



لمبائك اركيٲيك جوروترا فرؤفيسيونل دان جورواوكور باهن نكارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

GUIDELINE NO. 13

**ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, ORDER 2011
AND
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, RULES 2016**

PART II – SECTION 6 (b)

**PROFESSIONAL COMPETENCE EXAMINATION
FOR QUANTITY SURVEYORS**

-CHAIRPERSON HANDBOOK-

QUALIFICATION AND EXAMINATION COMMITTEE

16th January 2017



Contents

Introduction	01
Pre-interview preparation	01
During the interview	02
Post-interview assessment	03
Writing referral reports	05
Appendices	
Appendix A: Interview timing	A/1
Appendix B: Chairperson Mark Sheet - Final Assessment Interview	B/1 – B/22
Appendix C: Assessment Notes	C/1



Introduction

This handbook explains the role and responsibilities of chairperson in the Professional Competence Examination (PCE) process. These are in addition to the responsibilities of assessors described in the Assessor Handbook.

Responsibilities

Your main responsibility is to ensure that the final assessment process is followed correctly for both candidate and assessors. This begins when you receive the candidate submissions.

An important element is to guide and encourage new assessors to ensure consistency in the assessment process.

Pre-interview preparation

Check the candidate submissions

You must check the candidate submissions to ensure they meet the requirements. You must also check for any potential conflicts of interest. If you do not believe the submissions meet the requirements or you identify potential conflicts of interest, you must contact BAPEQS immediately.

Contact the assessors

Contact panel members before the assessment day – ideally one week before. This may be done by email, telephone or in person. It will provide an opportunity to

- introduce yourselves
- check there are no potential conflicts of interest
- reconfirm the objectives and criteria of the PCE
- discuss the candidate's background, training and experience
- reconfirm the structure and timings for the interview
- decide the areas of questioning for each assessor
- ensure the assessors understand the level of competence expected of the candidate
- confirm how the final decision-making process will be conducted after the interview.



Meet the assessors immediately before the first interview

Arrange for the panel to meet before the first candidate arrives. Ideally you should meet for about an hour. This provides an opportunity to revisit the points listed above and to discuss any further issues that may have arisen since the first contact.

During the interview

Welcome the candidate

During the opening 3–4 minutes you should aim to settle any apparent nervousness.

Introduce your panel as soon as the candidate enters. Provide brief details on each assessor's area of practice.

Ensure the candidate is ready to start the interview

Check the candidate is fit, well and ready to proceed. It is important that you do not proceed with an interview if a candidate is unwell. Seek guidance from BAPEQS staff if required.

Explain the interview structure

Give a brief outline of the structure of the interview as set out in appendix A.

Important points to tell the candidate

- You will not be interrupted during your presentation.
- The time limit for the presentation is 10 minutes. If you exceed this I will stop you.
- We will take notes throughout the interview in order to reach a reasoned decision at the end of the interview.
- I will give you the opportunity to make any closing comments at the end of the interview.
- Ask for clarification if you do not understand any part of the interview.



Ask the candidate a simple opening question

This should allow them to focus their mind and reduce any nervousness. The question should not be based on any specific competency but should just seek to identify the work the candidate is currently doing. For example: ‘What sort of work have you been involved in recently?’

Manage time throughout the interview

Have a watch in front of you or sight of a clock.

Keep a running note of time on your notepad to ensure you keep to the agreed interview structure.

Prompt the assessors if they are exceeding their time.

Prompt the candidate as the interview progresses between each stage

This will provide the candidate with the opportunity to focus on each individual stage of the interview. It will also allow both you and the assessors to manage the time and structure of the interview.

Draw the interview to a close

Tell the candidate that the interview is reaching the end. In the last few minutes you may allow the assessors to ask further questions – but only on areas that have already been questioned (you must not introduce new areas of questioning at this stage).

Offer the candidate the last word. This is an opportunity for them to make any additional comments or return to any question(s) they did not fully answer.

Close the interview

Thank the candidate and direct him/her out of the room.



