



# THE CENTRAL ASSOCIATION OF AGRICULTURAL VALUERS

---

## EXAMINATIONS FOR FELLOWSHIP OF THE CAAV 2024

**Being a Test of Professional and Practical Ability**

### **Guidelines for the Practical, Written and Oral Examinations**

Central Association of Agricultural Valuers  
Harts Barn Farmhouse, Monmouth Road, Longhope,  
Gloucestershire GL17 0QD

## FOREWORD

These Guidelines outline the structure and procedure of the CAAV's examinations for both examiners and candidates. They aim to make the process clear and set out a consistent framework as a sound basis for examiners, so that candidates can concentrate on preparing for them and giving their best. Prospective candidates and all those involved in the examinations system are encouraged to read these Guidelines in full.

It is intended that the Practical part of the examination will offer a broad spread of questions such as might typically be met by candidates in professional work across the country. Examiners retain the freedom to reflect the circumstances of the property being used for the Practical and the Oral.

Examiners will find the papers that were previously annexes to the Guidelines are now in the Examinations Guidelines area of the website.

Candidates will find other useful material on the CAAV website including:

- past written examination papers
- examiners' reports
- a paper, What Candidates Might Do to Prepare.

All probationers are encouraged to prepare themselves to come forward for the examination. Many will find it convenient to do so at the same time as or shortly after their RICS Assessment of Professional Competence, making efficient use of the same revision. Prospective candidates are encouraged to make use of the CAAV's tutorials as well as their own proposers and Local Association Training, Probationer or Education Officers to address weaknesses in their training or experience. There are also self help groups in some areas.

The Fellowship resulting from success in CAAV's examination is a hallmark of specialisation in rural valuations and related professional work. The examinations are regularly reviewed to ensure both their quality and their relevance in today's rapidly changing world.

These Guidelines are issued as explanation and assistance so that examiners, candidates and tutorial organisers can focus on achieving that hallmark.

David Steel  
Chairman, Education and Examinations Committee  
June 2024

**Note – Changes since the 2023 Guidelines are shown in italics.**

## CONTENTS

The Candidate's Responsibility .....	2
Written Board's Top Ten Tips .....	3
Syllabus .....	4
1. The Examinations and Examination Centres .....	7
2. Applications .....	10
3. Examination Conditions .....	13
4. The Practical Examination .....	16
5. The National Written Examination .....	24
6. The Oral .....	27
7. Afterwards .....	31
Annexe C – Marking Form for the Oral .....	37

**Annexes A, B and D to H can now be found in the Examinations Guidelines area of the CAAV website.**

Annexe A – Guidelines on Information to be Provided

Annexe B – Example of Timetable

Annexe C – Marking Form for the Oral

Annexe D – Template for Examination Centre Reports

Annexe E – Template for Observers' Reports

Annexe F – Guidelines for Tutorial Organisers

Annexe G – Remote Tutorials

Annexe H – Health and Safety Policy Procedure Manual for Examinations

**IT IS THE CANDIDATE'S RESPONSIBILITY TO  
PREPARE FOR THE EXAMINATION.**

1. Learn from your work
2. Seek help from your Principal and other qualified members in your organisation
3. Go to tutorials – learn and ask
4. Discuss gaps in experience with local association training/probationer officers
5. Look for opportunities to study with others taking the examination
6. Join any available self-help group

---

**Take opportunities to understand**

- Observe
- Inquire
- Stretch yourself
- Always ask the extra question

---











**Understand the Examinations**

- Read the Examiners' reports (on the website)
- Review past papers and answers (on the website)
- Do mock exams

**THE EARLIER YOU START, THE BETTER PREPARED YOU WILL BE.**

**The answers that candidates write in the examinations are all that the examiners can mark. The examiners cannot infer or give credit for points that are not made or information that is not given. It is for candidates to demonstrate their ability in their answers.**

## THE CAAV WRITTEN BOARD'S 10 TOP TIPS FOR FUTURE CANDIDATES

<b>1</b>		<p><b>Attend a tutorial for the Written Examination</b> There are lots of good tips and guidance provided at these and you are strongly advised to attend. If in doubt speak to a recent attendee.</p>
<b>2</b>		<p><b>Read the question and answer the question</b> Remember to read the question and don't answer what you think and hope it says! Also, re read the question several times, as there may be details missed on the initial read through.</p>
<b>3</b>		<p><b>Avoid 'walls of words'</b> These are rarely asked for, and never welcomed by marking examiners!</p>
<b>4</b>		<p><b>Don't sell yourself short</b> Make sure you answer all parts of the question, and don't miss out parts – you are not making life easy and immediately putting yourself at a disadvantage.</p>
<b>5</b>		<p><b>Less is definitely more</b> Some of the very best answers are also the shortest, so please don't waffle or pad. This is not needed and definitely not wanted!</p>
<b>6</b>		<p><b>Match time spent to the marks allocated</b> The mark allocation is a really good guide for the time to spend on each part of the question, so do try to stick to this at all times.</p>
<b>7</b>		<p><b>Formatting answers will assist</b> Whether handwriting or using a laptop, simple formatting whilst not compulsory, will certainly help e.g. bullet points, numbered lists, headings, white space, tables etc - all of these are good to win over the hearts and minds of weary examiners!</p>
<b>8</b>		<p><b>Time is precious</b> Know exactly how long you have for each question before the exam starts, and don't be tempted to spend longer on questions you are comfortable with – the ones you are less easy with will need just as much, if not more time.</p>
<b>9</b>		<p><b>Consider a question plan</b> These are not favoured by all we know, but are a good way to gather thoughts in the heat of battle, and rough out an answer (which will also be marked if you completely crash on time).</p>
<b>10</b>		<p><b>Ideally use a laptop</b> Do think very carefully if you decide not to use a laptop, especially if your handwriting is poor. The system is well tried and tested now and increasing in popularity. In the Written Board's view the use of a laptop helps focus answers to key points, delivering well-structured and succinct answers.</p>

# SYLLABUS

## Syllabus for the Examinations held after 1st July 2019

Candidates are expected to have a working knowledge of all matters relevant to the valuation of and related professional work with rural property and business, rights and obligations, assets, livestock, deadstock and other goods with the relevant statutes and case law, for the country within the United Kingdom in which they predominantly practice, including but not restricted to the following:

### 1. Farming and Land Management

- (a) Agricultural practice, including farming systems and methods, farming enterprises with their economics and practicality, and the use of technology
- (b) Public policies for agriculture, rural land management, resources such as soil and water, and other issues including animal health and welfare with available payments and agreements
- (c) Regulations bearing on rural land and businesses, including environmental matters and health and safety
- (d) Preparation, use and analysis of budgets, cash flows, management accounts, financial accounts and balance sheets
- (e) Agricultural buildings and their construction with regulations and costs

### 2. Rural Property Law, Agricultural Business Structures and Agreements

- (a) Business planning and structures for rural landowners and farmers including sole trading, partnerships and companies
- (b) Rural property law, particularly agricultural landlord and tenant matters, including the law and valuations relevant to the commencement, the operation and the termination of tenancies including rent, tenant's fixtures and improvements, dilapidations, other rights, claims and obligations of landlords and tenants
- (c) Other forms of agreement between landowners and farmers, including contract farming agreements, joint ventures, share farming, licences and profits
- (d) The drafting and interpretation of agreements
- (e) Use of these structures and agreements with business and family change

### 3. Taxation for Rural Property and Business

The framework of, valuations for and relevant impact of

- (a) Income Tax and Corporation Tax
- (b) Capital Gains Tax and Inheritance Tax
- (c) Stamp Duty Land Tax and other transactions taxes (LBTT in Scotland and LTT in Wales)
- (d) Value Added Tax
- (e) Business rates
- (f) Other national, devolved and local taxation

together with the relevant reliefs and exemptions

### 4. Statutory Regimes for Rights to and over Land

- (a) Restrictive covenants, easements (servitudes in Scotland) and other rights in or over property
- (b) The law and practice of compulsory purchase and compensation as applied to agricultural and other rural property and businesses
- (c) Rights taken by utilities including statutory wayleaves

- (d) Telecommunication masts, cables and apparatus with the Electronic Communications Code
- (e) Other rights of acquisition under statute, including Community Right to Buy (Scotland) and Assets of Community Value (England).

## **5. Non-Agricultural Uses of Rural Property and Development Control**

- (a) Rural planning and development control policies and practice
- (b) Financial and practical issues for diversification into non-agricultural uses
- (c) Renewable energy projects
- (d) Forestry and woodlands
- (e) Sporting, leisure and tourism
- (f) Re-use and conversion of rural buildings with an appreciation of practicality, cost, viability and procedures
- (g) Residential and other development in the countryside
- (h) Minerals
- (i) Agreements for development including options and promotion
- (j) Development charges under planning agreements (s.106 in England and Wales, s.75 in Scotland, s.76 in Northern Ireland), for affordable housing (with viability assessments), under statutory levies (such as the Community Infrastructure Levy) and otherwise

## **6. Letting of Residential Property**

The letting and management of rural residential property with the law, professional practice and valuations relevant to the commencement, the operation and the termination of tenancies including the rights, claims and obligations of landlords and tenants

## **7. Letting of Commercial Property**

The letting and management of rural commercial property with the law, professional practice and valuations relevant to the commencement, the operation and the termination of tenancies including the rights, claims and obligations of landlords and tenants

## **8. Environmental and Resource Matters**

- (a) An understanding of environmental issues for rural land management, including those relating to soil, water, bio-diversity and the mitigation of climate change
- (b) Relevant law, policy and practice on the environment, resource protection and pollution control
- (c) Assessment and valuation of environmental goods and services
- (d) Land management for environmental and conservation purposes
- (e) Environmental schemes, grants, payments, subsidies and agreements
- (f) Energy policy, legislation and practice for rural property

## **9. Appraisal, Valuation, Transactions and Marketing of Rural Property, Livestock, Deadstock and Consumables**

- (a) The inspection and appraisal of farms, estates and other rural property
- (b) Freehold, leasehold and rental valuations of agricultural and rural property for all purposes, whether in the market place or under statute, with an understanding of the law of real property, the practical application of economic principles, bases of value, methods of valuation, valuation assumptions, valuation standards, and the appraisal of both the subject property in its context and other relevant information

- (c) The identification, appraisal and valuation of growing and harvested arable and forage crops, agricultural live and deadstock, produce, commodities, consumable stores, plant and machinery
- (d) Marketing, selling and letting rural property
- (e) The financing of rural property transactions and businesses, considerations for investment and other relevant matters

**10. Dispute Resolution**

- (a) Dispute resolution, under statute and under contract, including arbitration, expert determination and mediation, planning appeals, Tribunals (including Property, Taxation and Employment), the Scottish Land Court and other forums for appeals
- (b) The management of a client's case, the preparation of evidence, the conduct of a hearing and the role of an expert witness

**11. Professional Practice**

- (a) Inspection and appraisal with written and oral structured reporting and communication
- (b) The law (including Acts, Statutory Instruments, regulations and case law) for and the operation of professional practice and business, including agency, property management and auctioneering
- (c) Business management with office systems, procedures and efficiency
- (d) Professional conduct, standards, ethics, regulation and Professional Indemnity Insurance

**12. General Knowledge of the Countryside**



# 1. The Examinations and Examination Centres

## 1.1 Timing of Examinations

The examinations take place on consecutive days in the first half of November in each year – usually starting on the second Wednesday in that month, in 2024 on 13th and 14th November. The Practical examination will be held on the first day and the Written and Oral parts on the second day.

