner Two:	Combined:	
<b>SECTION C – ESSENTIAL GUIDING SKILLS</b>			
Examiner One:	Examiner Two:	Combined:	
<b>*AUTOMATIC FAIL POINTS</b>			
*Audibility and Clarity:			
*Always talks facing the group:			
*Only begins once everyone is assembled:			
*Professional Attitude:			
<b>EXAMINERS' FEEDBACK/COMMENT RELATED TO FAIL POINTS</b>			
(Expand as necessary)			
<b>PROCEDURE</b>			
(Expand as necessary)			
<b>INCIDENTS THAT MAY HAVE AFFECTED THE EXAMINERS' ASSESSMENT</b>			
(Expand as necessary)			
<b>REVIEWED BY CHIEF EXAMINER</b>			<b>DATE</b>