Post-interview assessment

Allow the assessors to reflect on the interview and complete the marksheet (required)

Most panels will prefer five minutes of silent reflection before any discussion. During this period each panel member will complete a marksheet. While the assessors are completing this process, you should also consider the candidate's performance. You can leave your marksheet blank until after discussion with the panel. Your marksheet must be completed to represent the panel's final view.

Lead discussion on the candidate's performance and competence

You should encourage the assessors to contribute equally to the discussion. Your objective will be to combine the views of each assessor and reach a majority decision.

If assessors believe there are deficiencies in the candidate's competence, you should review these together against the criteria in the handbook.

However, be prepared to take guidance from the assessors on professional or technical areas not within your expertise.

The discussion should always be controlled. Where there is a disagreement you should try to guide the assessors towards consensus.

During the discussion you should make notes on the assessors' comments to help you write the referral report if the candidate is referred.

Discussions must always take place in private and only with the panel members and appropriate BAPEQS staff.

Be prepared to take responsibility

Consensus is best, but if two assessors cannot agree you must make the final decision.



Be prepared to accept the majority decision

In a three-person panel, if the two assessors agree on their decisions, and you disagree, you are obliged to accept the majority view. In a two-person panel, however, if you cannot reach agreement with the assessor, the decision rests with you as the panel chair.

Write the referral report, if the candidate is referred

It is your responsibility to write the referral report but it must be agreed with the assessors.

Return documents to BAPEQS

You must collate all the documents and return them to the BAPEQS administration staff with the timeframe given, ensuring confidentiality is maintained at all times.

Outside the assessments

You are the main contact for any queries relating to the assessments you chair. BAPEQS staff may need to contact you before or after the interview.

Candidates have a right to appeal referral decisions. If a candidate appeals, BAPEQS staff will contact you.

Writing referral reports

The report should set out any deficiencies in the candidate's experience, written documentation, and presentation. Most importantly it must contain clear recommendations for the candidate on how the deficiencies can be remedied.

The referral report must relate directly to the competencies and focus only on a candidate's deficiencies. Set out any deficiencies in the candidate training, written documentation, presentation and any shortcomings in the interview.

Individual elements of the final assessment, such as the written documentation and the presentation, are important but if you are commenting on the content, style or presentation of these items, you should ensure your comments relate to the competencies. For example, a poor quality of written submission could be referred to in the context of the competency 'communication and negotiation'.



Do not record a pass/refer verdict against every competency: if you are satisfied that a competency has been achieved, you should not mention it in your report. Future panels can be compromised if you do.

You may, however, provide positive reinforcement that is not specific to a competency. You should do this wherever possible; giving candidates positive comments will encourage them to continue to pursue membership. Examples include: the candidate's enthusiasm, readiness to discuss views, confidence and professional demeanour.

Using the referral report template

BAPEQS staff will provide you with a report template to enable you to produce consistent competency-based referral reports.

Using the headings on the template, list the candidate's deficient competencies (either title or number) under the appropriate section, ideally with examples from the interview.

You must explain how the candidate did not meet the required level and, if appropriate, offer the candidate guidance on ways of achieving it. Your role is to advise them of the deficiency and how they can progress; they decide exactly how to address the deficiency.

A suggested way of phrasing comments could be

- **Level 1:** – When questioned you were unable to provide a satisfactory response in relation to Your response did not provide evidence of a level 1 knowledge and understanding in this area.
- **Level 2:** – The panel considers that you were not able to give adequate examples of experience, when the panel attempted to discuss with you from your experience record.
- **Level 3:** – The panel discussed with you the advice you gave on Unfortunately your answer was unsatisfactory because

These suggested phrases are for guidance only. You must ensure you make your assessment personal to the candidate.



Some examples

The following are examples of the sort of deficiencies that commonly occur in the documentation or the interview.