## 1.2 Structure of the Examination

The examination combines tests of knowledge and skill concerning rural property and valuation with observation on site and reporting to clients. It comprises three parts:

- the Practical part taken on the first day, with the morning session on a farm, observing and appraising as required, answering questions in a notebook and an afternoon written paper. It is essential that candidates carefully observe and note details of what they are shown during the morning session in preparing for the afternoon part. 150 marks out of the total of 300 are available on the full practical day.
- two national Written papers taken on the morning of the second day. 100 marks out of the full 300 are available on this part.
- an Interview (or Oral) taken on the afternoon of the second day of which half the marks concern an area of the farm identified for the candidates on the previous day. 50 of the 300 marks are available on this part.

## 1.3 Answering Written Papers on a Laptop or in Writing

1.3.1 The CAAV provides laptops for candidates to answer the local and national Written papers. Candidates who wish to answer in manuscript have the option on the application form to prefer that. Laptops are the default method. Candidates will still use the notebook for the Practical morning. The choice does not affect the examination fee.

1.3.2 This approach is taken as most professional work is now undertaken electronically and, with the benefit of experience in the examinations, it is more natural for many candidates to answer questions electronically, using a laptop with Microsoft Word (but not other programmes) as “mechanised writing”. The machine will not have other facilities on it and any candidate attempting to bring in other electronic devices and material could be excluded from the examination.

1.3.3 The machines, standard laptops with Microsoft Word, will be provided by the CAAV at the examination centres on the basis of the application forms. A candidate who later wishes to move from manuscript to a laptop will only be able to do so if a machine is available.

## 1.4 The Pass Mark

1.4.1 To pass, and so qualify for Fellowship, candidates will need to achieve 65 per cent across the whole examination (that is 195 marks out of 300) with not less than 60 per cent in any of the Written, Practical or Oral parts.

1.4.2 Marks of 60 per cent or more in either the national Written or the combined Practical/Oral (subject to both Practical and Oral marks being at least 60 per cent) can be brought forward for up to three years to be matched against marks from the current year. Only the marks from the combined Practical and Oral parts for a year can be used in this; it is not possible to match a mark for a Practical from one year with an Oral from another. Where a mark over 60 per cent is available for future use in this way, a candidate who has failed all parts may then choose to re-sit both main parts or re-sit one in the hope of doing well enough in that part to achieve the required overall marks.

1.4.3 Candidates who do not pass all parts are exempted for the following three years from sitting:

- the Written if they achieve – at least 65 per cent in the national Written part
- or
- the combined Practical/Oral if they achieve at least 65 per cent across the combined Practical and Oral with not less than 60 per cent in either part.

See 2.1.4, 6.1.2 and 7.6 for further details.

## **1.5 Venues for the Examination**

1.5.1 The CAAV is divided into examination groups based on local association areas, some of which combine together to provide examination centres. The present centres (with the areas they usually serve) are:

- Eastern Group (East Anglia with Herts Beds Bucks – candidates from the Lincolnshire fenland and Kent may also attend).
- Midland Counties (the CAAV's Midland Counties area of Leicestershire, Northamptonshire and Warwickshire together with adjoining districts and south west Lincolnshire)
- Northern Group (the CAAV's Northern Group together with candidates from Lincolnshire north from Lincoln)
- Scotland
- Southern Group (Kent, Sussex, Hants Wilts and Dorset, Berks and Oxon, Glos and District)
- West Midlands and Wales (Cheshire, Herefordshire and Worcestershire, North Wales, Shropshire and Montgomeryshire, South Wales and Staffordshire – candidates from Northern Ireland may also attend).
- Western Counties and Cornish (Cornwall, Devon and Somerset – candidates from west Dorset may also attend).

The convenor/secretary for each centre is listed in the CAAV Handbook and on the website.

1.5.2 A centre is to operate in Northern Ireland for 2024.

1.5.3 Candidates will be allocated to these centres in accordance with 2.3 below. When the numbers of candidates or other reasons require, it will be necessary to direct some candidates to other centres to make the best use of the system's capacity. Candidates are asked to state their preferences as to centres on the application form.

1.5.4 The examination group or centre will make all arrangements concerning the examination in their area, being responsible for the Practical and Oral, as well as invigilating the nationally set Written papers.

1.5.5 The examination group or centre will organise premises suitable for the proper holding of the examination:

- the farm should be chosen on the basis of its ability to meet the requirements of the examination and there should be a place under cover with seating where candidates can work on their notebooks. Lavatory and parking facilities are also required.
- sufficient rooms should be available for the Interview panels to conduct their sessions properly, marshalling candidates beforehand and on leaving the examination.
- suitable facilities (not temporary buildings or marquees) should be provided for the written papers and have adequate desks and a clock. It may be necessary for dyslexic candidates to sit separately.
- it can be useful to have provision for printing and copying papers.

Guidance has been circulated to assist convenors seeking premises on the typical day and half day delegate rates charged by venues.

1.5.6 The candidates should not be notified of the exact location of the farm being used for the Practical prior to the morning of the examination. They need to know the general location to assist with finding accommodation.

## **1.6 Examination Centre Officers**

*1.6.1 Each examination centre will have a Chief Examiner and a Convenor.*

*1.6.2 The Chief Examiner, usually appointed by rotation, is responsible for the setting and marking of the questions in the Practical morning and afternoon and the conduct and local parts of the Oral (see Section 4.1), allocating the drafting of questions and potential answers to particular examiners.*

*1.6.3 The Convenor, usually now with a deputy or other person assisting with the role, is responsible for the organisation of the centre and the venues for the Practical morning and the written and Oral sessions. The Convenor liaises with the candidates, examiners, the Observer and the Secretariat and then manages the recording of the marks so that the examiners are free to examine. The Convenor can be one of the people who review the questions when drafted.*

## **1.7 The National Written Board**

This Board sets and marks the national Written papers with a Chairman appointed by rotation who leads on the question setting and past chairmen assisting in marking (see Section 5.1).

## **1.8 National Observers**

1.8.1 The CAAV sends an Observer with experience of the examinations to attend the examinations in each centre on a rotation, reporting back with an independent view, offering the CAAV a measure of the performance of and consistency between all the centres.

1.8.2 The role of an Observer is to observe the full operation of the examination centre over the two days of the Examination and so all actions taken by the Examination Team. That requires the Observer to be present for all three parts of the Examination (the Practical, the National Written and the Oral), assist with the moderation of the marks and then report on the form provided. This helps both the CAAV and the examination centre maintain good practice and review developments while providing assurance as to the fairness, conformity and consistency of the whole system.

1.8.3 The Observer should not intervene in any part of the examinations when candidates are present but may respond to requests by examiners to assist in some supporting way or give guidance in both the Practical and the Oral (or to act as a “thirdsman” for a decision). In particular, the Observer is not to intervene in an Oral examination though can comment and provide guidance once the candidate has left the room.

1.8.4 However, the Observer is though to assist with the moderation of marks (see 4.8 below).

## 2. Applications

### 2.1 General

2.1.1 Applications to take the whole or either the combined Practical/Oral or the Written part of the examination should be submitted to the Secretariat of the CAAV **by not later than 31st August 2024**. Fresh forms are needed even where any part of a fee has been held over from a previous year.

2.1.2 The application form is *also the* application for Fellowship as this will be awarded on success in the examinations.

2.1.3 The application will be:

- on the prescribed forms as circulated to all probationers with these Guidelines
- with the appropriate fee made payable to the CAAV. The fees for 2024 are £470 if sitting all parts; £195 if sitting the Written part only and £275 if sitting the Practical/Oral only. These fees are not affected by whether the candidate wishes to use a laptop or not. Payments can be by cheque with the form or by bank transfer to the CAAV's account (details on the application form).
- accompanied by tutorial certificates equivalent to 24 hours within the three years from 1st September 2021 up to and including October 31st 2024. Certificates for late August, September and October should be submitted separately so as not to delay the form.

2.1.4 **Re-sit Applications** – Candidates who did not obtain 65 per cent in either the combined Practical/Oral or the Written may re-sit that part up to three times in the following three years before having to re-sit all parts. Fresh application forms are required for each application to re-sit.

2.1.5 **Addresses for Correspondence and Results** – Candidates are asked to state on the application form the e-mail address to which examination correspondence should be sent.

2.1.6 **Answering by Laptop or Manuscript** – The CAAV will provide candidates with a laptop at the examination centre to answer the national Written questions and local Practical afternoon questions. Those preferring to answer by hand should make that choice on the application form.

2.1.7 **Tutorial Certificates** – With development of on-line tutorials, certificates are currently issued for recognised events of at least an hour. All tutorials meriting certificates must be organised by the local CAAV Association or Group and be open to all members. Certificates submitted with previous examination applications will have been held by the Secretariat and candidates should retain copies. Tutorial organisers are encouraged to check if the intended format and duration of tutorials are valid.

2.1.8 Candidates must have certificates for 24 hours of tutorials all taken in the three years from 1st September 2021 to 31st October 2024.

2.1.9 Details of forthcoming tutorials can be obtained from the website, the News Letter or Local Association Secretaries.

