

## **Level 3 Diploma for Professional Dog Stylists (QCF) (7763-03) New Practical Exam Procedures**

To gain the full diploma candidates must pass three practical styling assessments from the four available (019, 020, 021, 022) which are assessed by external examiners.

### **Centre Procedures for Booking Practical Exams**

Once the centre knows the numbers of candidates sitting a practical examination and have a venue and date then they should complete the Form S and the 7763-03 Practical Exam Booking Form and register for the examination on the walled garden

- **at least 6 weeks** in advance of the exam date Centres should contact the examiner who is based closest to the exam venue, from the list of examiners on the City & Guilds web site (password protected document). If they are not available then the next closest examiner should be contacted.
- Centres cannot use examiners that have a vested interest in the candidates (eg examiners working for satellite centres cannot examine candidates from the same centre). This is a requirement of JCQ.
- Centres however should regularly vary the examiners they use so they do not become over familiar with one examiner
- The centre must provided the examiner with
  - numbers of candidates,
  - venue details,
  - invigilator name and contact details,
  - risk assessment
  - reasonable adjustments information
  - exam date
  - types of dogs to be groomed
  - unique event code (from the walled garden)

**NB. The Form S and the 7763-03 Practical Exam Booking Form v1 should both be sent to the examiner.**

Examiners can assess 9 dogs per day. Exams can be held on any day of the week provided an examiner is available. Again if an examiner is available exams can be held two days in a row if necessary. The minimum number of dogs for an assessment to be viable is 3.

The practical assessments take 1 hour (except the Poodle (021)) which is 1hr 15 minutes. When planning in the day a half hour's feedback time between exams is required.

In order to ensure a full day the first 3 dogs could start around 9.30am although the plan for the day is the responsibility of the centre and should be agreed with the examiner prior to the exam.

It is possible for a candidate to undertake all three practical assessments on the same day provided they can supply the three required dogs.

## **Fees**

The fee for the practical examination will be invoiced for the day.

## **Cancelling**

Centres wishing to cancel previously confirmed exam dates must contact the examiner as soon as possible and with reasonable notice (at least 4 weeks). This notice holds also where an examiner wishes to cancel. NB. If centres cancel less than 4 weeks before the booked examination they will still be charged.

## **Conduct of Exams on the day**

Regulations for the conduct of examinations as set out in Joint Council for Qualifications - Instructions for conducting examinations 2014-2015 apply. In particular, for all practical examinations the centre must provide an invigilator, who is familiar with the centre's facilities and systems, and can act as a technician for the subject being examined but is **not** the tutor. An invigilator or examiner must be in the examination room at all times during the examination. The invigilator needs a contact telephone number for outside help in case of emergencies. This is essential when there is only one examiner appointed.

## **Risk assessment**

The centre must provide a written Risk Assessment for the examination with the centre invigilator as the responsible person. The invigilator must explain the Risk Assessment to the examiner(s) before the exam begins and the examiner(s) should sign the Risk Assessment document to accept it before commencing work.

## **The examination room and equipment brought in**

The examination room and facilities must be safe and suitable for the examination and all posters and display material that are relevant to the examination must be removed or covered over.

Equipment brought in by candidates should be that approved for the examination.

## **Checking candidate identification**

Before the examination, the identity of the candidates must be checked. Photo ID is essential. Candidates should show a passport, photo driving licence or other endorsed photograph.

## **Timing the examination**

Before the examination begins the examiner should read out the instructions from the card. Make sure that candidates know what materials have been supplied for their use (where applicable). Inform candidates when the examination is to begin and when it will finish. Towards the end of the examination the examiner or invigilator must advise candidates when there is 15 minutes of the examination left and again when the examination ends.

## **Examiners**

At the exam, the examiner will complete a CARF for each dog.

Once completed the examiner distributes the CARF forms as follows:

- White copy                      Centre
- Pink copy                        Candidate
- Yellow copy                     Examiner

Once the exam is completed the examiner will enter the grades (D, C, P or X) after the component number on the form S, and will sign the Form S and give it to the centre. It is the examiner's responsibility to ensure that the centre for any external candidates is sent the completed Form S confirming their candidates' results.

It is the responsibility of the examiner to retain a copy of the examination results and the centre's responsibility to submit results **including fail grades** on to the Walled Garden.

### **Candidate Feedback**

At the end of the examination and after the candidate examination documentation has been completed, the examiner will feedback to the candidate(s) their provisional result explaining areas of strength and areas for development.

### **Results submission**

Centres must upload all results **INCLUDING FAILS** onto the Walled Garden.

### **Centre Communication**

This new procedure should be implemented by all 7763-03 centres from 1 January 2015

Any queries should be directed by email to [doggrooming@cityandguilds.com](mailto:doggrooming@cityandguilds.com) in the first instance.

18 December 2014

Version 1