



AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ADDITIONAL PERSONS OBSERVING EXAMINATION

Additional persons may be present to observe oral/practical examinations or written examination marking processes under special circumstances.

- Requests from Chapters must be made by the Head Subject Examiner at least 1 month prior to the written examinations, in writing, to the Chief Examiner via the College Office. The reasons for inviting the additional person, for example for training of new examiners, should be explained.
- If approval is given for an additional person to observe oral/practical examinations the College office will inform the Candidate(s) in writing:
 - that there will be an additional person present with the Chief Examiner's approval and the name of that person;
 - the reason for the additional person being present;
 - that the invited person will not take part in any aspect of the examination.

Candidates will be asked to contact the College office immediately if they have any objection to the additional person's presence.

During oral/practical examinations, the additional person must be placed in the room in such a position that they are clearly not actively involved in the examination process nor likely to distract the Candidate.

The additional person may respond if introduced to the Candidate but then **must remain silent** during the entire examination, including the marking and reporting period.

The additional person **must not participate** in any aspect of the decisions about Candidate performance.

The Observer may ask the additional person to leave should their presence be causing any distress to the Candidate or the Examiners.