### 2.2 Support by both a Proposer and Local Association Secretary

2.2.1 Candidates' application forms must be signed by a proposer and the relevant Local Association Secretary, Chairman/President or Training Officer.

2.2.2 The proposer must be a Fellow of the CAAV who, having read the Guidelines for Proposers and these Guidelines and from his knowledge of the applicant, confirms that the candidate:

- is ready to take the examination, and
- if successful, is fit to be considered for Fellowship.

Candidates will look to their principals, who are often also their proposers, for support in being properly prepared to be ready to take the examinations.

2.2.3 The proposer is essentially attesting to the character of the candidate and their readiness to take the examination. The examination is intended to assess the professional skills and knowledge of candidates. Candidates are encouraged to come forward when they are ready to take the examinations, not to wait until they are confident they can pass.

2.2.4 There is often merit in a candidate coming forward for the examinations earlier than might once have been considered appropriate, often alongside their APC, so that they can get the measure of the examinations, unless they are too little prepared to benefit from this.

2.2.5 The forms, as an application for Fellowship, must also be signed by the Secretary, Chairman/President or Training Officer of the Local Association of which the candidate is a member to confirm that the applicant is sufficiently experienced to take the examination and apply for Fellowship.

### **2.3 Allocation to Centres**

2.3.1 The examination centres and the areas they usually cover are listed at 1.5 above. This is the default basis for allocating candidates to centres. Candidates are asked to use the application form to state their order of preference as to centres though it cannot be guaranteed that any request will be met.

2.3.2 The Secretariat will advise candidates to which centre they are allocated. In most cases, the centre will be that for the area in which the candidate works or resides. In some cases, candidates may be directed to other centres, sometimes reflecting candidates' experience and sometimes the administrative needs of the examinations. Consideration of an alternative centre may be given where the candidate has recently moved employment.

2.3.3 It has been customary for most candidates from north Lincolnshire to go to the North, those from the Lincolnshire fenland go to the Eastern centre and for some candidates from Kent also to go to the Eastern centre while West Dorset candidates may go to Western Counties and Cornish. Candidates from Northern Ireland might ordinarily go to West Midlands/Wales with a senior member from the province to assist the examiners. However, an examination will be held in Northern Ireland.

2.3.4 Where an examination centre would have more candidates than it is sensible to examine, then some candidates may be redirected to another centre. The most obvious ways in which this might happen are that candidates from:

- (a) Yorks, Derby Notts and north Lincolnshire might be redirected from the Northern centre to Midland Counties
- (b) Lancashire might go from the Northern centre to the West Midlands
- (c) Herts, Beds, Bucks and Cambridgeshire might be redirected to Midland Counties
- (d) Hereford and Worcester might be redirected to Southern or to Western Counties and Cornish
- (e) South Wales may, if appropriate examination support is available, be redirected to Western Counties and Cornish or to Southern.

Other moves may prove necessary in the circumstances of any one year.

2.3.5 The convenor for the group or centre to which the candidate has been allocated will advise candidates of the venue for their examination and also their examination numbers, to be used on the examination notebooks and answer papers rather than their names. This letter is to be sent to candidates at least four weeks before the examinations to minimise uncertainty and assist them in booking overnight accommodation. Candidates are not to be told the location of the farm to be used for the Practical.

2.3.6 The convenor will also discuss with relevant candidates any recommendations in their medical or dyslexia reports.

## **2.4 Ill Health or Special Circumstances**

2.4.1 Candidates should use the relevant section of the application form to advise the CAAV of any medical, personal or other circumstances that are relevant to taking the examination of which the examiners should be aware in arranging, conducting or marking the examination. Supporting medical evidence should be supplied with the application. Dyslexic candidates should provide a copy of the most recent professional report on their condition.

2.4.2 When a candidate produces a dyslexia report or equivalent written medical advice requesting extra time, the examiners may allow up to 25 per cent extra time for the written papers, adjusting the timings for that candidate at their discretion. As the 4 hour practical morning is not a written paper, extra time will not usually be allowed save where medical advice has been expressly written with such an examination in mind.

2.4.3 Where a medical report or dyslexia assessment suggests the use of a computer to answer questions, one may be provided for the written part of the Practical and the national Written questions.

2.4.4 Candidates should bring to the attention of the Examination Centre Convenor and, if taking the national Written papers, the Secretariat at Harts Barn Farmhouse, any medical condition or other circumstances which have arisen since application and may affect their attendance at, or performance in, the examination. A doctor's or specialist's note, letter or report may be required and will be taken into account by the examiners accordingly.

2.4.5 *On the Day* – Other than these points, candidates attending the examinations are thereby deemed (in the absence of any qualifying statement) to have declared themselves fit to take the examinations *and are responsible for identifying if they are well enough to take the examination.*

2.4.6 An unexplained failure to attend or withdrawal once the examination has started will usually be deemed a failure. No fresh correspondence can be entered into with the candidate after the examination about their incapacity and their result will stand accordingly.

## **2.5 Withdrawal of Applications**

2.5.1 Where a candidate withdraws from the examination more than ten days in advance of the first day, the examination fee will be retained by the CAAV with half of it allowed against the examination fee for the subsequent year only.

2.5.2 In principle, withdrawal from the examination after that date will see the fee paid set against the costs of that year's examination without rebate. However, recognising that there can be urgent personal circumstances explaining such a late withdrawal for which an alternative approach might be suitable, the Secretary and Adviser has full discretion within this general policy to allow some or all of the fee to be carried forward to the following year.

### **3. Examination Conditions**

#### **3.1 Candidates and Examination Conditions**

3.1.1 Candidates will be under examination conditions on both days, including the lunch periods and must not become involved in any unfair or dishonest practice in any part of the examination.

- No alcohol or smoking will be permitted during the examination.
- Candidates will be monitored throughout the whole of the examination and are not permitted to leave the site without the express permission of the chief examiner nor to retire to their vehicles.
- Candidates should be dressed appropriately for a professional adviser visiting a farm, and be prepared for all conditions, in particular for wet weather.

3.1.2 No unauthorised materials or information may be brought into the examination.

3.1.3 All mobile phones, digital cameras, electrical or radio communicating devices or any laptops or other IT devices must be left outside the examinations.

3.1.4 No candidate should use a mobile phone *or make any contact with the internet (except as directed by the examiners)* during the examination hours and lunch. No examiner, observer or other person should use a mobile phone within either sight or earshot of the candidates. Examiners escorting candidates should not leave them to make or take calls.

3.1.5 Candidates are to wear badges with their names during the examination. Each candidate will have been allocated a number which is to be used on notebooks and written papers – names should not be put on these. This will ensure that examiners cannot readily identify any candidate's work but appraise it anonymously. The convener is the only person who will have a combined list of names and numbers. There should be no other link between names and numbers.

3.1.6 The hours for each part of the examination will be as set, save only as varied after review by the convenor with a candidate of recommendations in any medical or dyslexia report.

3.1.7 Candidates may be admitted to the examination if arriving within the first five minutes of a paper and thereafter only at the discretion of the examiners, given the disruption late entry can cause to other candidates. Candidates finding they are likely to arrive late should contact the convenor. Any compensating time is at the examiners' discretion.

3.1.8 Leaving a written examination early is disruptive and will only be allowed at the invigilator's or examiners' discretion.

3.1.9 Candidates will be penalised (and can be excluded from the examination) at the discretion of the examiners for breaches of the examination conditions.

3.1.10 The examiners have authority within these guidelines to determine any issues over the conduct of the examination as they arise.

3.1.11 A breach of examination conditions is potentially a disciplinary matter.

#### **3.2 Materials Available in the Examination to Candidates.**

3.2.1 Candidates should only provide a clipboard (if possible an all weather one or with protection against wet), pens, pencils, drawing and measuring equipment together with a transparent plastic bag in which to keep the notebook dry. Simple calculators may be used but

any pre-programming of data is not allowed – examiners may inspect calculators. Candidates may bring a tape measure or, provided it cannot be pre-programmed, a simple digital measure.

3.2.2 Candidates attending on the first day and the morning of the second day will be provided, as necessary, by the Examiners with the notebooks, lined papers for answers and the current CAAV Costings schedule.

3.2.3 All documents and information provided will be collected at the end of each part of the examinations, save (at the end of the Practical morning) for the notes made by candidates on the farm on the morning of the Practical for use in the afternoon’s written papers. See also sections 4.5.5, 6.1.7 and 6.5.4.

3.2.4 *The CAAV’s policy is that examination scripts, exempted under the Data Protection Act, will not be returned or shown to candidates.*

### **3.3 Laptops**

3.3.1 Unless a candidate has opted to reply by hand, a machine will be available on a desk at the examination centre. It will have Microsoft Word and a separate mouse as well as a touchpad. The prohibition on electronic devices in 3.1.3 above applies *and candidates are not allowed to bring in any* USB sticks or electronic materials. Notepaper will be provided. Any manuscript notes, including question plans, can be handed in.

3.3.2 The machine will be running with Word open for the start of the examination, supported by mains and a battery. It will have a template file to be used for answers, set up in Times New Roman 12 point font, with a header for the candidate number, paper, question number and other detail and a footer pre-set to give page numbers.

3.3.3 The machine is only to be used to answer the questions asked (which will be in the examination paper on the desk) and candidates are simply asked to do that without being troubled by font, colour or any formatting beyond the ordinary. The answers will be printed out later in black and white.

3.3.4 Each answer, with any planning notes made on the machine, is to be saved in accordance with the invigilator’s instructions.

3.3.5 The invigilator will also collect the green slip and any notes left by candidates.

### **3.4 Candidates from Different Areas**

3.4.1 The CAAV qualification is a national qualification. However, not only do conditions, markets and types of land and farming vary between parts of the country but the terminology, law, support schemes, planning policies and other matters differ between the four countries of the United Kingdom.

3.4.2 Many candidates may have moved around the country in their work and some may anyway practice in more than one country, as, for example, those in the Welsh Marches. It would be helpful if this is made clear on the examination application form so that such candidates can be allocated to the most relevant centres.

3.4.3 As candidates may be required to take the examination out of their usual area (see 1.5 and 2.3 above), work across a wider area or have moved area recently, they should indicate the general geographical area in which they have gained the majority of their experience on:



- the inside cover of their Note Book on the Practical morning, alongside their examination number;
- on the front page of their Practical afternoon answers; and
- on the green cover slip for their national Written answers.
- if using a laptop, on the template for the answers.