- 1 The case study is not presented as a report, is well below or greatly exceeds the 3000 word count, the content does not demonstrate the required competencies or their own direct involvement.
- 2 The candidate's presentation is based upon a project different to the one referred to in the critical analysis.
- 3 The candidate's communication, documentation, presentation, questioning or attitude is not deemed to be competent and/or suitably professional.
- 4 The candidate is unable to demonstrate knowledge or experience relating to their declared competencies. This may be in one or a range of competencies. The deficiency may be from levels 1, 2 or 3. However, panels should consider the final assessment holistically and respond proportionately to the deficiencies. For example, they should not refer a candidate who is deficient in just one level 1 competency.
- 5 The candidate makes a fundamental error when answering questions on Rules of Conduct or Ethics.

On completion of the referral report

When you have completed the referral report, send it to BAPEQS – not direct to the candidate. BAPEQS staff will review the report and put it in the final form in which it goes to the candidate.

Important points to remember

- The aim is to encourage referred candidates to develop and reapply for final assessment.
- Treat all candidates equally.
- Do not offer extra help to individuals if you would not be prepared to offer the same to any other candidate in the same circumstances. Any request for extra feedback should be communicated through BAPEQS staff.
- Referral reports should be written as though you are addressing the candidate directly, using 'you' and 'your' throughout instead of 'the candidate'.



لمبائك اركيتيك جوروترا قروفيسيونل دان جورواوكور باهن نخارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

- Wherever possible, type and email your referral reports to BAPEQS. When emailing your reports to BAPEQS, please send your file as a Word document.
- Use complete sentences. This will help BAPEQS staff to relay your comments accurately to the candidate.
- Be careful when using abbreviations. BAPEQS staff need to be able to read technical terms when producing referral reports.
- The report should contain constructive criticism and guidance. You should cover all deficiencies, however minor.
- In some cases, with the candidate's permission, your report may be seen by others, such as the supervisor/counsellor. Ensure you do not include any disapproving comments about any individual or organisation.

By following this guidance, your reports are more likely to be viewed positively by candidates. BAPEQS staff may need to liaise with you to adapt your feedback where it does not comply with this handbook.

Appendix A

Interview timing

Stage	Durations (minutes)	Actions
Chairperson's opening and introductions	3-4	Welcome the candidate Introduce the panel Ensure the candidate is ready to start Explain the interview structure Ask a simple opening question Ask the candidate to start the presentation.
Candidate's presentation on case study	10	Observe the presentation and communication skills Maintain interest and attention Avoid interrupting.
Questions on the presentation	10	Thank candidate Prompt candidate that questioning will begin on the presentation Ask first question (optional) Handover to first assessor – keep time Handover to second assessor – keep time Ask any further questions, if necessary.
Discussion on overall experience including CPE, technical competencies, Rules of Conduct and professional practice.	25	Prompt candidate that questioning will begin on competencies Ask first question (optional) Handover to first assessor – keep time Handover to second assessor – keep time Ask any further questions, if necessary.
Chairperson's areas of questioning may include professional and technical matters, CPE, Rules of Conduct, mandatory competencies.	10	Prompt candidate that questioning will begin on Conduct rules, ethics and professional practice (Note: this is not the only place where ethics will be covered; you should look for opportunities to cover ethics throughout the interview) Ask questions Invite further questions from assessors (only on areas that have already been questioned).
Chairperson to close	1-2	Offer the candidate the opportunity to make any closing comments Draw the interview to a close Thank the candidate and direct him/her out of the room.



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Candidate details:

Name of candidate:	
Date:	

For assessor use only: (to be completed after the final assessment interview)

Overall Assessment Outcome

Overall result: (delete as necessary)	PASS	REFER
---------------------------------------	-------------	--------------

As the assessment panel we confirm that we are in agreement with the result.

Chairperson Name :		Signature:	
Assessor Name:		Signature:	
Assessor Name:		Signature:	



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

PCE Mark Sheet

Notes for PCE Chairperson

The information below has been compiled to assist the PCE chairperson with the final assessment process. Your main responsibility is to ensure that the final assessment process is followed correctly for both candidates and assessors. Please ensure you follow the recommended procedure and guideline set out below.

