

**DUTIES AND RESPONSIBILITIES OF EXAMINATION OFFICIALS
SAVC FULL REGISTRATION EXAMINATION
VETERINARY NURSES - 2016**

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INTRODUCTION

Find below a brief description of the duties and responsibilities of all examination officials, i.e. SAVC examination administrators, examiners, moderators, the logistics co-ordinator and the examination officer.

NOTE: All examination officials will be expected to sign an agreement that the examination rules will be strictly adhered to.

The minimum requirements for, as well as the appointment of, examination officials are listed.

1. SAVC EXAMINATION ADMINISTRATORS *

- Director of Education (one person);
- Examination co-ordinator (one person);
- Registration official (one person): only for the provision of lists of prospective candidates derived from the requirements for authorisation; and
- Invigilator/s.

* SAVC Administration personnel or persons delegated/appointed by the SAVC to assist in administrative activities.

Duties and responsibilities of the SAVC examination administrators

The Director of Education, together with the examination co-ordinator, are responsible for the successful execution of all functions as listed below relating to the examinations.

The Director of Education is responsible for:

- Immediately reporting any deviations from the examination rules to the Registrar.
- Time management of the various functions and duties of the SAVC examination administrators and other examination officials;
- All communication relating to the examination including Council and/or Executive Committee decisions (executed and communicated);
- Approval sought to hold examinations at the Faculty of Veterinary Science, University of Pretoria (UP) at Onderstepoort annually and/or at any other venue/s;
- Co-ordination of all communication. All parties are informed continually to ensure that there is no misunderstanding of what each examination appointee/official need to do and when it needs to be done;
- Inclusion of the examination officer and chairperson of the SAVC Education Committee in all communication;
- Inclusion of the holder of the banks of questions (currently the Faculty of Veterinary Science, UP) and it's officials in the communication relevant to the arrangements pertaining to the examination;
- The amendment of examination documentation (annually) as per the moderators' and SAVC Education Committee recommendations and Council approval. The documentation includes:
 - Duties of SAVC examination administrators, examiners, moderators, logistics co-ordinator and examination officer;

- Examination administrative rules;
 - Examination information and application forms; and
 - Examination templates (Computer and/or written and Oral and/or Oral/Practical).
- Submission of the finalised examination information in the relevant PDF format for publication on the SAVC's website;
 - Role in appointment of examiners, moderators, examination officer and logistics co-ordinator includes:
 - Establish availability of examiners, moderators, examination officer and logistics co-ordinator. This function includes succession planning and liaison with experienced appointees for nomination of successors;
 - Appoint examiners, moderators, examination officer and logistics co-ordinator after approval of Education Committee nominees by Council;
 - Arrange, in liaison with the examination officer, a pre-arranged appointment session to ensure that moderators have a clear understanding of what is required;
 - Submit all examination documentation including instructions and details of the respective duties to all examination appointees;
 - Process and submit claim forms; and
 - Communicate information on any changes relating to any aspects of the questions, during the year up to and upon conclusion of the examinations.
 - All liaison with regard to the update and analysis of the examination bank/s including:
 - Have intimate knowledge of the scope of the examination;
 - Assist examination officer and moderators in the sourcing of new questions from members of the veterinary professions;
 - Ensure questions submitted are in the correct format and suitable for written / Computer Based Examinations (CBE);
 - Arrange a meeting with moderators for finalisation of the new questions and relating only to questions that are problematic in one way or the other;
 - Oversee updating of the question databank after completion of each examination according to the relevant guidelines;
 - Provide secretarial support to the moderators' meeting.

- Booking and arrangement of:
(These functions are exercised with the assistance of the examination co-ordinator.)
 - Accommodation;
 - Any materials required;
 - Recordings;
 - Refreshments;
 - Travel; and
 - Venues.

- Preparation and/or distribution of:
(These functions are exercised with the assistance of the examination co-ordinator.)
 - Access controls (venues);
 - Attendance registers (both candidates and moderators/examiners);
 - Claim forms;
 - Information for candidates;
 - Meetings;
 - Notices; and
 - Copies of the examination rules placed at the venues.

- Processing and circulation of:
(These functions are not exercised with the assistance of the examination co-ordinator, but is the sole responsibility of the Director of Education.)
 - Budget and control of the examination budget (examination income funds the examination expenditure) in liaison with the Finance Section;
 - Control sheets for expenditure (processing and control for submission to the Finance Section);
 - Newsletter inserts relating to the examinations; and
 - Result sheets.

- Updating and amendment of:

- All examination correspondence;
 - All manuals relating to the administrative functions pertaining to the examinations;
 - Checklists; and
 - The SAVC website.
- Liaison with examination candidates including:
 - Submission and explanation of information to candidates;
 - Scrutiny of applications and registering applicants for the examination;
 - Submission of problem applications to the Education Committee;
 - Liaison with the Finance Section regarding payments received from candidates; and
 - Communication of examination details, results and decisions.