That will particularly highlight for the examiners that a script is written by a candidate from a different part of the country, especially if they come from Scotland, Wales or Northern Ireland, and so ensure it is marked against that background.

3.4.4 Candidates will be able to answer each question on the basis of their experience. It does not matter where the national Written papers are sat as they are not marked locally. However, a candidate who wishes to answer questions in the Practical and Oral parts on the basis of Scottish law and circumstances should ordinarily apply to take the examination in Scotland. Candidates wishing to answer the Practical and Oral in terms of experience in England, Wales or Northern Ireland should not apply to take the examinations in Scotland. Where a candidate with Scottish experience wishes nonetheless to sit the examination in England but answer in Scottish terms (or vice versa), the circumstances thought to warrant that should be raised with the Secretariat before or with the examination application so that they can be considered and, if justified, suitable arrangements made.

3.4.5 Candidates with Welsh experience will ordinarily sit the Practical and Oral examinations in the West Midlands and Wales area where there are appropriate examiners.

3.4.6 In each case, the candidate should indicate their geographical area of experience on the inside cover of their notebook, the front page of their Practical afternoon answers and the cover slip for the National Written answers.

## 4. The Practical Examination

### 4.1 General

4.1.1 Sufficient co-examiners will be appointed to a ratio of not more than three candidates per examiner (including Chairmen) – and usually less. Co-examiners will be briefed on their individual duties in advance of the examination day. Examiners will prepare the examination on site at a farm or other agricultural centre with suitable permanent premises (see 1.5.4), in advance of the day, agreeing the Practical questions and the topic for the Interview maintaining a balance of topics across the examinations.

4.1.2 The Chairman of the Written Board is to advise each centre's convenor in confidence by the early autumn of the general areas of the written questions to minimise unnecessary substantial duplication or overlap between the main topics of the Written and Practical parts.

4.1.3 The Practical questions should then be drafted by as many of the Practical examiners as is possible, preparing model answers and marking schedules at the same time. If this requires e-mail exchanges, then files should be password protected.

4.1.4 Once drafted, as the first step in moderation the Practical paper should be reviewed by the Convenor, a previous Chief Examiner or a recently qualified member for clarity and balance and where possible also an outside person who has not been involved to see how a new reader would understand the *questions*. They may be put to the centre's Observer for review. *Issues here may include whether a core area of knowledge is being examined to an appropriate depth to distinguish between candidates or whether a question on a specialist area is too demanding.*

4.1.5 Examiners involved in the Interview, especially those without knowledge of the farm, must familiarise themselves with the items that are the subject of the Practical examination. This whole process should reduce the stress and potential problems on the day.

4.1.6 The convenor should check for personal or professional conflicts of interest by circulating the names of candidates to examiners a month in advance to assist in allocating candidates to interview teams.

4.1.7 Examiners will be briefed beforehand on their presentation of the Oral to the candidates.

4.1.8 It is recommended that tutorial organisers and prospective examiners be invited to assist with the examinations on the day.

4.1.9 **Health and Safety** – The current guidelines on Health and Safety (previously Annexe H) are now in the Examinations area of the website. The centres should undertake the risk assessments required. A first aider should be present for at least the morning part of the Practical unless the risk assessment suggests a longer period of attendance. The nearest hospital casualty department should be identified.

4.1.10 The examiners should consider all relevant issues including candidates' access to livestock, vehicles and machinery in this Practical examination.

4.1.11 Appropriate briefing on health and safety and bio-security matters should be prepared for candidates and examiners.

4.1.12 Some venues for the Practical morning require high-visibility jackets. They will be paid for centrally.

## 4.2 Structure of Questions

4.2.1 For the purposes of the Practical part of the examination, twelve topics have been identified to assist examiners in covering a spread of subjects while giving them freedom to recognise both the opportunities and the limitations of the property being used for the examination. These topics are:-

- (i) Knowledge of agricultural matters
- (ii) Live and/or deadstock including growing crops – pedigree livestock and specialist machinery should not be considered
- (iii) General regulations appropriate to agricultural and rural situations, including health and safety, asbestos and similar regimes
- (iv) Valuation of real property (freehold and rental)
- (v) Landlord and tenant matters including those covered by agricultural tenancy legislation – this may include tenant’s improvements, tenant’s fixtures and dilapidations
- (vi) Compulsory purchase and compensation to include non-statutory issues and telecommunications masts, etc
- (vii) Residential and business lettings and management
- (viii) Environmental schemes and amenity uses of rural land
- (ix) The alternative use of rural assets – advice and valuation as appropriate to the property
- (x) Grants, subsidies and schemes – advice on those applicable to the property
- (xi) Planning and development – advice and valuation as appropriate to an on-farm situation
- (xii) Property agency – advice including valuation of a rural property for sale or letting.

4.2.2 The examiners are to set questions on a minimum of six topic areas from these twelve subjects in the morning session, preparing model answers at the same time. This process should involve as many of the Practical examiners as possible.

4.2.3 They must always cover agricultural knowledge (topic (i) above) of which a good command is considered vital. In order to test this, all centres will set a practical question relating to the identification, recording and valuation of relevant items on the farm.

4.2.4 Each subject will merit a minimum of 10 marks and a maximum of 20 marks. In practice, this means that examiners can test on between six and eight subjects within the total of 85 marks. Thus, if questions are drawn from six topics, there may, for example, be two topics carrying 20 marks.

4.2.5 In addition, 5 marks are available for the presentation of the notebook so that 90 marks in total are available for the morning session of the Practical.

4.2.6 **Question setting** – The questions should be drafted to contain the information necessary for a competent candidate to answer them. The setting of the scene should be as brief as is needed. Any background information relevant and necessary to enable the questions to be properly answered should be provided in the question and, where required, the basis of valuation for each question will be made clear to the candidates in it. Guidelines on the information to be provided (previously Annexe A) are in the Examinations area of the website, distinguishing those points that should be evident to a professional from those points which a professional would normally ask his client.

4.2.7 The allocation of marks within a question should show the candidates where its intended emphasis lies, but not be so sub-divided as to limit discretion in marking and moderation. In allocating marks within a question, try to avoid breaking it down too far.

4.2.8 No other information is to be made available. Candidates will be expected to make and state any further assumptions that may prove to be necessary. They may not ask for further information and, for consistency, examiners should not elaborate further to individual candidates.

4.2.9 Candidates may answer using either imperial or metric measurements but should make it clear which they are using.

4.2.10 The examiners are encouraged to have their questions and answers scrutinised for clarity, certainty and consistency.

### **4.3 Examination Conditions**

4.3.1 The Practical examination is an all day examination (8.45am until 4.15pm) and the timetable should be adhered to the model (previously Annexe B) on the website as should the examination conditions of Section 3. While extra time may be allowed for afternoon written papers where warranted by dyslexia or other circumstances, it would be very unusual for additional time to be allowed for the Practical morning.

4.3.2 The candidates will be under examination conditions for the entire day, including the lunch period. They will be escorted and, if necessary, transported by their appointed examiner to each of the questions. Candidates should not return to or travel in their own cars in the lunch break. Candidates should be dressed appropriately for a professional adviser visiting a farm, and be prepared for all conditions, in particular for wet weather.

#### **4.3.3 No materials or information other than that allowed under Section 3 may be brought into the examination.**

4.3.4 Candidates must not use mobile phones *or make any contact with the internet (except as directed by the examiners)* at the examination locations. All mobile phones and similar devices must be left outside the examinations.

4.3.5 Examiners, observers and others present should also not use mobile phones within sight or earshot of candidates or while escorting them.

### **4.4 Examining Candidates from Different Areas**

4.4.1 Each examination convenor will be advised in early September of candidates coming from outside the usual area for each centre and particularly when they come from another part of the United Kingdom. This is most likely to happen for candidates from Wales who for whatever reason cannot be accommodated within West Midlands/Wales. Candidates from Northern Ireland are likely to attend West Midlands/Wales with a senior member from the province to assist the examiners. However, it is intended that an examination will be held in Northern Ireland in 2024.

4.4.2 Where a centre is expecting candidates from outside its natural area, it should identify an appropriate examiner with active knowledge of the part of the country in question who can be closely involved with the question setting process and attend on both examination days. It may be necessary for one to be identified through the Secretariat to join the centre for this purpose.

4.4.3 When setting a question, examiners should be comfortable that it could be answered by candidates being redirected from another centre and that they could fairly mark that answer. That is particularly important when expecting a candidate from another part of the United Kingdom.

4.4.4 Having drafted a question, examiners should establish:

- that it is so worded that it is a useful question for such a candidate, comparable to what is demanded of the candidates who would naturally go to that centre, and
- whether the likely answer for conditions in another part of the country would differ in any way.

In some cases, it may simply be that the same answer would refer to different legislation or schemes. The differences in law may mean that a question could have answers with different legal references and may vary in the level of challenge posed in different areas.

4.4.5 That may, on occasion, mean setting a question in the alternative – both questions must be at a comparable level. It could be possible that what would seem to be a challenging question in England may actually be more straightforward in Scotland and vice versa.

4.4.6 As many candidates may have moved around the country in their work and some may anyway practice in more than one country (as for some in the Welsh Marches), all candidates should have the opportunity to answer all questions. The candidate must make it clear to the examiners at the beginning of the answer when the answer is in terms of an area outside the centre's usual catchment. However, where a Scottish candidate takes the Practical and Oral in an English centre the answers should be under English law. Where an English candidate does so in Scotland the answers should be under Scottish law. Any reasons for an alternative approach should be discussed with the Secretariat ahead of or on making the examination application. This does not matter for the national Written papers as they are not marked locally but relevant area of experience should be clearly recorded for the examiners, especially if some questions are answered for one area and others for another.

## **4.5 Morning Session**

**4.5.1 Conditions** – The Chief Examiners and the Convenor have discretion over the conduct of the Practical morning should the venue be seriously affected by weather conditions, such as snow.

**4.5.2 Initial Briefing** – Candidates should be briefed on site when examiners are ready to commence the examination. The briefing should include procedure, timetables, area or item that will be the topic for the Interview, health and safety and other matters. Time should also be allowed for:

- allocating candidates to examiners
- dealing with candidates' operational questions
- candidates to read the question paper.

