

The Role of the Examination Board

International Examinations in
Occupational Hygiene

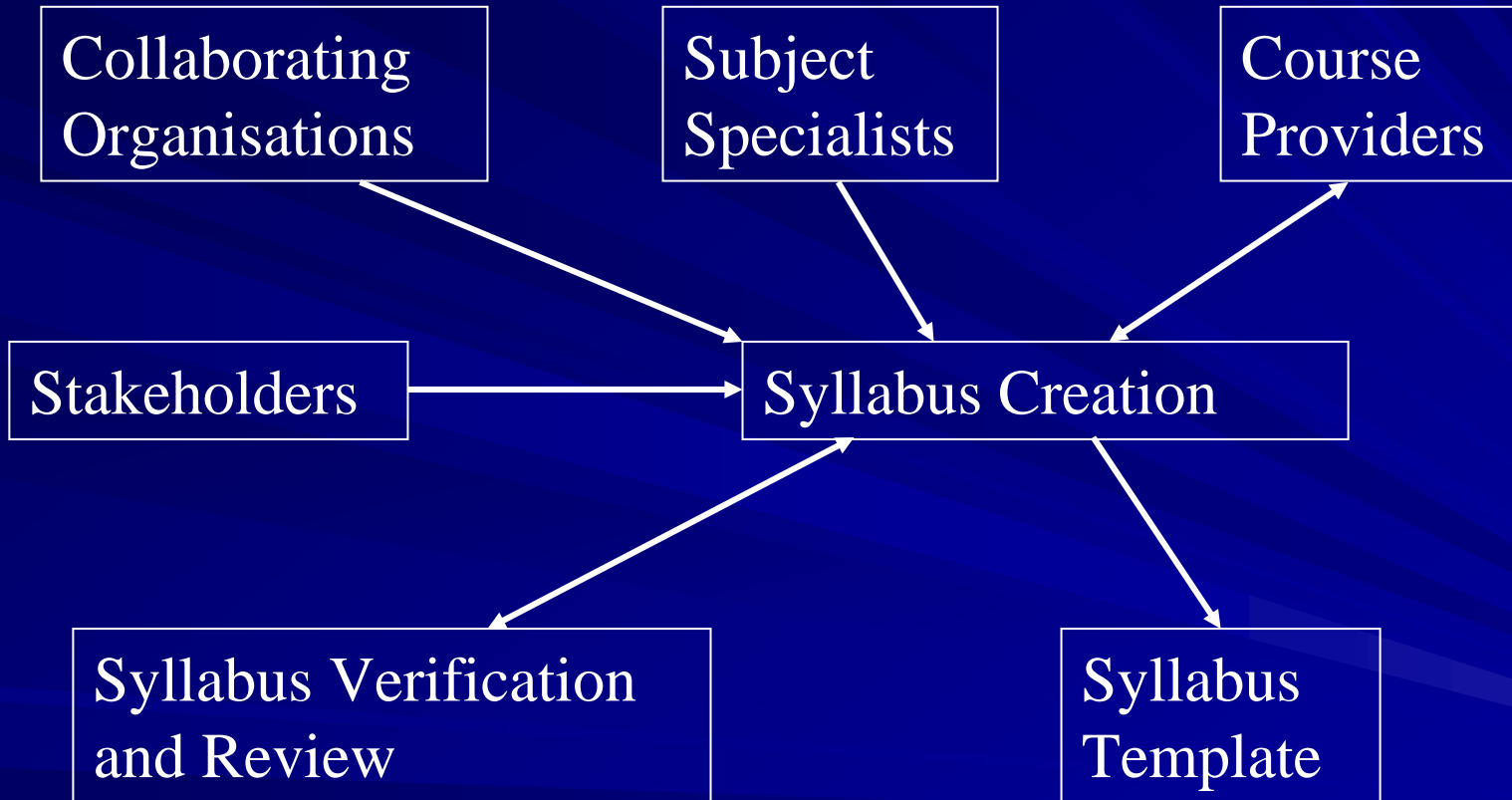
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**Chief Examiner
Faculty of Occupational
Hygiene**

