

## **Examinations Secretary**

1. You shall be a co-opted, non-voting member of the DBKA Executive Council (EC).
2. You are to receive, acknowledge & record all applications for examinations & assessments.
3. You are to check proper completion of forms & cheques & seek corrections, and to post application forms & cheques to the BBKA Examination Board office at Stoneleigh.
4. You are to receive receipts from BBKA.
5. You are to provide a written report to the EC annually for the AGM summarising the results & making recommendations.
6. You are to provide, in February, the DBKA Yearbook Editor with details of examinations & assessments passes etc.
7. You are to provide the DBKA Treasurer at the end of the DBKA FY with receipts & a claim for expenses for postage, envelopes etc.

### **Basic Assessments**

8. You are to appoint BBKA assessors providing details of candidates, and to inform candidates of their assessor.
9. You are to leave assessors to contact candidates to arrange the date & location of the assessment.
10. Where relevant, you are to contact a Branch representative to arrange & manage a timetable of assessments when there are several candidates from an individual Branch.
11. You are to request, at the end of the summer, from the BBKA Examinations Board General Secretary (Gen Sec) the name of the Devon candidate with the highest marks; if possible keep the name confidential until the presentation at the AGM.

### **Modules**

12. You are to book the Buckfast Abbey Conference Centre as soon as BBKA publishes the dates of future examinations (see Note 1); subsequently, you are to inform the Conference Centre office that the examinations room will be needed, and are to appoint an invigilator; see Note 2.
13. You are to send the applications to BBKA office as soon as possible after the closing date for applications.
14. You are to prepare a General Information document containing the time & location of the examination room, the names & branches of the candidates with the modules being taken, and the details of the invigilator; this is submitted to the BBKA Gen Sec for approval as the Devon Plan, a month before the exam date.
15. You are to circulate this document 21 days before the exam together with the BBKA '*General Instructions to Candidates*' the BBKA '*Instructions to be read by Candidates prior to the examination*', and the '*Buckfast Abbey Location/Directions*' document, requesting a confirmation of receipt from the invigilator & the candidates.
16. You are to chase, after 7 days, those candidates that have not acknowledged receipt, and to wait for queries & corrections from the candidates.
17. You are to inform the Conference Centre office, 14 days before the exam, of the final number who will be using the exam room to ensure that sufficient tables (see Note 3), chairs etc, are put out.

### **Devon Beekeepers' Day (DBD)**

18. You are to contact all who are to receive awards 21 days before the DBD to establish if they will be attending; 14 days before, contact those who have not replied; and 7 days before, send the DBKA President the final list of names, etc.
19. You are to prepare packs of uncollected awards to give to Branch representatives at the DBD.
20. You are to contact skepmaker Mick Male in good time to order a skep to be presented at the DBD, and are to arrange for the skep (Frank Alston Prize) to be delivered to the DBD venue (including the invoice that will be given to the DBKA Treasurer for payment).
21. You are to make discrete arrangements for the Frank Alston Prize winner to attend the DBD.

**Notes:**

1. There is no charge for this booking.
2. The current invigilators that have been used are Lea Bayly, David Corney-Walker, Glyn Davies, Rod Saffery, Mick Street.
3. Including the invigilator's table & chair.
4. *All Other Assessments* - once the application has been received by the BBKA office the candidates are contacted direct by the office to arrange their assessment date, time, location, assessor, etc. The DBKA Examinations Officer has no input apart from receiving the certificates that are usually presented at the DBKA AGM.
5. The BBKA Gen Sec provides a national summary of all the area associations & their candidates for checking; some candidates will send their application direct to the BBKA office & this is an opportunity to add them into the Devon Plan.
6. Details of the successful candidates are received from the BBKA Office; candidates failing the assessment receive a letter direct from the BBKA office providing a report on the reasons for the failure.
7. Letters are sent to all successful candidates notifying them of their success & encouraging an application to take a BBKA module.
8. For Basic Assessments, the BBKA office sends out the certificates in September; contact the relevant Branch Secretaries to establish where to send them (they are usually presented at Branch AGMs).