4.5.3 Notebooks, question papers and CAAV Costings for both morning and afternoon sessions will be handed to the candidates at the initial briefing together with the instructions for the use of laptops. It is helpful if any plans circulated are laminated.

4.5.4 Valuation appointment forms will not be needed.

4.5.5 Candidates will also be advised at this point of any area of the farm which may feature in the afternoon paper or be the subject of the Interview on the second day, being allowed an allocated period of time sufficient to inspect it. This will call on candidates' powers and skills of observation.

4.5.6 While on the farm, candidates will be able to make and retain separate notes which can be taken into the examination room for use in the afternoon's written papers. Candidates making notes on the subject of the Interview for reference in it are to do so on the coloured paper provided (see 3.2.3, 6.1.7 and 6.5.4).

4.5.7 It is expected that these initial procedures should not take more than fifteen minutes so that the Practical should start at 9.00am.

**4.5.8 Conduct of the Morning** – Candidates will be escorted between the questions, circulating in groups of not usually more than three. The examiners will determine the time allowed at each site allowing candidates sufficient time to inspect the whole of the subject matter. No candidate will be allowed to move on unescorted.

4.5.9 While undertaking the examination, candidates must appraise the holding, inspecting the whole of the subject matter and taking particular note of what is to be seen on the farm. Particular attention should be given to the questions which will form the afternoon session of the first day and to the topic for the Interview on the following afternoon, making such notes as are necessary on that topic on separate paper, not in the notebook.

4.5.10 When asked to state a value (as for an item of machinery), candidates should give a single figure rather than a range. Examiners will, where appropriate, have agreed a range of acceptable figures.

**4.5.11 The Notebook** – Candidates will answer all questions in the morning session in the notebooks provided, recording their examination number on the front cover. It may be preferable (and tidier) to complete the book in pencil. These books will be marked together with any notes.

4.5.12 The examiners will look for an orderly format showing clearly where each new question starts. There is no single right way to complete the book but it should be set out so that someone else can easily make sense of it. It is suggested that candidates may wish to make rough working notes on the left hand pages and formal answers on the facing right hand pages with an index/contents maintained at the front so that the examiners know where each question is answered. Alternative approaches that are clear, orderly and logical will be acceptable. Candidates should seek advice on this at tutorials. Candidates will not be marked down for their choice of format provided it is clear and logical.

**4.5.13 Facilities** – The centre should provide a covered area with seating where candidates can work on their books with an invigilator present.

4.5.14 Half an hour will be allowed before the end of the morning's examination for the completion of calculations, a final check on answers and the preparation of any summary that is required before handing the books and other documents (except those stated in 4.5.6) in to the examiners.

4.5.15 After the morning session, a modest lunch will be provided for examiners and candidates together, with the mixture precluding collusion.

## **4.6 Afternoon Session**

4.6.1 The candidates will assemble for the afternoon's two and a half hour written paper on practical questions arising from the inspection made of the farm during the morning period, testing candidates' powers of observation and their approach. This section of the examination will be answered on paper provided, not in a notebook.

**4.6.2 The Questions** – The questions will be set in the context of the subject farm on five of the subject areas listed above at 4.2.1. Candidates are expected to answer four of these questions informed by their observation that morning. Each question will carry fifteen marks so that a total of sixty marks is available in the afternoon part of the Practical.

4.6.3 The questions can either be used to test those areas of the syllabus not covered in the morning session or to examine the same subjects in much greater depth. The afternoon questions will require comprehensive answers reflecting a detailed knowledge of the subject. The questions should be set in a way which demands that the candidates need to have made a proper site inspection of the subject farm in order to ascertain the correct information with which to answer fully, testing their powers of observation and approach.

4.6.4 The questions should be as specific to the subject farm as possible, requiring the use of observation in the morning.

4.6.5 **Arrangements** – An invigilator will be needed to supervise the session. Using someone who is not an examiner can ease the commitments of the examiners.

4.6.6 Candidates should only provide their pens and simple calculators. No pre-programming of data is allowed – examiners may inspect calculators.

4.6.7 The examination centre will provide candidates with lined paper with a ruled left hand margin for their answers.

4.6.8 **Laptop Answers** – Answers are to be saved as directed on the day with the candidate's number and geographical area of practice in the header. The number of each question being answered should be clearly identified.

4.6.9 Candidates are to use their examination number, not their name, on scripts.

4.6.10 **Extra time?** – According to the recommendations in their dyslexia reports and other evidence, dyslexic candidates may be allowed extra time in the afternoon's written examination, finishing later or other provision made, as previously discussed between the convenor and candidate.

4.6.11 **Leaving early?** – Candidates may only leave the examination room early at the invigilator's discretion when they must hand their papers to the invigilator with their notes (which may assist the marking) and all publications provided. All documents, information provided and scripts will be collected at the end of the examinations.

4.6.12 **What will be Marked?** – The examiners will mark the answers that are handed in at the close of the examination. They will not mark any papers that are handed in late or taken out of the room.

4.6.13 Where a candidate answers more questions or points of a question than required, the examiners will only mark the required number, in the order in which they have been answered, of questions or parts.

## **4.7 Approach to Marking**

4.7.1 Examiners will have agreed a marking structure and model answers to ensure consistency. Standard marking sheets may assist. Examiners should be selected to mark specified questions to provide a consistent approach. Each question should be marked independently by two examiners who then compare and agree marks, if necessary referring any issue to a third examiner. Reviewing marking as it proceeds ("active marking") is part of the moderation process, reducing possible issues later. Comments and marks may usefully be held on separate sheets of paper rather than on the answer papers. Examiners should not hesitate to use fractions of marks where this will accurately reflect their judgement of the answer.

4.7.2 The addition and recording of marks should be double checked and may best be held on a spreadsheet.

4.7.3 The results for borderline candidates should be reviewed. The basis for calculating the overall pass mark can mean any candidates with marks between 58 per cent and 65 per cent should be considered.

4.7.4 When reviewing overall marks for a candidate, any examiner who is a close relative of or responsible for the candidate in their practice should not be present.

#### **4.8 Moderation**

4.8.1 Moderation has been introduced as an additional check in the marking process to enhance assurance as to consistency across all the examination centres in delivering the CAAV's national qualification. *In summary, moderation involves the prior scrutiny of papers by a third-party examiner, double and double-blind marking, a degree of active moderation, sometimes including the Observer or a third-party examiner, and outlier questions being reviewed.*

4.8.2 The earlier steps involved the review of the draft questions and answers (see 4.1.4) and reviewing marking as it proceeds ("active moderation" - see 4.7.1).

4.8.3 As the main marking session concludes, so moderation is to be carried out by the Chief Examiner, the Convenor and the Observer at each centre. Its basic elements for the Practical morning and afternoon papers are that:

- (i) The marking process reviews the initial outcome at the level of individual questions, rather than the centre overall or the parts of questions set
- (ii) That outcome is assessed on the basis of the proportion of answers to each overall question that achieve a mark of 65% (the overall pass mark) – **the pass rate**
- (iii) Decisions on marking and whether any moderation needs to be applied remain where they can only properly be addressed, with the local centre.

It may be eased by "active moderation" as individual examiners check the results for those questions which they have marked, once the initial marking has been completed. Where a double blind marking system or similar approach is used, the test should be applied once the two examiners have agreed all their marks for the relevant question(s). In practice, this draws attention to the issues in setting a fair question and the expectations in marking it. Training is being prepared on these points.

4.8.4 The outcome is reported as part of Chief Examiners' and Observers' reports. Each year's performance is then reviewed by the Moderation Review Panel.

4.8.5 The convenor should retain notes on the moderation review and decisions to assist with any later issues that may come up.

**4.8.6 Looking at Outliers – Questions with High and Low Pass Rates** - More specifically where the proportion of those answering a question who achieve at least 65%:

- lies in the band between 40% and 65%, no further action is required beyond recording the outcome
- is outside that band – so, **less than 40%** or **more than 65%** of those attempting that question, now referred to as 'outliers' below – the marking of the question should be reviewed to consider whether that outcome appears valid in the context of the exam.

The more extreme an outlier is, the more it should be reviewed. The National Observer may also suggest questions that should be reviewed in this process.



4.8.7 There are various reasons (some not warranting further work, some leading to more consideration) why the proportion of passes for a question might be outside this band including, for example, where:

- a question is attempted by very few candidates, making the result too sensitive to small changes to be reliable
- a question is worth very few marks, again making the result too sensitive to small changes to be reliable

In these cases it might ordinarily be that no further action is required. An identification question with many items each for single marks might not be apt for this approach, unless it raises a question about the selection of items.

4.8.8 In other circumstances, a question might fall outside of this band because:

- the question proved either too challenging or too lenient for the context of the examination
- the standard of marking was either too severe or too lenient.

In those and similar circumstances, moderation has a key role to play in reviewing the marking.

**4.8.9 Reviewing Outlier Questions** - However, should the Chief Examiner and Observer conclude that further consideration of a question is necessary, then these points may be helpful in guiding that review:

- test how many candidates attempted the paper, and how many marks are involved.
- test how far the outcome is outside the band; a 38% pass rate might demand less attention than an 83% pass rate.
- while the measure applied is the proportion of passes, the level of marks for the question may be informative. Thus, an “outlier” question with an average mark of 16% may suggest a different problem than one with 61%.

4.8.10 Where a question on a core area of work sees high marks, it can be considered whether it was set at a standard that would differentiate candidates on a topic for which many could be expected to have greater experience.

4.8.11 Having reviewed any outlier questions, the Chief Examiner, the Observer and the Convenor should decide whether to:

- accept the outcome or
- review the marking and then:
  - o confirm the marking or
  - o revise the marking for that question with the new marks used as the outcome.

*Where marks are changed in this process, the marking schedule should record both the initial mark and the changed mark. The examination centres should report the number of answers at 65 per cent or more for each question and any moderation and re-calibration of marks that had taken place.*

**4.8.12 Reporting** - The Chief Examiner and the Observer in their individual reports should:

- confirm that the moderation process has taken place and report the percentage of passes for each question on the mark sheet
- where there are still any questions that, after the review, are outside the 40-65% band, explain:
  - o the steps taken to review that question
  - o the reasons why the number of candidates achieving 65% falls outside the band.