Functions of an Examination Board

- Creation of syllabi
- Collecting and verifying examination questions
- Creation of examination papers
- Marking of examination papers
- Candidate and tutoring performance analysis
- Appeals and complaints

Creation of a Syllabus



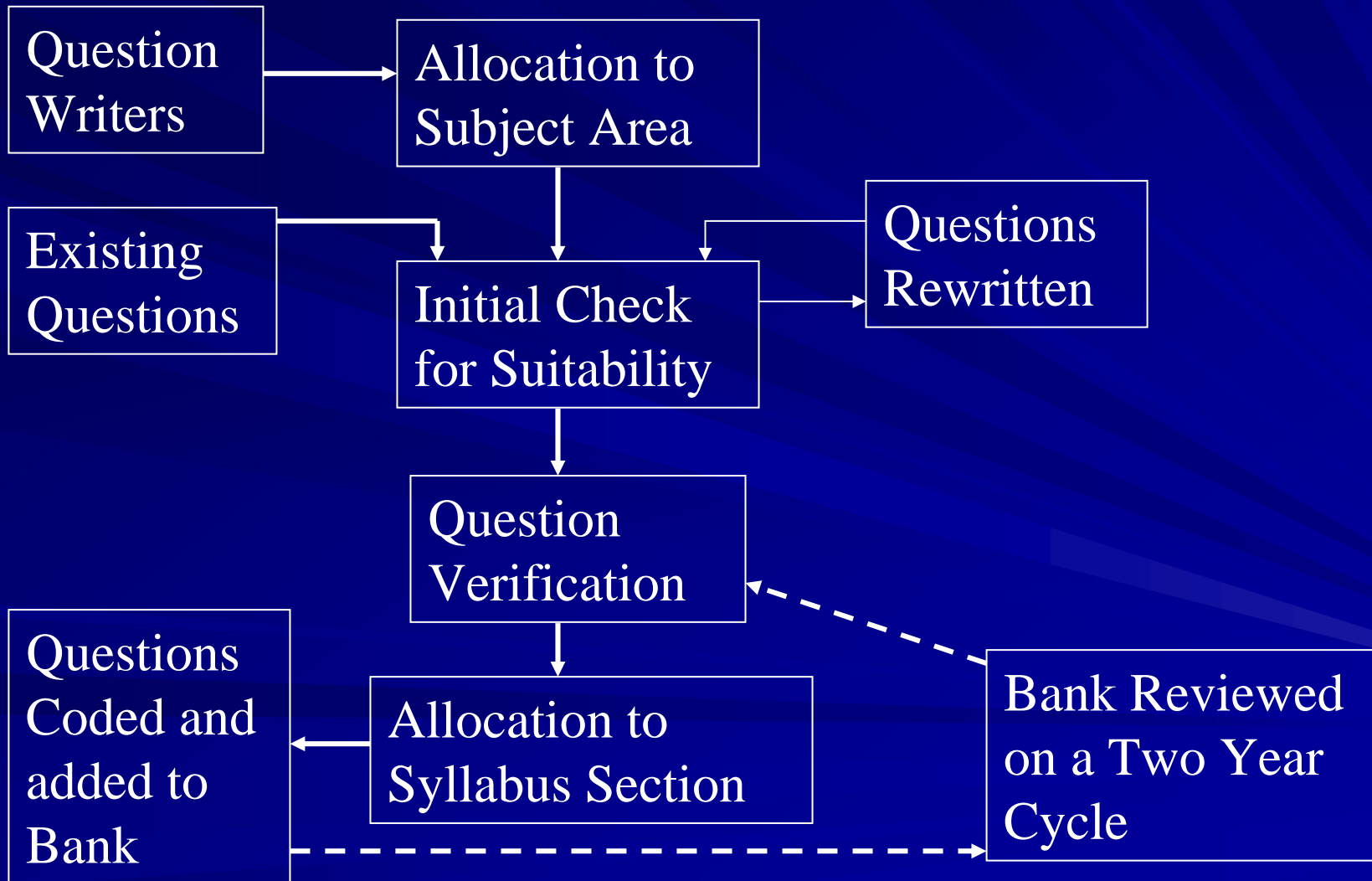
Creation of a Syllabus

- Based upon input from
 - Professional bodies
 - Collaborating organisations
 - Subject specialists
 - Course providers
 - Other stakeholders

