
INSTRUCTORS NEWSLETTER

April 2009



IMPORTANT INFORMATION ENCLOSED

Moratorium:

The May moratorium will not now be implemented. To make the syllabus changes and in the process cause as little disruption as possible, the matter will now be run as an ongoing exercise of updating the question banks over the months of June and July. The revised question banks will go live on 1st September 2009.

We do have a number of maintenance activities programmed for the Advanced question bank. Please be aware that these are not due to syllabus change, but routine maintenance and therefore your candidates do not need to worry about the correct study materials. This work will be carried out over the course of May 2009.

The work itself will be carried out on a duplicate set of software which means there will be no risk of software fall over **and also that all exams can run as per normal – including May 2009.**

Some candidates may have been studying for the new sets of syllabus. We hope that the disruption to them is minimal.

Not Holding an Exam on a Club Night:

A small number of you have commented on this. The conduct booklet is quite clear. It states “the examination room must be a suitably quiet, undisturbed location, with adequate space, heating, lighting and ventilation”.

The comment in the previous Newsletter is an extension of these principles and appeared last in the September 2007 Newsletter. Please do keep in mind that the Newsletters cannot provide detailed notes on every single eventuality. If your

examination centre has more than one room then clearly there is no problem, if on the other hand it's a one room venue or multiple rooms are close by, suitable precautions do need to be taken. Please consider the layout of your centre and make arrangements accordingly.

No other areas of the previous Newsletter received positive or negative comment. However as we are sending a second Newsletter so close on the heels of the first, it's a good opportunity to add further points.

Ongoing maintenance of the Questions Banks.

We plan from 2010 onwards to have a two week moratorium in February (first two weeks) and two week moratorium in August (again first two weeks). The purpose of these moratoria is to allow the Exams Department to carry out routine maintenance. These will be full moratoria, this announcement serves as almost a year's notice for the first and considerably more so for the second moratorium. Please plan 2010 accordingly.

Exam Request forms:

We will be making the following forms available to download from the RSGB website: REQP and CATCE. Practical Assessment Form for both instructor and candidate will not be available by this means but will be sent by post to bona fide registered instructors. When phoning or emailing please do give your full instructor registration number and plenty of time to allow us to be able to dispatch these to you.

Year Book Reminder:

No comments were received about club or individual entries in the year book, only one so far regarding the exam related web pages. Please let us have your requested amendments as soon as possible. These should be by email or letter to ensure accuracy.

Moving forward:

All future Newsletters will be sent by email. Help us to keep your records up to date, please use the tear off slip below to send us your details. You should complete the slip on your own behalf and sign it. The slip may be copied should a colleague need one. The data collected will not be used for any purpose other than as stated above.

John James
(Examination Supervisor)

Julie Venison
(Examination Assistant)

Return slip:

Please tick the items you don't wish to be available on our web pages:

- 1. Name:.....
- 2.a) Call sign/ b) reg instructor ref:.....
- 3. Associated club:.....
- 4. Position:.....
- 5. Email address:.....
- 6. Home address:.....
- 7. Phone no:.....
- 8. Signed.....