## **5. The National Written Examination**

### **5.1 General**

5.1.1 The Written Examination will be set each year by a Board comprising the Chairman and at least five other members (usually one from Scotland) who will retire by rotation. Past Chairmen should be available to assist with the marking if needed. Replacement members will usually be sought from appropriate examination groups and selected on their ability to maintain a balance of experience and knowledge on the Board.

5.1.2 The Written Examination Board discusses and prepares the questions for the Written part with model answers to assist the drafting of the questions and their marking. The questions are then to be scrutinised for balance and clarity through the Secretariat and those setting the National Oral questions.

5.1.3 The Chairman of the Written Board is to advise each centre's convenor in confidence by the early autumn of the general areas of the written questions to minimise unnecessary substantial duplication or overlap between the main topics of the Written and Practical parts.

5.1.4 The Chairman will be expected to present the report on the examinations to the annual examinations conference and the Education and Examinations Committee at its first meeting after the issue of results, on both the Written Examination in general and on each question to assist subsequent candidates.

### **5.2 The Examination**

5.2.1 This Part will be held on the morning of the second day. Candidates will report to the venue previously advised to them.

5.2.2 This part starts at 9.00am and finishes at lunch. It comprises two papers:

- the first paper, (a one and half hour paper from 9.00am to 10.35am) will be based on core areas of professional work with four questions set, of which two are to be answered.
- the second paper (after a break, a two hour and five minutes paper) will address a wider range of subjects, setting seven questions of which three are to be answered.

Five minutes have been added to each paper to allow for question reading.

5.2.3 Where dyslexic candidates are allowed extra time, the usual practice would be to start the first paper earlier for them, preserving a uniform break for all candidates, and finishing the second paper later for them. Other arrangements may arise from consideration of the relevant dyslexia reports and the subsequent discussion between the convenor and the candidate.

5.2.4 Of the *Examination's* 300 marks, 100 are allocated to the two Written papers. All questions in both papers will carry equal marks.

### **5.3 Examination Conditions**

5.3.1 The candidates will be under examination conditions as set out in section 3 for the entire morning.

### **5.4 Materials available in the examination to candidates.**

5.4.1 The examination centre will provide any candidates answering by hand with lined paper with a ruled left hand margin for their answers.

5.4.2 All documents, information provided and scripts will be collected at the end of the examinations.

5.4.3 Candidates should only provide their pens and simple calculators. No pre-programming of data is allowed – examiners may inspect calculators.

**5.4.4 No other materials or information may be brought into the examination.** All mobile phones, electronic devices, USB sticks and similar devices and media must be left outside the examinations. *No contact is to be made with the internet except as directed by the examiners.*

## **5.5 The Questions**

5.5.1 All questions will generally be based on practical problems that candidates are likely to encounter as practising agricultural valuers. Questions should be capable of being answered in the time available and should be adequately demanding without being over-elaborate. Examiners should draft each question to include all the relevant information to enable candidates to have a full understanding of the problem and answer it successfully without any additional information being required or assumed. However, in practice, candidates may feel that an answer requires making an assumption which they should state clearly.

5.5.2 Questions may sometimes be set in the alternative, often to enable candidates from predominantly arable or livestock backgrounds or different parts of the United Kingdom to be able to answer a question from within their experience. It is expected that candidates will have knowledge of most major enterprises from their attendance at tutorials and their work experience. This general knowledge is essential to be successful in the examination but distinctively specialist knowledge will always be tested in the alternative.

## **5.6 Answering the Questions**

5.6.1 The answers that candidates write in the examinations are all that the examiners can mark. The examiners cannot infer or give credit for points that are not made or information that is not given. It is for candidates to demonstrate their ability in their answers.

5.6.2 **Laptop Answers** – Answers are to be saved as directed on the day with the candidate's number and geographical area of practice in the header. The number of each question being answered should be clearly identified. The laptop will have a template for this information.

5.6.3 Candidates should also complete the green slip provided. Any ancillary notes left behind will be collected after the examination and may assist the marking.

5.6.4 **Written Scripts** – Answers are to be written on the paper provided by the examiners, using only one side of each sheet.

5.6.5 The written answer script for each paper is to be accompanied by the completed green cover sheet which will have been provided to the examiners by the CAAV and which candidates should complete to aid the examiners. They should identify the questions they have answered and state their geographical area of practice on the green sheet. Candidates should only use their examination number, not their name, on scripts.

5.6.6 Candidates still answering by hand are expected to write legibly. Small or difficult handwriting should be double-spaced. While marks will not be deducted for poor handwriting, candidates should appreciate the examiners' difficulty where handwriting is illegible.

5.6.7 **Answering Questions** – Candidates are advised to allocate time to read the question papers thoroughly, plan the answers and review their answers at the end of each paper. While

it is a matter of personal style, candidates may find it useful to set out a formal plan for each answer.

5.6.8 What will be sought from the candidate is a sufficient response that would enable a client to be properly briefed in a practical way with the benefit of sound theoretical knowledge. It is possible that there may be more than one correct answer to the problem posed.

5.6.9 Candidates may answer using either imperial or metric measurements but should make it clear which they are using.

5.6.10 Where a candidate answers more questions or parts of a question than required, the examiners will only mark the required number, in the order in which they have been answered, of questions or parts. Where, for example, there are eight options of which five are to be chosen for answer, only the first five of those answered would be marked.

5.6.11 Candidates should reply in the format required by the question. Questions may demand answers in various forms, either by way of a letter, briefing note or a report, whether directly to a client, to another professional or for internal use. An essay form will only rarely be requested. Bullet *points* can be used as appropriate and so that they sufficiently explain the answer to the examiners. While time should not be devoted to formatting, laptops will enable the use of tables, bullets, underlining and other means to add clarity.

5.6.12 Where a letter is requested there is no need to spend time setting out a letter-heading and address. Candidates should not sign with their own names, or use their firm's name. The letter should concentrate on answering the question and should not include general introductory remarks to the client or recycle the information already given in the question. Time is best spent on the substance of the answer.

5.6.13 Candidates should answer in the terms posed by the question – thus, answering a question about a 1986 Act tenancy by reference to an FBT will not achieve marks.

5.6.14 The examiners will mark the answers that are handed in at the close of the examination. They will not mark any papers that are handed in late or taken out of the room.

## **6. The Oral**

“An opportunity for Examiners to test a candidate’s ability in a practical ‘real-life’ context to observe and then communicate their opinions, answer questions, give advice and technical knowledge in an interview format thus enabling the Examiners to form a view on whether the candidates are professionally competent.” (Summary of the purpose of the Oral by the May 2014 Report reviewing the Oral part of the Examinations)

### **6.1 General**

6.1.1 The Interview will take place in the afternoon following the National Written Examination. It is the third and last part of the CAAV Examination for Fellowship.

6.1.2 The Oral is fundamentally related to the Practical part of the examination as its main section turns on the candidate’s observation and appraisal of the farm used for the Practical examination. The Practical and Oral parts of the examination stand together in determining whether a candidate is exempted from resitting these two parts of the examination in the following three years. To be successful in this, a candidate must obtain 65% across both papers (130 marks out of 200) achieving not less than 60% in either paper (so requiring at least 90 marks out of 150 in the Practical and 30 marks out of 50 in the Oral). Marks from Practical and Oral parts in different years cannot be matched with each other.

6.1.3 The Oral is an opportunity for the candidate to demonstrate:

- powers of observation (when on the farm) and appraisal
- knowledge, skills and the ability to apply observation
- the ability to communicate those observations orally

in a concise, confident and professional manner, answering any questions that may be raised by a client.

6.1.4 The assumption will be that the examiners are lay clients or professional advisers to whom the candidate is reporting or advising. It is thus important that the Interview be held face to face.

6.1.5 Each interview will last approximately 20 minutes with an initial greeting and introduction and time at the end for marking, making it perhaps no longer than 25 minutes in total.

6.1.6 The Oral comprises two sections:

- Section 1 – an interview/discussion testing observation and communication skills based on an area indicated in general terms to the candidates at the beginning of the morning of the practical day. It is likely to last 10 to 15 minutes.
- Section 2 – two national questions and ten quick fire questions drawing on professional general knowledge, and likely to last 5 to 10 minutes.

Communication skills are tested across the whole of the Oral.

6.1.7 Candidates will not take books or papers into the Interview save for the notes made on the Topic the previous day on the coloured paper provided.

6.1.8 It is suggested that candidates resitting only the Practical/Oral part or with the longest journey afterwards should, where possible, be interviewed first.

### **6.2 Examining Panels**

6.2.1 Sufficient oral examiners need to be appointed (together with their monitors) to handle the number of candidates to be examined in a reasonable manner.

6.2.2 The examination will be conducted by panels each of two oral examiners, at least one of whom should have been involved in the Practical (who should then lead the questioning on the topic). All should be familiar with the farm used and the specific topic. No panel should be comprised of members from just one firm.

6.2.3 Each interview panel is likely to be able to interview four (and perhaps five) candidates in the afternoon. Using a senior and junior examiner would combine experience and new ideas. The examiners should take the roles of leading the questioning and marking alternately.

6.2.4 The allocation of candidates to panels should avoid any conflict of interest for the examiner as, for example, if an examiner is responsible for the candidate at work or is a close relative. Ideally, candidates resitting this part should have different examiners. These issues should be resolved before the day.

6.2.5 Prospective interviewers should take advantage of the oral examination training periodically offered by the CAAV.

6.2.6 The Observer should not attend the Interview for any candidate who is a close relative or employee of his firm.

### **6.3 Monitors**

6.3.1 Where, as will usually be the case, a centre needs more than one panel of examiners, a monitor should be appointed by the centre for each pair of panels, sitting in on their sessions and moving between them **to ensure that they are of a comparable, consistent and proper standard**. The monitor has the authority to act, preferably between interviews, if he sees a problem.

6.3.2 It might often be appropriate for tutors and tutorial organisers to be monitors, refreshing experience of the examinations for which tutorials are organised.

6.3.3 Monitors should **not** be party to the preparation of the questions in the Interview but they should be present at the Practical examination, either as an examiner or an invigilator. Monitors may be involved in the subsequent marking discussion and identify any areas of discrepancy between panels or make other comments on the proceedings.

