



## COMPANY EXAMINER – JOB DESCRIPTION

### GENERAL

1. The Worshipful Company of Farriers (WCF) Examiners are appointed by the Court of the Worshipful Company and their status re-affirmed annually, usually at the September Court meeting.
2. On appointment, Examiners join the Examinations Board and are expected, in addition to officiating at examinations, to attend Exam Board meetings to discuss policy matters and help formulate advice to the Court on exam related issues. The main Board meets usually outside of London, at least once a year. Meetings last for 2 to 3 hours.
3. The Board comprises a number of senior farrier and veterinary surgeons who have been selected because of their wide knowledge and experience of farriery matters.
4. The duties of the Exam Board are:
  - a. To assess the syllabi for each of the Company's examinations (Diploma, Associateship and Fellowship) and be responsible to the Court for the organisation and conduct of the examinations.
  - b. To propose to the Court conditions to be observed by those intending to present themselves for the Company's examinations.
  - c. To support suitably qualified persons for appointment as Examiners by the Court.
5. The Worshipful Company of Farriers, through the Exam Board, is responsible for the processes relating to maintaining the standard of the respective exams via which candidates seek to obtain certification of their competence at the various levels. These levels are:
  - a. Diploma - following the proscribed apprentice training.
  - b. Associateship – having held the Diploma for not less than 2 years.
  - c. Fellowship – having held the Associateship for not less than 12 months and had 5 full years practical experience since achieving the Diploma.
6. To ensure that the integrity of the exams is maintained the Board has a quality assurance system which ensures that:
  - a. Exam questions are representative of the respective syllabi.
  - b. Assessment of candidates against the respective standards is effective, objective and consistent.
7. The WCF delegates authority for the proper administration of the Diploma and higher examinations to its Examinations Board. The Chairman of the Board is appointed by the Court on a three year term and is currently Dr James Sutton MRCVS.

## SELECTION OF EXAMINERS

8. The Company's Examiners must comply with the following:
  - a. All Farriery Examiners must hold the Company's Fellowship.
  - b. A Farriery Examiner must have acted as an Approved Training Farrier at one point thereby ensuring they are personally aware of all aspects of training apprentices and an employer's needs.
  - c. Veterinary Examiners must have wide and current experience of equines.
  - d. Both Farriery and Veterinary Examiners on appointment must attend at least 2 exams in a probationary role before acting as a company Examiner in their own right.
9. The Exam Board will make recommendations to the Court regarding the appointment of Examiners. Once the Court has endorsed a recommendation. The prospective Examiner will be written to by the secretary to the Exam Board) and advised accordingly.

## CONDUCT OF EXAMINATIONS

10. The Diploma examinations are held twice each year, in May and November. The exams are conducted at four Approved Training Colleges (ATCs):
  - a. Herefordshire College of Technology School of Farriery, Holme Lacy.
  - b. Warwickshire College, Moreton Morell.
  - c. Hereford College, Myerscough.
  - d. Defence Animal Training Regiment, Melton Mowbray (higher exams).
11. The Diploma exam is taken on 2 or 3 separate days. The written exam is usually sat on a Friday and the practical and oral tests the following week depending on the number of candidates involved. The written exams are invigilated by the respective college staffs. The Examiners are usually required to present themselves on the Sunday following the written exam in order to mark the written papers.
12. The Higher exams are conducted twice a year in April and October. Again, Examiners are expected to present themselves after the written test has been taken, to mark papers before the practical's start.
13. 3 Examiners officiate at each exam – 2 farriers and one veterinary surgeon. The senior Examiner will be a farrier.
14. Although the questions in the written tests in all exams can be divided between farriery and veterinary matters, all 3 Examiners are expected to mark all questions. On the practical side, although the shoeing test is almost entirely a farriery matter, veterinary examiners are expected to help with the assessment and give advice if required. For the Oral test, the 3 examiners act independently covering separate subject areas.
15. At the end of the exam, examiners call over the marks awarded and work out the results. In addition, a short report is made out on each candidate and signed by all three Examiners. This is retained for Company use. Finally, Examiners must agree the points to be included in the post exam report which will be circulated to the Court.

## EXAMINATION ROSTER

16. The Registrar maintains an examination roster. Examiners are invited to say when they would be available to officiate and are marked down accordingly. On average, Examiners are asked to officiate once every 9 months.

## EXPENSES

17. The Exam Board pays all hotel and travel expenses for Examiners including an agreed daily honorarium. The Registrar makes arrangements for Examiners to be reimbursed as soon as possible after each exam.

## DRESS

18. Examiners are expected to dress appropriately for the exam, in line with their status. Traditionally, white coats are worn during the practical exam. Examiners are presented with the Company's "Examiners Badge" on appointment. This, together with a name badge provided by the Registrar are to be worn at exams.

## QUESTION SETTING PANEL

19. Exam questions are set by a panel of 3 experienced Examiners. Having served for a period on the Board, Examiners will be asked in their turn to join the panel and help with this important task.

## INTERNAL VERIFICATION

20. The Board is responsible for monitoring the quality and consistency of assessment practice within its own exams. This is achieved by appointing an external quality assurance team to act as verifiers who are responsible for ensuring that the assessment process at exams is valid and reliable. They then report to the main Board on the performance of examining teams.
22. The roles and responsibilities of the external quality assurance team is to:
  - a. Check that decisions on competence are consistent across exams.
  - b. Check that the quality of assessment and verification meets national standards.
  - c. Check that the systems and procedures required by the Board are maintained correctly.
  - d. Maintain records of visits and provide feedback to the Exam Board to ensure that any concerns regarding the implementation of assessment is promptly brought to the attention of the Board.

## DOCUMENTATION

23. Each Examiner will be provided a password to the on-line Examinations Reference Manual containing a comprehensive package of documents covering the following:
  - a. Guidance notes for exam candidates.
  - b. Examination regulations.
  - c. Administrative procedures for the conduct of exams.
  - d. Appeal procedures.
  - e. Examination syllabi.
  - f. Sample question papers.