



Conduct of Written Examination Protocols

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Purpose

To ensure that the written examinations are conducted in an open and transparent manner and in a consistent way across the country.

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Scope

This policy applies to all those supervising written examinations for the Association.

Principles

All members of the NZDJA entrusted with supervising written examinations of the Association are duty bound under the Constitution of the Association to comply with the provisions of this Protocol and any other direction given by the Board for the management of the Associations examinations.

Protocols

1. The date and time for the examination will be set by the Board.
2. The Board will advise candidates of the location and supervisor for the examination.
3. No approval will be given by the Board for examinations to be conducted overseas or at an alternative time or venue.
4. The supervisors will open the packet on receipt and check that the correct examination papers are received, and the papers are complete. If any are missing, they are to contact Dogs NZ office immediately and request a copy by email.
5. Supervisors will arrange separate tables and chairs for all candidates placed sufficiently apart so that candidates cannot see one-another's papers.
6. Supervisors will check that no written material has been brought into the examination room by the candidates.
7. Candidates may take into the examination room writing instruments and drink container. No mobile phones or smart watches. Blank sheets of paper are available from the supervisor if required.
8. The papers will be distributed to candidates face down.
9. The Supervisors will then explain to the candidates the time allowed for the examination and that he or she will give a 15-minute warning of the end of the examination time.
10. Candidates are to write their name and Dogs NZ number at the top of the examination paper.
11. At the allotted time the Supervisor will advise the candidates they can begin.

12. At the completion of the allotted time the Supervisors will call a halt to the examination.
13. The Supervisor will collect all the examination papers not already handed in.
14. The papers will immediately be sealed, in the examination room, in the return envelope or courier pack provided, including any unused examination papers.
15. No candidates paper shall be checked, inspected or discussed either during or after by the Supervisor.
16. The supervisor will arrange for the courier pack to be returned the next day to Dogs NZ, Wellington.
17. Once all the papers have been received and marked, NZDJA will advise candidates of their marks.

Review

This policy is reviewed annually or as necessary in response to new regulations, system updates and/or policy changes.