6.3.4 It will be helpful for monitors to have question papers in front of them during the Interview, enabling them to have a detached view of how questions are asked and perceived by candidates. They will listen to the questions with the candidates, thus identifying any ambiguity and will be in a position to make a contribution to the marking in the event of a close result.

### **6.4 Observers**

Where a national observer attends, he is purely that and is not to play any part in the conduct of the Oral or its marking but can comment on the proceedings to the examiners and take views from the monitors.

### **6.5 Preparing the Interview**

6.5.1 The interviewers will require candidates to make an oral report on an area or feature of the farm.

6.5.2 The area or feature of the farm which is to be the basis for the Interview should be identified when the Practical examination is set. This choice should provide sufficient opportunity to test the candidates' skills of observation and have enough potential for an interview to be developed from those observations. It might be a building, a field or part of the farm that may require a valuation, an opinion or simply some advice. It may include a variation on a question in the afternoon paper or may be seeking recommendations regarding some aspect of the farm.

6.5.3 The oral questions with the answers and marking schedule should be drafted in good time and scrutinised for clarity, certainty and consistency. Reading the questions aloud to another examiner or an independent third party can help with this.

6.5.4 At the start of the previous day's Practical, candidates should be directed by a brief written note to the area or item that is the subject of the oral discussion. It may be supported by a marked plan or photograph. Candidates should be advised that they can make notes on the area

which are to be handed in at the end of the morning to be given back just ahead of the Interview. The briefing should not give an indication of the likely direction or topic of the interview.

6.5.5 Examiners will need a more detailed note to ensure consistency between them. All oral examiners should have inspected the area or feature on which they will be questioning.

6.5.6 On the morning of the Interview, the oral examiners should meet and review the identified question(s) to discuss and explore their potential lines of questioning, candidates' likely responses and how they may be best developed in the examination, and agree the marking schedules.

6.5.7 The national Written Papers and Oral Questions will be available on the morning of the Interview. The Oral examiners should check that their intended questions do not significantly duplicate any question in them. They should choose which two National Oral questions and which ten quick fire questions they are asking their candidates.

6.5.8 The examiners should also have a standard marking schedule to help achieve consistency of assessment and to serve as a record should there be subsequent queries or criticisms arising from any specific candidates' performance. A model schedule (previously Annexe C) can be seen in the Examinations area of the website.

6.5.9 Each panel should decide the conduct of the interview:

- the order of questioning for each section
- the timing for each section
- the method of posing supplementary questions
- who will take notes (usually the examiner not leading the questioning).

6.5.10 In making and implementing all these arrangements, there should be no factor which could be expected to give rise to a difference between interviews that might give some candidates an advantage or disadvantage. In particular, factors which might be seen to compromise an examination by any examiner of a candidate should be recognised and addressed. Open ended questions should be used, candidates should not be asked leading questions. Questions may be repeated as necessary and only occasionally rephrased. The examiners must not prompt the candidates but may ask once (and ordinarily not more than once) for a fuller response where significant marks turn on the point, as where a candidate asked for five points has given three and can be asked if they have more to add. The extent of the examiners' intervention can be reflected in the allocation of the 10 marks for communication. Candidates should not be told if their answers are right or wrong.

6.5.11 On the Practical morning, candidates should inspect the subject area or feature during the morning of the Practical examination so that they can prepare to give oral advice to the client (the interviewer) the next day in response to the questions.

## **6.6 Conducting the Interview**

6.6.1 Subject to the circumstances, examiners are encouraged to interview first those candidates who will take longest to return home afterwards or who were only re-sitting the Practical/Oral parts.

6.6.2 Candidates are to be marked as though reporting to the examiners as lay clients, whether a farmer, landowner or other professional adviser. They will be giving their observations and their conclusions to the questions.

6.6.3 Following an opening inquiry about where the candidate comes from and works, the examiners will usually proceed by questions rather than ask the candidates to make a full presentation. The opening questions are likely to be common between the candidates but then each interview will develop in response to each candidate's replies.

6.6.4 At the Interview, candidates, having been provided five minutes beforehand with their notes from the previous morning, will first be asked to describe the aspect of the farm that is

subject to the interview so that if, for example, candidates were told to look at a grain store, they might be asked to describe the construction of the building, its state and condition and other points. This is the main test of observation. It carries 5 of the 50 marks.

6.6.5 They will then be asked questions opening up a discussion in which the candidates should show their technical skills, knowledge and application of observation. Such questions for a grain store might be on future proposals – perhaps a new building, a diversification project, or the sale or letting of land and building. Questions about a new building might include siting and design considerations, planning and legal implications and valuation aspects. This discussion will carry 20 marks.

## 6.7 National Questions

6.7.1 The second section of the Interview will be based on questions set nationally by two examiners who also review the draft national Written questions.

6.7.2 Each centre is to select two from four general questions provided. These two questions are to be asked uniformly of all its candidates. Their aim is to test the candidates' depth of knowledge by expecting a reply using a paragraph or two rather than a single word. Each question will be worth 5 marks.

6.7.3 Ten quick fire questions will also be chosen from 15 drafted nationally and with the same questions asked of all candidates at the centre, worth 5 marks in total. Examiners should take the first answer given and not indicate whether it is correct or not.

## 6.8 Communication Skills

The candidate's oral communication skills are tested across the whole of the Oral and 10 of the 50 marks turn on this, judging clarity and coherence of thought and structure as well as presentation skills (including eye contact, body language, voice projection and authority). Marks are to be awarded as justified, on a scale of 1 to 10.

## 6.9 Marking

A short period will be needed after each interview for the examiners to compare and agree marks and to prepare for the next candidate.

### SAMPLE TIMETABLE FOR INTERVIEW

<b>1. INTRODUCTIONS</b>	
- Panel to introduce themselves	2/3 minutes
- Explain purpose and structure of Interview	
<b>2. The interview on a topic (Part 1)</b>	10/15 minutes
<b>3. National Questions (Part 2)</b>	5/10 minutes
Total	<b>say 20 minutes</b>
<b>Plus:- Panel to agree/calculate candidate's mark</b>	2/3 minutes
Total time	<b>say 25 minutes</b>

### ALLOCATION OF MARKS

Observation	5 marks
Technical skills, knowledge and application of observation	20 marks
National Questions	
– 2 technical questions	10 marks
– 10 quick fire questions	5 marks
Communication Skills	10 marks



## 7. Afterwards

### 7.1 Notification of the Result

7.1.1 Notification of all the examination results to candidates will be made by the CAAV Secretariat, ideally by 20th December in that year.

7.1.2 The results will be sent to the e-mail given by the candidate on the application form. If, for any reason, that address needs to be changed, the candidate will need to state that in writing to the Secretariat before the results are issued.

### 7.2 Award of Fellowship

Candidates who have achieved valid passes in all parts of the examination, whether in that year or by cumulative success on re-sitting, will achieve Fellowship on notification of their success by the Secretariat when they may use the designation FAAV and are liable for the entrance fee and the Fellowship subscription for 2025.

### 7.3 Practical and Oral

**7.3.1 The examiners of the Practical and Oral sections will not provide results on the day.** On the completion of their marking, the Chairman or convenor of the centre will prepare a summary mark sheet identifying the total marks achieved and pass or failure for each candidate, identifying those for the Practical and the Oral separately. Copies of the summary mark sheet should be sent to the Secretariat by the Monday following the examinations. Where a candidate is then found to be borderline, the Secretariat may raise this with the Convenor or Chairman of that Group.

**7.3.2 Report on Practical and Oral Examination** – Each group should prepare a summary report on its Practical and Oral examination together with the question papers. This report, using a standard template circulated by the Secretariat and now in the Examinations area of the website (Annexe D), should be sent to the Secretariat by the end of November to enable consideration at the following Annual Examiners' conference and the Education and Examinations Committee. These reports would also be available to candidates who request them.

7.3.3 When especially concerned by an individual candidate's performance, the examiners may wish to contact the relevant proposers.

**7.3.4 Costs** – The examination centres will be able to reclaim a sum of money from the CAAV in respect of the costs of holding the examination. This sum will be calculated on a standard basis, regularly reviewed by Council.

7.3.5 That basis was approved in 2022 with figures reviewed by the May 2017 Council as:

- the reasonable cost of the premises for conduct of the Practical, Oral and Written parts of the examination and the marking of the Practical part together with tea, coffee and lunch for examiners and candidates during the examination sessions
- the reasonable cost of any collective transport for candidates and examiners to and from the venue for the Practical part of the examination be met
- subject to a minimum payment of £3,600 to each centre:
  - £180 will be paid for each Practical/Oral candidate notified to the group in early September
  - £30 will be paid for each Written candidate notified to the Group in early September
- those headage payments are to defray all the other costs that a Group may incur in delivering the examination centre including pre-meetings, examination materials, examiners' accommodation, examiners' breakfasts and evening meals, and examiners' travel at the standard CAAV rate.

**7.3.6 Notebook and Written Papers** – Each candidate’s notebook and written papers should be retained for one year by the group convenor. National written papers are retained for a year by the Secretariat.

**7.3.7 National Observers’ Reports** – The National Observer’s Report on each centre will be made available to that Board and the annual Examinations conference.

#### **7.4 The Written Examination**

7.4.1 The examination groups should collect and keep safe all the national Written scripts. Answers from laptops are to be e-mailed to the Secretariat. This should be done as soon as possible, ideally that afternoon, so that any issues over the completeness of an answer can be checked while it may still be possible to check the laptops. Physical scripts sent by post, using recorded delivery or an equivalent service. Hard copies of the laptop answers are to be sent in the same way to the Secretariat which will then ask for the USB sticks supplied for the answers to be returned. They are to arrive with the Secretariat by the Monday following the examination.

7.4.2 The Written Board will meet together within two weeks of the date of the examination to mark the papers and may meet again to review borderline cases.

7.4.3 To avoid the distortions that can be caused by marking out of a small figure, the examiners will set and mark each question out of 100 with the final mark out of 500 converted into a percentage by the Secretariat.

7.4.4 A moderation review similar to that described in 4.8 above will be applied.

7.4.5 Upon completion, a schedule of marks achieved in each question by the candidates will be forwarded to the Secretariat.

7.4.6 The President, Chairman of Education and Examinations Committee and the Secretary and Adviser will meet with the Written Board to review a sample of the answer papers, mark allocations and issues raised. This should enable them to attest to the validity of the national Written examination results.