2. EXAMINERS

Examiners for Computer Based Examination (CBE)

Examiners (academic professionals and/or private practitioners) are requested to supply usable CBE questions to the moderator, when necessary.

Examiners for Oral and/or Oral/Practical Examination

Panels consisting of private practitioners and/or veterinary para-professionals employed in practices/laboratories/state veterinary services are appointed to conduct the Oral and/or Oral/Practical Examination as indicated below:

VETERINARY EXAMINATION

Two (2) examiners per panel.

Panel 1: Companion Animals, including horses

Panel 2: Veterinary Public Health (VPH) and pathology

Panel 3: Production Animals

VETERINARY NURSING EXAMINATION

One (1) examiner per panel.

Panel 1: Theatre Practice

Panel 2: Surgical Nursing

Panel 3: Medical Nursing

Panel 4: Radiography

Panel 5: Anaesthesia

Panel 6: Reproductive Nursing

Panel 7: General Nursing

ANIMAL HEALTH TECHNICIAN EXAMINATION

One (1) examiner per panel.

Panel 1: Instruments/Equipment

Panel 2: Practical application

Minimum requirements to act as an examiner

All examinations:

- Academic professional / practitioner with five years of teaching/practice experience;
- Previous experience as examiner of SAVC examinations is desirable;
- Commitment to availability.

Appointment of examiners

Oral and/or Practical Examinations:

- A list of examiners is maintained by the SAVC Administration;
- The examination officer nominates examiners based on their availability;
- The list of nominees is submitted to the SAVC Education Committee for recommendation and approval to Council annually.

Duties and responsibilities of examiners

Oral and/or Oral/Practical Examinations:

The examiner will:

- attend a meeting with the moderator prior to the examination for briefing of the examinations;
- draft questions for the practical examination for submission to the moderator before the examination;
- attend the examination;
- keep record of:
 - the candidate tested (keep an attendance register and hand it to the moderator after each examination day);
 - the answer supplied by each candidate to each question; and
 - the marks and results allocated;
- attend a meeting with the moderator after the examination for debriefing of the examinations.

3. MODERATORS

All examinations:

One (1) moderator for each Computer Based Examination (CBE) session; and
One (1) moderator for the Oral and/or Oral/Practical Examination.

Minimum requirements to act as a CBE moderator

- Experienced academic professional with 5 years experience as an academic course co-ordinator;
- Previous experience as moderator of SAVC examinations; is desirable;
- Commitment to availability.

Appointment of CBE moderators

- A list of moderators is maintained by the SAVC Administration;
- Examination officer nominates moderators based on their availability;
- The list of nominees is submitted to the Education Committee for recommendation and approval to Council annually.

Duties and responsibilities of CBE moderators

The moderator will:

- analyse the bank of questions after the examination held in the preceding year;
- source, with the assistance of the SAVC examination administrators, up-to-date new written / CBE formatted questions and answers from private practitioners / academic professionals / state veterinarians;
- be responsible for the scientific and editorial content of these questions and of the existing bank of questions. Examination questions must be ratified at an institution that offers a prescribed qualification in the relevant field one month before the examinations take place;
- for CBE, approve the questions after and during work sessions with the technical / education staff of an institution that offers a prescribed qualification in the relevant field and in liaison with the examination officer;
- attend the examination session on the day that their particular examination is held at the commencement of the examination to answer any questions candidates may have;
- attend a moderator's meeting under the chairmanship of the examination officer as soon as possible after the examination to moderate and approve results. A final combined mark will be computed and a final decision will be made on whether candidates have passed or failed during this meeting;
- approve and sign at the moderators meeting the final list of computed marks, prior to submission as a recommendation to Council;
- submit a report on both the standard of the examination and on the administration of the examination to the examination officer.

Oral and/or Oral/Practical moderator

One (1) moderator will be appointed for the Oral and/or Oral/Practical examination.

Minimum requirements to act as an Oral and/or Oral/Practical moderator

- Past experience as Oral and/or Practical moderator;
- Commitment to availability;
- Preferably, this person must be a member of an institution that offers a prescribed qualification in the relevant field.

Appointment of the Oral and/or Oral/Practical moderator**Oral and/or Oral/Practical Examinations:**

- Availability based on past experience and based on a list of Oral and/or Oral/Practical moderators held by the SAVC Administration;
- Once availability is ensured annually, the list of nominees is submitted to the Education Committee for recommendation to Council.