Creation of a Syllabus

- Specification and organisation of content
- Required level of detail
- Learning outcomes
- Guidance on the balance of teaching time
- Review

Examination Questions



Source of Questions

- Subject specialists
- Professional occupational hygienists
- Course providers
- Tutors
- Existing question banks

Initial Question Review

- Allocation to general subject area
- Initial check for suitability
- Rewriting
- Verification by subject specialist

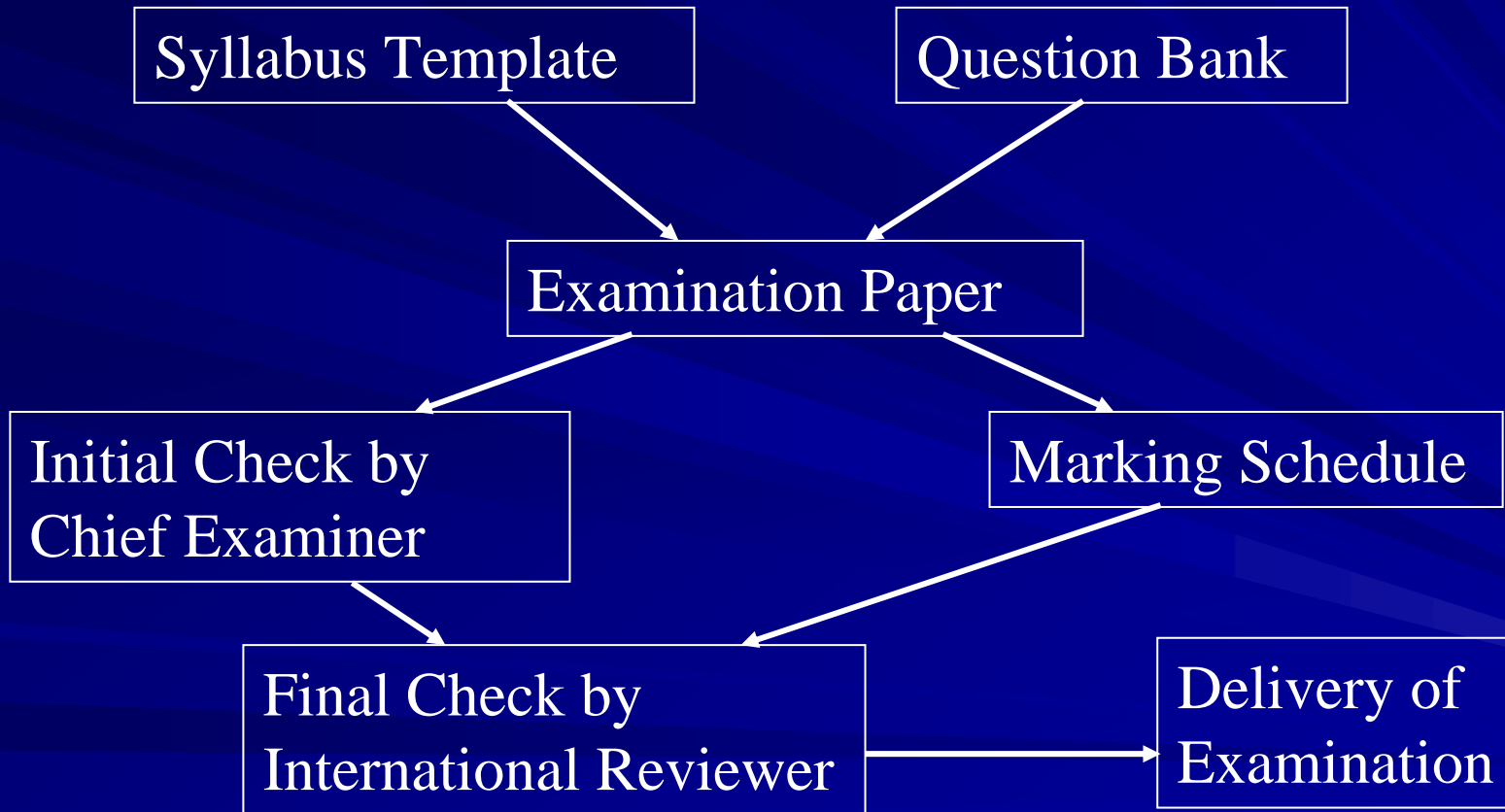
Addition to the Question Bank

- Allocation to section and subsection of syllabus
- Coding of questions

Question Banks

- On-going review of questions used in examinations
- Full review of all questions at least every two years
- Reviews relating changes in practice

