



EXAMINATIONS HANDBOOK

Register of amendments

Main Handbook - Information for Candidates

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2020.1.1	SOP 4 updated with new fees		16/09/2021
2020.2	Five-year limit for the Communication Seminar for existing guides	1.3, p.4	29/11/2021
	Walk and religious building as portable units	2.40-2.43, p.11; 3.33-3.34 p.18	
	Only one syllabus in use at any one time	2.61, p.13; 3.42, p.19	
	Presentation length	2.30, p.10; 3.27, p.18; 4.17, p.21	
	London Coach Examination	2.46, p.11	
	Practical Examination Observer	2.29, p.9; 2.47 p.11; 3.26, p.17	
2020.2.1	SOP 4 updated with new fees		17/03/2022
	Candidates receive a mark for written exams	2.13, p.8; 2.55, p.13; 3.36, p.19; 4.25, p.23;	27/06/2022
	SOP 23 updated: project marks will be expressed as both a 'Pass' or 'Fail' and a percentage		27/06/2022
	SOP 2 and SOP 64 updated to allow for use of interview panel in appointing a Chief Examiner		04/01/2022
	SOP 64 updated to remove rule that examiners must have examined within the last five years.		01/03/2022
	SOP 64 updated to only allow ITG application form to be used for examiner roles, not CVs.		01/12/2022
	SOP 5 updated to widen the scope of special arrangements and to give a clear timeline for the application process for special arrangements.		01/12/2022
	SOP 62 updated enabling tutors and course directors at White Badge to sit exams/gain badge		01/12/2022
	SOP 23 updated to clarify what is included in the project word count		01/12/2022

Standard Operating Procedure 02
Administration of examinations

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2020.2	London Coach Examination	2.14, p.4	29/11/2021
	Feedback to Candidates	2.63 & 2.64, p.9; 3.53 & 3.54, p.16; 4.45 & 4.46, p.21	
	White Badge Invigilator	4.29, p.20	
2022.1	Allow for use of interview panel in appointing a Chief Examiner	2.7, p.4	04/01/2022

Standard Operating Procedure 05
Equal Opportunities and Special Needs

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2022.1	Widening the scope of SOP 5 and giving a clear timeline for the application process for special arrangements	pp. 2 & 3	01/12/2022

Standard Operating Procedure 06
Mitigating Circumstances (Special Considerations)

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2020.2	Changes to the deadline by which special consideration must be submitted and to the content of a special consideration application		22/01/21
2020.3	Special Consideration: previous applications	p.2, paragraph 5	29/11/2021

Standard Operating Procedure 21 Chief Examiners Instruction Pack

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2020.2	London CE as Moderator. Text removed: Paper One (Background Knowledge) will not be moderated by London Chief Examiner.	p.3	29/11/2021
	London Coach Examination	p.4	
	Feedback to Candidates	p.10, Section 8, NB paragraph	

Standard Operating Procedure 23 Project Markers' Instruction Pack

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2022.1	Candidates receive a mark for written exams	p.2; p.3; p.8	27/06/2022
	To clarify what is included in the project word count	p.3; p.8	01/12/2022

Standard Operating Procedure 24 Examiners in Practical Examinations Instruction Pack

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2020.2	Presentation Length	p.3, point 15	29/11/2021

Standard Operating Procedure number 42 Chief Examiner's Report Templates

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

Standard Operating Procedure 61
Policy on Blue Badge Tourist Guide Candidates

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2020.2	Five-year limit for the Communication Seminar for existing guides	p.2	29/11/2021
	Walk and religious building as portable units	pp. 2-3	

Standard Operating Procedure 62
Policy on Course Directors and Tutors taking examinations

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2022.1	Enabling tutors and course directors at White Badge level to sit exams/gain badge	p.2; p.3	01/12/2022

Standard Operating Procedure 64
Policy on advertising and appointing Chief Examiners, Examiners, Compilers and Moderators

Amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020
2022.1	Allow for use of interview panel in appointing a Chief Examiner	p.2-3	04/01/2022
	Rule that examiners must have examined in the last five years removed	p.4	01/03/2022
	Only allow Institute application forms to be used for examiner roles, not CVs.	p.3; p.5; p.8	01/12/2022