1. Check the candidate submissions to ensure they meet the requirements. You must also check for any potential conflicts of interest. If you do not believe the submissions meet the requirements or you identify potential conflicts of interest, you must contact BAPEQS immediately.
2. Contact your assessment panel at least one week before the assessment day. This may be done by email, telephone or in person. Ensure there are no conflicts of interest. Discuss the competency areas each panel member is most comfortable covering before allocating questioning areas.
3. The PCE competency questioning matrix is a tool provided to assessors to best manage the breadth and depth of questioning. This is included within the PCE mark sheet. It is only a guide and can be amended as you feel appropriate.
4. The PCE competency questioning matrix is also tool to assist the chairperson and assessors in the creation of a referral report or appeal report should they be required. With this in mind, please complete the evidence column with constructive feedback if the competency is marked as not met. (Please make additional notes on the PCE Assessor Notes template as space is limited)
5. BAPEQS requires all assessors to ensure all questions are based upon the candidate's experience and declared competencies.
6. Assessors are asked to refrain from using 'stock' questions unless the question has any relevance to the candidate's experience and declared competencies.
7. It is the Chairperson's responsibility to ensure assessors are familiar with the candidate's declared competencies and generate a list of questions specific to each individual candidate's experience and declared competencies.

Appendix B

Chairperson Mark Sheet - Final Assessment Interview

8. Assessors are required to, as best they can in the timescale provided (60mins), cover the breadth and depth of the candidate's declared competencies and experience and use the breadth and depth of questioning as the foundation for the assessment outcome. As the Chairperson it is your responsibility to ensure this happens by controlling the interview and time keeping.
9. If a candidate is unable to demonstrate a competency, do not dwell on it, move on.
10. As the Chairperson you must lead and control the interview, you have the overall responsibility for:
 - Structure of the interview was properly considered
 - Questioning areas and levels are appropriate
 - Good timing of the process
 - Post-assessment outcome discussed and agreed
 - PCE Referral Report completed with structured feedback (if applicable)
11. The decision to pass or refer the candidate should not be made until after the interview has been completed and a full discussion has taken place within the assessment panel.
12. If the candidate passes the assessment please ensure the PCE Proposer Sheet is completed by all the assessment panel after the interview.
13. Take time to produce any referral reports. Take away your notes so you can fully consider the guidance you are giving. Always e-mail the report to your fellow panel members for their comments before sending the report to BAPEQS. Make sure you use the current template at the back of this mark sheet. Please return the completed referral report to BAPEQS electronically in a Word format.
14. BAPEQS always require at least 1 copy of candidate's submission to be returned for referred candidates. Please do not take all 3 copies away with you. Also, please make sure you have advised BAPEQS of the outcome of all of your interviews before leaving the assessment centre.
15. PCE competency questioning matrix and all assessment notes should be kept for a period of 2 months from the assessment date to ensure all results and appeals process has been completed. After this period of time the matrix and all notes should be confidentially destroyed/shredded.

Appendix B

Chairperson Mark Sheet - Final Assessment Interview

PCE Interview Structure

Below outlines the structure the PCE Chairperson must follow when chairing a PCE Interview.

Time frame	Interview structure
3-4 mins	Introduction & Welcome
	<ul style="list-style-type: none"> • Explain interview process to candidate: <ul style="list-style-type: none"> - Presentation – 10 minutes - Questions on presentation – 5-10 minutes - Discussion on overall experience including CPE, technical competencies, Rules of Conduct and professional practice – 25 minutes - Chairperson’s area of questioning on professional and technical matters, CPE, Rules of Conduct and mandatory competencies – 10 minutes - Close interview (giving candidate last word) - 1-2 minutes • Check that the candidate is fit and well and able to proceed. (MAKE SURE CANDIDATE RESPONDS)
10 mins	Candidate presentation
	<ul style="list-style-type: none"> • Ask candidate to start presentation when they are ready • Ensure the presentation is only 10 minutes
5-10 mins	Questions on Presentation
	<ul style="list-style-type: none"> • Thank candidate for their presentation • Move onto questioning on Presentation • Ask first question (This helps the flow of the interview) • Other assessors to follow • Cover any questions you feel assessors may have missed • Watch the time and close

