

## 7763 Level 3 Diploma for Professional Dog Stylists - Process for booking practical exams

At the industries request, City & Guilds will now act as the intermediary between examiners and centres intending to offer practical assessments for their students. The process is as follows and takes effect from 14 January 2015.

1. The Centre identifies internally need for dog grooming practical examination and calculates number of examiner dates required (one examiner can examine nine dogs in one day).
2. The Centre orders and pays for a one day examination from walled garden. The examination can be ordered through Walled Garden by searching on 'dog grooming examiner'.
3. Centre receives a receipt generated by system confirming purchase.
4. Centre emails receipt to [doggrooming@cityandguilds.com](mailto:doggrooming@cityandguilds.com).
5. Within two working days, centre will receive an email from [doggrooming@cityandguilds.com](mailto:doggrooming@cityandguilds.com) including a single use code to share with examiner, with the password and link to the City & Guilds approved examiner list.
6. Centre set dates for assessments and contacts an examiner (or examiners if more than nine dogs to be seen in a single day) from the list. If the centre has more than 9 dogs to be assessed in one day, or needs multiple days, they will need to purchase multiple examinations.
7. The code is put in examination booking form and shared with examiner to enable them to claim back their costs from City & Guilds.
8. The Centre and the examiner agree assessment dates.



9. Once the exam is complete, the examiner sends in claim forms to City & Guilds.

If the day changes, the Centre needs to liaise with the examiner directly. Examiners are often self employed so late cancellation can be very disruptive. Therefore if the change happens within 28 days of the scheduled exam, the code cannot be transferred to the new date but a new day will need to be purchased. This is to enable to examiner to claim their costs for the original day from City & Guilds.

If the code is lost please email [doggrooming@cityandguilds.com](mailto:doggrooming@cityandguilds.com).

For all other queries, please email [doggrooming@cityandguilds.com](mailto:doggrooming@cityandguilds.com).