Duties and responsibilities of the Oral and/or Oral/Practical moderator

The Oral and/or Oral/Practical moderator will:

- meet with the panel of examiners appointed for the Oral and/or Oral/Practical Examination to organise the examination in detail (moderator to determine this date);
- assess the questions and memorandum for the Oral and/or Oral/Practical Examination as supplied by the examiners;
- make sure that the examination is organised in such a way that equivalent tasks be given to all candidates;
- arrange, in liaison with the SAVC examination administrators, for recording facilities at each panel;
- liaise with the logistics co-ordinator to ensure the smooth running of the Oral and/or Oral/Practical Examination;
- compute the combined mark for the Oral and/or Oral/Practical Examination;
- attend the moderator's meeting: moderate and approve the results in conjunction with the examination officer for recommendation to Council;
- submit a report on both the standard of the examination and assessment and on the administration of the examination to the examination officer.

4. LOGISTICS CO-ORDINATOR**Minimum requirements to act as logistics co-ordinator**

- A veterinary para-professional familiar with the layout of the institution where the examination takes place;
- Past experience as logistics co-ordinator, is desirable;
- Commitment to availability.

Appointment of the logistics co-ordinator

Oral and/or Oral/Practical Examinations:

- Availability based on past experience and a list of logistics co-ordinators held by the SAVC Administration;
- Once availability is ensured annually, the list of nominees is submitted to the SAVC Education Committee for recommendation to Council.

Duties and responsibilities of the logistics co-ordinator

The logistics co-ordinator will:

- make and confirm all arrangements regarding venues to be used after consultation with the relevant person/s;
- establish the needs of examiners (and copy moderators for their information) for the Oral and/or Oral/Practical Examination by supplying a list of equipment, animals, furniture, specimens, etc from the previous year's examination. Examiners will be asked to indicate what they need in addition. Bio-security challenges will be brought to the attention of the examiners, where necessary;
- complete the necessary forms required to obtain animals and submit to the institution's relevant committee. The maximum number of candidates per profession enrolled for the examination will be used when requesting animals for use;
- liaise with the institution's pharmacy, where necessary, for all consumables needed for the examination;
- arrange for all equipment, animals, furniture, specimens, etc to be available and displayed correctly in time for the examination;
- attend the briefing session of candidates by the Oral and/or Oral/Practical moderator prior to the examination;
- be available on the days of the Oral and/or Oral/Practical Examination to assist the Oral and/or Oral/Practical moderator and examiners;
- ensure that all equipment, animals, furniture, specimens used during the Oral and/or Oral/Practical Examination are returned;
- ensure that all left over consumables are returned to the pharmacy and/or the SAVC Administration;
- attend the moderators' meeting to give input on the course of the examination;
- submit a report on the development of the Oral and/or Oral/Practical Examination to the examination officer.

5. EXAMINATION OFFICER

Description of the role

The examination officer is appointed by Council to take full responsibility to ensure that a good quality and fair examination is completed. He/she oversees all the registration examinations of the SAVC with the support of the SAVC examination administrators.

Council may appoint a deputy examination officer.

Minimum requirements to act as examination officer

- Experienced academic professional;
- Previous experience as examination officer of SAVC examinations is desirable;
- Commitment to availability.

Appointment of the examination officer

- Availability based on past experience and names held by the SAVC Administration;
- Once availability is ensured annually, the name/s is submitted to the SAVC Education Committee for recommendation to Council.

Duties and responsibilities of the examination officer

The examination officer will:

- take overall responsibility for the examination, with the support of the SAVC examination administrators, to ensure that Council rules are strictly adhered to;
- ensure that the written / CBE is produced one month prior to the scheduled examination date;
- ensure that the written / CBE is deemed fair before the examination is due to commence, with the assistance of the moderators;
- monitor the moderators and the arrangements for the written / CBE in liaison with the SAVC examination administrators;
- arrange, in liaison with the SAVC examination administrators, a pre-arranged appointment session to ensure that moderators have a clear understanding of what is required;
- ensure that the correct written / CBE of the day is available to the candidates and assist the candidates and give reasonable direction as needed;
- be present during the first 30 minutes of each session of the written / CBE and be available thereafter should the need arise;
- in consultation with the SAVC examination administrators liaise with the relevant institution's Information Technology or education staff for implementation of the written / CBE and for access to results and reports;
- chair the moderators' meetings and draft the collated reports for submission to the SAVC Education Committee within one month of the completion of the entire exam;
- ensure that problem questions are discussed, corrected and prepared for re-entry into the question bank;
- have a telephonic meeting with the Education Committee to discuss the outcome of the moderators meeting, prior to the Council meeting;
- be available for a question and answer session as deemed necessary by Council; and
- in the event of a written / CBE problem of any nature, and in conjunction with the SAVC Administration, convene a meeting as soon as possible between the moderator, registrar and/or chair of the SAVC Education Committee to address the problem.

6. REMUNERATION

All examination officials that are not employed by the SAVC are eligible to claim from the SAVC for a fee as per arrangement or a meeting fee or a rate per CBE question that has been approved and included into the databank. All fees are based on current SAVC guidelines. The SAVC Administration will supply all examination officials with the necessary claim forms.

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