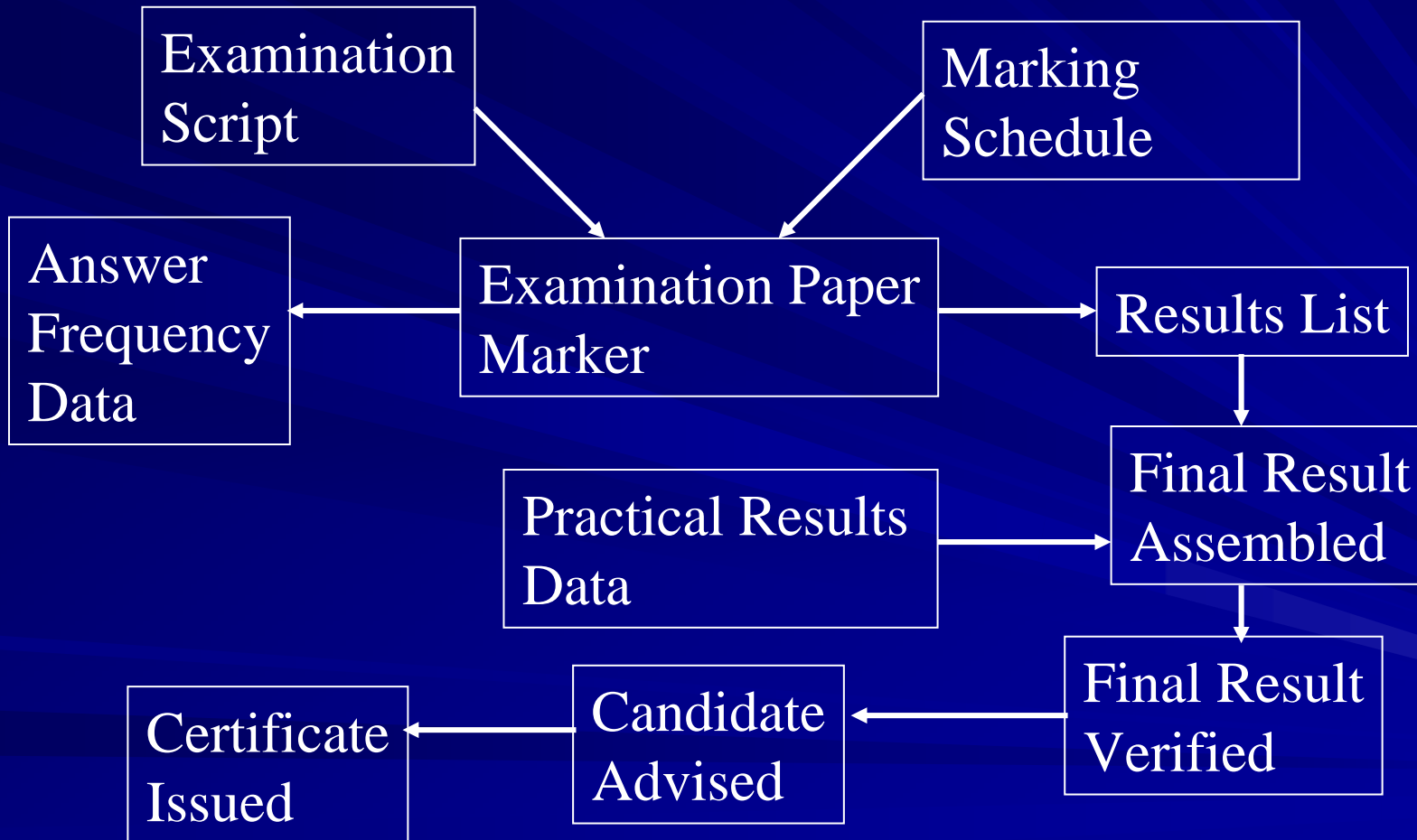
Examination Papers



Examination Papers

- A template is used to select questions from the question bank
- Balance of questions should reflect the syllabus
- Draft paper reviewed by:
 - Chief Examiner
 - International Examinations Reviewer