7.4.7 Three members of the Written Board may, if needed, meet a week later to review borderline candidates and any issues arising from the moderation review.

7.4.8 A report summarising an overview by the examiners of the Written examination and reviewing the answers to each question will be prepared and will be available to candidates.

#### **7.5 If All or Part of the Examination is Failed**

7.5.1 *The results letter will advise each candidate, successful or otherwise, of their marks for each Part of the examinations that was taken. Where a Part was failed the letter will set out for that Part:*

- *the marks for each question in the national Written*
- *the morning and afternoon marks for the Practical*
- *the mark for the Oral.*

*This information may help indicate areas of difficulty as well as how near the candidate was to passing. On request, the Secretariat can supply a failed candidate with the marks by question for the Practical and Oral Parts which, with more questions in different formats and from all centres, would otherwise complicate and delay issuing the results letter.*

7.5.2 With the attention given to the marking (see 7.5.4), the results letter is considered final. Answers will not be remarked on a candidate's request. A candidate who fails a Part of the examinations is encouraged to ask the CAAV for a feedback session with a relevant examiner (for more information, see 7.5.6 below). A candidate can only appeal after such a feedback session has been held and then on grounds of process, not as a means for remarking (for more information, see 7.5.13 below).

7.5.3 Examination scripts, reserved by the CAAV (see 3.2.4 above) will not be returned to candidates or third parties.

7.5.4 Answers, and especially those that are borderline for passing, will have been carefully considered more than once before the results letters are issued. Once marked and with active review during the marking process, borderline cases will have been reviewed again by the examiners while final moderation on the day gives a further point of review. Where a candidate has become borderline when the different Parts are considered together, relevant marks are referred for review. So far as possible, all issues of the addition of marks will have been cross-checked by the Secretariat before the results letters were issued.

7.5.5 If, despite these checks, a material issue over marking is subsequently identified at any point in the discussion of the results, it is expected that it will be corrected and a revised results letter sent to the candidate as soon as practically possible.

7.5.6 **Feedback Sessions** – Candidates who are concerned to understand more about their performance are recommended to seek a feedback session in which an examiner can go over the papers with the candidate. Its purpose is to offer candidates who have failed positive assistance to help them understand better why they did so and how to perform better at the next attempt.

7.5.7 Candidates seeking a feedback session:

- on the national Written papers should contact the Secretariat
- on the Practical or Oral should contact the Convenor of the centre where the Practical was taken.

In each case, that request should be made as early as possible and not later than the 31st January following the examinations.

7.5.8 This is to be a session with the candidate only and with no others in attendance. As this is the candidate's examination, it is not expected that the candidate's principal or others would be present. If the session is held remotely, candidates are not to take screenshots of anything shown to them during the process.

7.5.9 While a feedback session will usually offer a necessary and helpful explanation, such a session is anyway an essential preliminary to any further review of a candidate's performance as it is hoped that the feedback session may resolve issues that might otherwise need to go further.

7.5.10 **Reviewing the Marks in the Written** – Where the examiner holding a feedback session has identified a possible material issue over the marking of a national Written script, that script can be re-marked if the Chairman of the Written Board believes that it is appropriate. This reference to the Chairman is at the discretion of the examiner on scrutinising the answers afresh and with the benefit of the discussion with the candidate in the feedback session.

*7.5.11 Reviewing the Marks in the Practical and Oral – Where the examiner holding a feedback session considers that there is a material issue in the marking of an answer that could warrant review, that should be referred to the centre’s convenor or chief examiner for consideration and possible remarking. That action is at the discretion of the examiner holding the feedback session. The nature of these Parts of examination can mean that the subject of a question is no longer available, as where a point turns on the condition of a piece of machinery or other item inspected on the farm used for the Practical morning. Any review of the Oral examination will necessarily rely on the records made during the interview. Candidates are assured that all Practical books and papers for borderline candidates will have been double marked and all those who are borderline for the combined Practical and Oral reviewed again as the last part of the marking process – these actions are seen by the Observers.*

*7.5.12 For these purposes “material” will generally mean an issue whose review could result in the candidate qualifying as a Fellow or passing a Part of the Examinations.*

**7.5.13 Appeal Mechanism** – The CAAV’s appeals procedure, as with other professional and academic bodies, is there to allow appeals to be heard on issues of procedure, rather than the professional judgment of the examiners as to ordinary issues of marking.

7.5.14 The grounds on which an appeal may be made are that:

- (i) the relevant procedure as set out in the current edition of the CAAV Examination Guidelines was not applied correctly
- (ii) there was a serious error in the way the original decision was made
- (iii) there exists or existed mitigating circumstances affecting the student’s performance of which, for good reason, the examiners might not have been aware when the examination was held and marked. (NB As noted elsewhere (see 2.4) in the Guidelines, candidates are expected to have advised the examiners beforehand of any such circumstances).
- (iv) the examiners took a decision which was not reasonable in the circumstances and that the error complained of could have materially affected the decision as to whether the candidate passed or failed the examination in whole or part.

7.5.15 A candidate who has had a feedback session can then appeal within four weeks of the feedback session and not more than three months from the date when the notification of the examination marks is e-mailed or posted to that candidate.

7.5.16 The appeal is to be submitted in writing to the Secretariat:

- using the covering form that will be available
- stating the ground or grounds of appeal and what is being challenged
- with the necessary supporting evidence and
- a fee of £100 payable to the CAAV and repayable on success.

7.5.17 The appeal would be considered by a Panel of three constituted by the Education and Examinations Committee, selected to avoid conflict of interest. It is to include someone who is not a CAAV member, who may ordinarily have substantial experience of other examinations. Where the appeal is over the Practical or Oral parts, the Panel is usually to include one experienced Observer.

7.5.18 The Panel would usually proceed by written representations and only hold a hearing if it believed it was necessary to do justice to the matter. It would be supported by the Secretariat acting as Clerk to the process.

7.5.19 The Panel is first to determine if leave should be given to the appeal on the ground that either:

- if the appeal as stated were successful, the candidate would have a realistic prospect of achieving a pass (so assessing not the merits of the appeal but whether there is enough at stake), or
- even if not, the appeal still raises a sufficient point of procedure that it would be right to hear it.

The test for this decision is to be whether, on the Panel's initial assessment, it considers that the appellant has made out a prima facie case on one or both of those grounds. If the Panel gives leave, it is to state on which ground or grounds it has done so.

7.5.20 Where the Panel judges that an appeal should proceed, it is then to proceed in a manner proportionate to the case, considering:

- the written complaint and supporting evidence from the candidate
- the candidate's book or scripts and the examiners' notes
- the comments on the matter from the relevant Board
- each party's response to the other's evidence
- any other material submitted.

It will then usually proceed in an inquisitorial manner, seeking and considering such further evidence as it deems necessary without necessarily exposing that material to the appellant or the relevant Board, before determining whether the appellant's case has been made out beyond reasonable doubt.

7.5.21 The Appeal Panel may uphold or dismiss the appeal, in whole or part and has the discretion to:

- vary the marks awarded with any consequent effect on appellant's marks
- direct a refund, in whole or part, of the appeal fee, even if the appeal has not been wholly successful.

7.5.22 The Appeal Panel will advise the appellant, the relevant Examination Board's convenor and chief examiner/chairman of its determination together with reasons, copied to the Chairman of the Education and Examinations Committee and the Secretary. It will state if that decision is confidential, whether to protect the appellant or other person, or not.

7.5.23 Except possibly for an appeal lodged early, it may in practice prove difficult for the Appeal Panel to meet to determine an appeal before the close of Basic Payment claims on May 15th.

7.5.24 On determining the appeal, the Panel may also make recommendations to the Education and Examinations Committee as to any actions that should be taken in the light of any of its findings, including:

- any review of other candidates' papers or results that may be thought necessary as a consequence of the Panel's findings
- any changes it considers appropriate regarding any aspect of the examinations, including the appeal mechanism and these Guidelines.

7.5.25 The role of the Appeal Panel in any appeal has been fulfilled once it has given that determination and any recommendations. The Association provides no further appeal process.

## **7.6 Retaking Part of the Examination**

7.6.1 If a candidate does not achieve 65 per cent in either the Written or the combined Practical/Oral parts, that part may be taken again up to three times within the following three years. The Practical and Oral parts are so interrelated that a candidate must achieve 65% of the total of 200 marks available for those two parts together (with a minimum of 60% in each) to be so exempted.

7.6.2 The rules regarding the carrying forward of marks over 60 per cent are set out in Section 1.4 above.

7.6.3 Candidates who are unsuccessful in re-sitting the examination within those three years will then have to take all parts at their next attempt unless particular leave is given on exceptional grounds

7.6.4 Candidates wishing to re-take all or any part of the examination must submit a fresh application form to the CAAV.

## **7.7 Examinations Conference**

Each January, representatives of all the examination centres, the Written Board and tutorial organisers will meet with the Education and Examinations Committee to review the lessons that may be learnt from the latest examinations and make recommendations as to the conduct of the coming examinations. The conference might also include workshops or other discussion to assist the progress of the examinations.

## ANNEXE C

### CAAV EXAMINATIONS

#### PART III - THE INTERVIEW

Marking Form to be completed by each examiner

Candidate's Name ..... Date .....

#### Section 1 (25 marks) – The Interview

	Notes on Questions	Mark	Comments (if any)
<b>1. Powers of observation – 5 marks</b> e.g. Accuracy, relevance and detail			
<b>2. Technical Skills and Knowledge – 20 marks</b> e.g. Legal, Financial, Valuation, Technical Business arrangements (e.g. fees, responsibility, terms of engagement)			
<b>Total</b>			

Candidate's Name .....

Date .....

**Section 2 (15 marks)**

<b>Question</b>	<b>Number of National Question</b>	<b>Mark</b>	<b>Comments (if any)</b>
<b>1 – 5 marks</b>			
<b>2 – 5 marks</b>			
<b>Quick Fire Questions – 5 marks</b>			
<b>Overall – Oral Communication Skills – 10 marks across the Oral</b> e.g. - Clarity of thought and structure (coherent?) - Presentation skill (eye contact, body language, voice projection, authority) (convincing?)			
<b>Total</b>			

Name of Examiner .....

Marks - Section 1 .....  
Section 2 .....

Name of Examiner .....

Total .....