Appendix B

Chairperson Mark Sheet - Final Assessment Interview

25 mins	Discussion on overall experience including CPE, technical competencies, Rules of Conduct and professional practice
	<ul style="list-style-type: none"> • Move onto questioning on overall experience including CPE, technical competencies, Rules of Conduct and professional practice • Ask first question (This helps the flow of the interview) • Other assessors to follow • Cover any questions you feel assessors may have missed • Watch the time and close
10 mins	Professional and technical matters, CPE, Rules of Conduct and mandatory competencies
	<ul style="list-style-type: none"> • Move onto questioning on Professional and technical matters, CPE, Rules of Conduct and mandatory competencies • Rules of conduct (relevance to experience if possible) • Health & Safety • General (business / industry hot topics) • Watch the time • Draw the interview to a close
1-2 mins	Close interview
	<ul style="list-style-type: none"> • Thank you • Pick up any questions passed over during interview • Give candidate last word • Any questions candidate wishes to come back on • Advise candidate BAPEQS will inform them of the result by e-mail in 10 working days



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Pre Interview

This section must be completed by you and it is your responsibility as the Chairperson to distribute this section to each panel member prior to the interview so each assessor can review and agree the allocated competencies and prepare their areas of questioning. This will enhance discussion and will help to focus the structure of the interview questioning. (Remember you must contact your assessors (call / email), investigate your assessors' expertise and relate assessor expertise to competencies). **NOTE:** Mandatory competencies can also be tested within technical competency questioning. (An example of the PCE Competency questioning matrix is outlined below)

PCE Competency questioning matrix

Chairperson:	Assessor 1:	Assessor 2:
Candidate:	Panel:	Assessment date / time:

Competency	Level	To be covered by.....			Evidence
		Chairperson	Assessor 1	Assessor 2	Note evidence identified within submission
Conduct rules, ethics and prof. practice	3				
Client care	2				
Communication and negotiation	2				
Health & Safety	2				
Accounting principles and procedures	1				
Business planning	1				
Conflict avoidance, man., dispute res.	1				
Data management	1				
Sustainability	1				
Teamworking	1				



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Competency	Level	To be covered by.....			Evidence
Core		Chairperson	Assessor 1	Assessor 2	Note evidence identified within submission
Remember questions should be structured around the case study, summary of experience and the declared competencies. Candidates should be able to demonstrate their experience documented in the submission. If evidence is not documented or presented by the candidate, ask the candidate what they have done to achieve the required competency.					



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Case study

Case study title:	
--------------------------	--

Case study	Notes
Suitable project(s) / process selected for the case study. (Within 24 months)	
Introduction - summary of the project and what their role was.	
Approach - key issues or challenges on the project identified. Options considered and solutions identified.	
Achievements - described what they achieved and how. Ability to think logically, laterally and professionally giving examples of where they have given reasoned advice to a client for level 3 competencies.	
Conclusion – critical analysis of their performance, lessons learnt and what they would do differently next time.	
A good display of professional and technical knowledge and problem solving abilities.	
Overall standard of: <ul style="list-style-type: none">• written presentation• layout• spelling• grammar• graphics	



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Continuing Professional Education (CPE)

Competency Requirements	Notes
Continuing Professional Education – 25 CPE credit points required.	
At least 50% of their CPE is dedicated to structured activities.	

Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Post Interview

- Reflect on the last hour, has the candidate sufficiently demonstrated their knowledge, practice and advisory level on the selected competencies (2 – 5 minutes of quiet time)
- Add additional notes to mark sheet and agree on outcome
- Consider the competencies and the candidate's responses
- Consider the candidate's overall performance
- Agree a decision from the panel – **As the Chairperson you must lead discussion**
- Indicate the result on the PCE Chairperson mark sheet/cover page - all assessors **must** sign to confirm in agreement on the Chairperson mark sheet/cover page
- If the candidate is referred ensure your panel have added additional comments/feedback to referral section to assist you when writing the referral report and to help the candidate to improve their performance in the future
- If the candidate passes the assessment please complete the separate Proposer sheet
- All mark sheets should be given to you as the Chairperson when complete; along with any hard copies of the candidate's submission
- BAPEQS staff will confirm the result of the assessment with the Chairperson and will collect all the submissions
- As the Chairperson you **must** complete the separate Referral Report Template if the candidate is referred

Candidate name:

--

Presentation (outcome to be completed by each panel member after the interview)

Presentation – 10 mins	Reasoning/Why	Outcome	
Oral communication		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Clarity of thought and structure		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Presentation skills: <ul style="list-style-type: none"> • Eye contact • Body language • Voice projection • Visual aids (if any) 		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Interview / Competency (outcome to be completed by each panel member after the interview)

Competency Requirements	Reasoning/Why	Outcome	
Mandatory Competencies		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Technical Core Competencies		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Technical Optional Competencies		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met

Ethics (If ethics has not been met to a satisfactory standard the candidate **must** be referred)

Competency Requirements	Reasoning/Why	Outcome	
Rules of Conduct/Ethics		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met

Continuing Professional Education (CPE)

Competency Requirements	Reasoning/Why	Outcome	
Continuing Professional Education – 25 CPE credit points required.		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
At least 50% of their CPE is dedicated to structured activities.		<input type="checkbox"/> Met	<input type="checkbox"/> Not Met



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Further Notes (Comments to inform referral report)

--

Overall Assessment Outcome

Overall result: (delete as necessary)	PASS	REFER
---------------------------------------	-------------	--------------



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

PCE Proposer Sheet

The assessment panel must complete this sheet if the candidate has not been proposed by other members of BAPEQS and has successfully passed the PCE assessment.

Name of candidate:	
--------------------	--

We recommend the candidate as in every respect worthy of registration and propose him/her to the BAPEQS Governing Council as a proper person to be registered with BAPEQS.

1. Proposer name:	
BAPEQS Registration number:	
Firm:	
Signature:	
Date:	

2. Proposer name:	
BAPEQS Registration number:	
Firm:	
Signature:	
Date:	

3. Proposer name:	
BAPEQS Registration number:	
Firm:	
Signature:	
Date:	

Appendix B

Chairperson Mark Sheet - Final Assessment Interview

PCE Referral Report template – Guidance

*Please use this guidance note to assist with completing the referral report template for the candidate. The referral report should **always** be addressed directly to the candidate using 'you' and 'your'.*

Please type and email referral reports to the relevant BAPEQS staff in Microsoft Word. You can enlarge the boxes electronically under each heading as necessary. Please return to BAPEQS **within 5 working days** of the interviewing taking place. Text **highlighted in red** will be amended by BAPEQS staff before the candidate is sent the final referral report.

Please use this report to provide guidance to assist the candidate with their future re-submission for assessment. BAPEQS will encourage the candidate to discuss the contents of their referral report with their supervisor/counsellor.

Case Study

In this section, please give specific advice on the contents of the project used, and not just the format and layout of the document. If the candidate has exceeded the word count, this should be mentioned.

Please note: If a candidate produces a technically competent case study and adequately covers all elements of the competency questioning, it is not sufficient grounds to refer the candidate on the case study alone.

Presentation and Interview

Please note this section is for general comments on the presentation, interview techniques and quality of answers. It should not contain comments regarding the case study.

Mandatory Competencies

In this section, please list any mandatory competencies that have not been adequately demonstrated. Provide examples from the interview and submission documents. Please indicate the level of competency required, and the level you believe they have reached. (Please note that Conduct rules, ethics and professional practice should be addressed under the appropriate section).

If during the interview you have found the candidate to be satisfactory in this area, and have no comments to add, please tick the box and the standard statement will be inserted by BAPEQS staff.



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Technical Competencies

In this section, please list any technical competencies that have not been adequately demonstrated. Provide examples gained from the interview and submission documents. Please indicate the level of competency required, and the level of competence that they have successfully demonstrated.