Marking



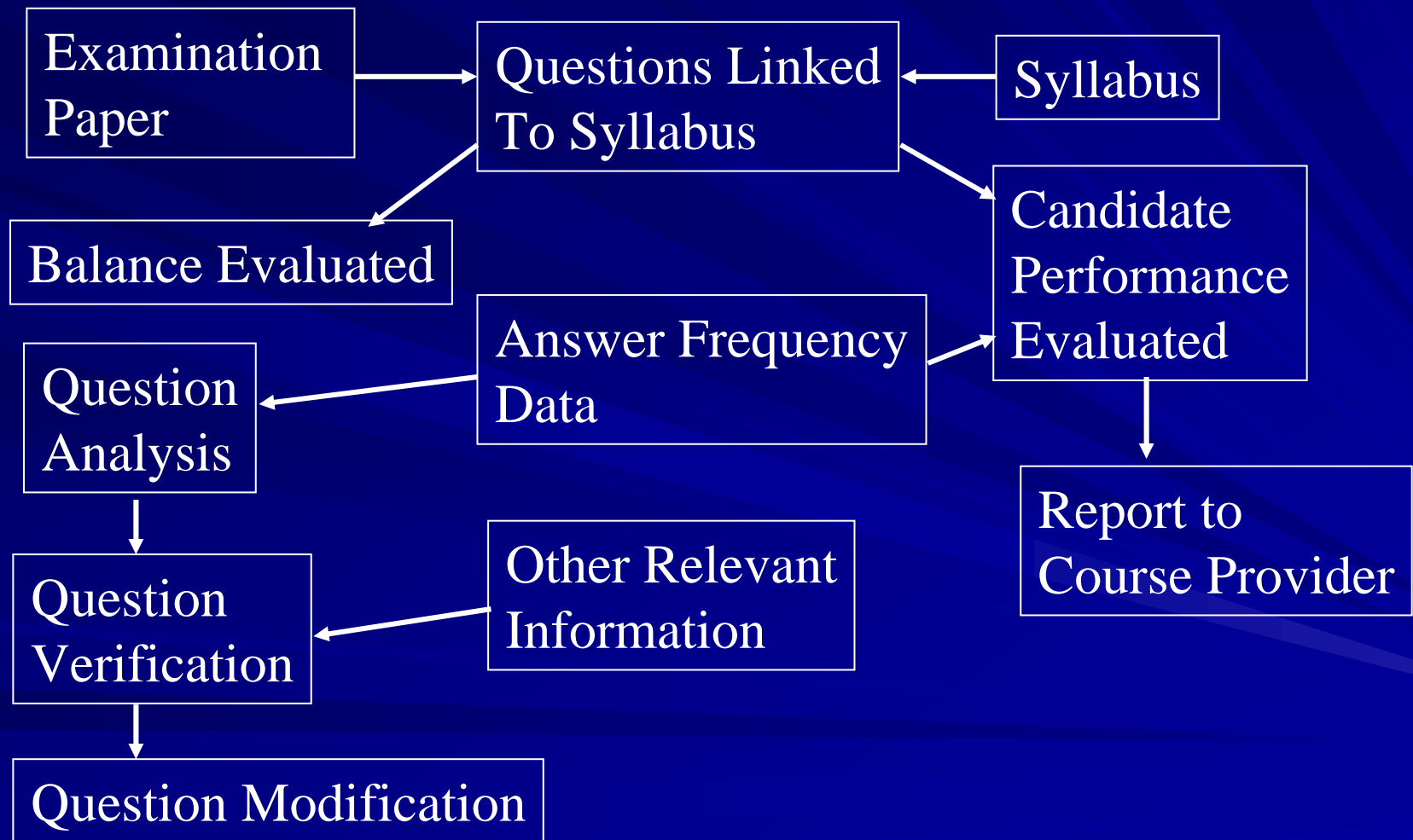
Marking of Examination Papers

- Marking schedule used by examination marker
- Border-line marks automatically remarked by Chief Examiner
- Percentage of other scripts remarked as per QA procedures