Continuing Professional Education (CPE)

Please note that the CPE record might influence your decision. However, it should not be the sole reason for referral.

Conduct rules, ethics and professional practice

Please note that Conduct rules, ethics and professional practice should only be addressed in this section of the referral report and **not** under the mandatory competency section.

If during the interview you have found the candidate to be satisfactory in this area, and have no comments to add, please tick the box and the standard statement will be inserted by BAPEQS staff.

Conclusion

You must provide a concluding statement of the outcomes, referring to the areas of improvement highlighted in the relevant sections above, for the candidate's next assessment.



Appendix B

Chairperson Mark Sheet - Final Assessment Interview

PCE Referral Report

BAPEQS Professional Competence Examination (PCE)

Name of candidate:	
--------------------	--

The panel set out within the report guidance to assist you with a future re-submission for assessment.

The PCE is a holistic assessment of your knowledge, practical experience, written submissions and communication skills.

Case Study

Title	
	Submit another 3,000 word case study OR
	Re-submit the case study from this assessment suitably up-dated or amended



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Presentation and interview

--

Mandatory competencies

Competency name	Level declared	Level the assessment panel consider you have achieved	Reasons for referral

If during the interview you have found the candidate to be competent over all of the mandatory competencies, and have no comments to add, please tick this box and the following standard statement will be inserted:

On this occasion you have demonstrated the required level of mandatory competence in the context of your experience and area of practice. However, all mandatory competencies will be fully tested again at your next interview. Therefore ensure you remain up to date.



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Technical competencies

Competency name	Level declared	Level the assessment panel consider you have achieved	Reasons for referral



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Continuing Professional Education (CPE)

Please note: you should continue recording CPE until you come forward to sit final assessment again. A further **25 CPE credit points** is required for every 12 months.

BAPEQS Conduct rules, ethics and professional practice

If during the interview you have found the applicant to be satisfactory in this area, and have no comments to add, please tick this box and the following standard statement will be inserted:

This is a mandatory competency that is tested at final assessment, and is an essential part of becoming a member of BAPEQS.

On this occasion you have demonstrated the required level of mandatory competence in the context of your experience and area of practice. However, all mandatory competencies will be fully tested again at your next interview. Therefore ensure you remain up to date.

BAPEQS STAFF: PLEASE ADD/DELETE TEXT AS NECESSARY



Appendix B Chairperson Mark Sheet - Final Assessment Interview

Conclusion

If you believe this candidate has been put forward for final assessment too early and was clearly not ready, please tick the relevant box:

Yes No

BAPEQS STAFF: Please record the information above accordingly. However this must be removed before the referral report is issued to the candidate.

The panel hope that you will find the above comments constructive and helpful.

Kind regards,

(INSERT)

BAPEQS Registration Number:

Assessment Panel Chairperson

Appendix B

Chairperson Mark Sheet - Final Assessment Interview

Next steps

Further support:

At your next assessment the deficient competencies outlined in this report, must be signed off again by your counsellor and or supervisor to show they consider that the deficiencies identified have been fully addressed.

You will need to record all your experience since your referral in the deficiency template, concentrating on the areas highlighted. All elements of the PCE and all competencies will be reassessed.

Please ensure that your updated submissions are signed off by your counsellor and/or supervisor.

Appeals Process:

If you believe your interview was not conducted according to our guidelines you can appeal. To do this you must complete the PCE appeal form and return this to BAPEQS **within 21 days** of receiving your referral report. Appeals can be made about the manner in which the interview took place, but not in relation to a decision which you may disagree with.

BAPEQS will appoint an independent appeal panel to consider the way the interview was conducted, based upon the appeal form and your referral report. The outcome will either be 'Approved for re-assessment' or 'Declined'. The appeals panel's decision is final.



Appendix C Assessment Notes

Candidate Name:

Date:	Panel no:	Time:	Sheet no:
--------------	------------------	--------------	------------------

Time	Competency	Question	Answer/Comment