Marking of Examination Papers

- Answer frequency data used as part of the question verification procedure
- Appeals and queries relating to questions moderated by Chief Examiner

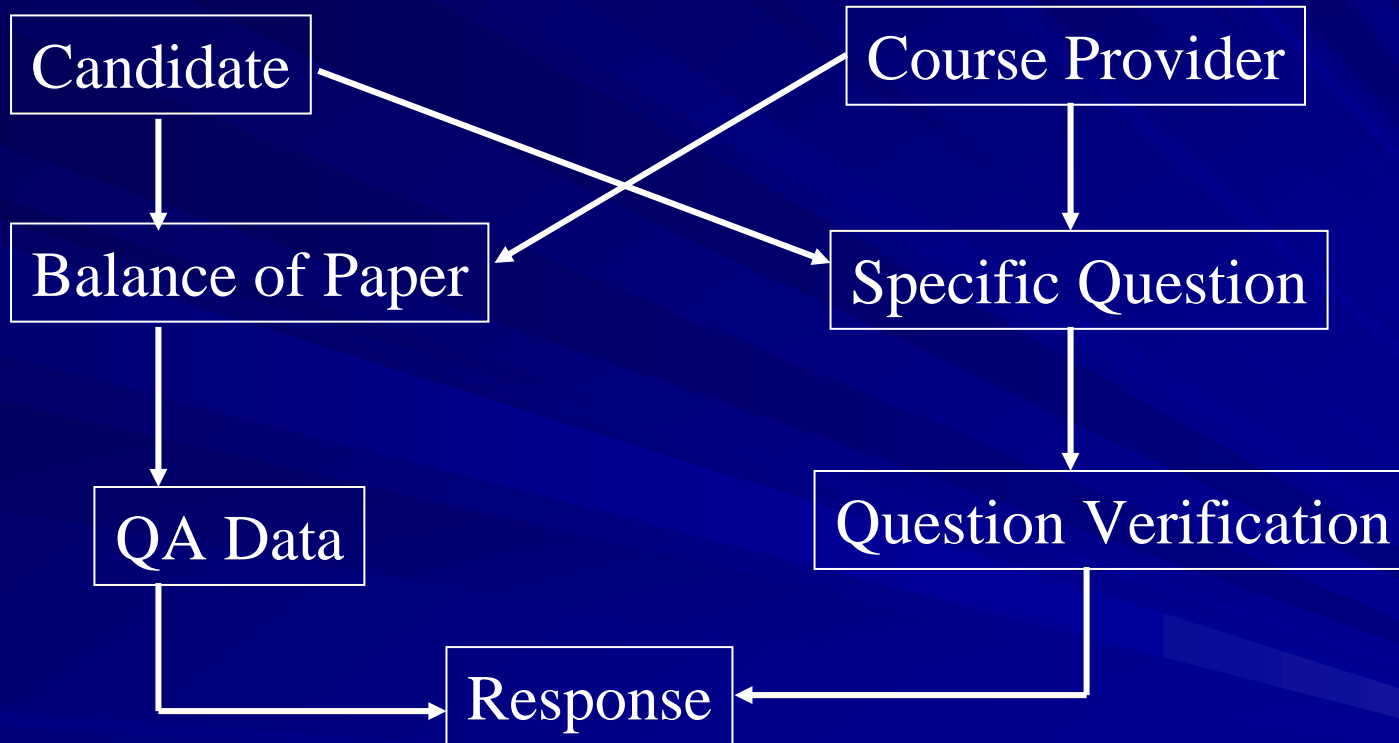
QA Analysis



QA Analysis

- Questions re-allocated back to syllabus to check balance
- Answer frequency data used to identify problem questions
- Group data provided to course provider to help to identify areas of weakness in course provision

Appeals Procedure



Appeals Procedure

- Chief Examiner and / or Faculty Registrar deal with appeals relating to:
 - Specific questions
 - Balance of examination paper
- QA data and expert advice are used to adjudicate on appeals