ITAA

EXAMINATION SUPERVISOR'S REPORT
(for CTA or TSTA examinations)
Form 12.7.14

Directions: Please complete this report as soon as possible after the exam and mail it immediately to the IBOC Office. Cross out inappropriate answer for YES / NO questions.

Examination: (tick ✓) **CTA** ☐ **TSTA** ☐

Dates of exam: _____ Location of exam: _____

Exam supervisor's name: _____

How many people were examined? _____

How many examiners were used? _____

Did you thank each examiner and helping person? **YES** **NO** in person? **YES** **NO**

Do you plan to send thank-you notes? **YES** **NO**

How long did the exam process take? _____

Did the conference committee or coordinator provide you with the necessary support? _____

- Rooms for meetings? **YES** **NO**
- Ribbons for candidates and examiners? **YES** **NO**
- Flip charts, marking pens, and drinking water? **YES** **NO**
- Refreshments (coffee, tea, etc.)? **YES** **NO**
- Any necessary clerical support, e.g. photocopying? **YES** **NO**
- Publicity about exams and need for examiners? **YES** **NO**
- Were other activities scheduled for the day of exam? **YES** **NO**

Did you receive any negative evaluations of examiners? **YES** **NO**

If so give details below:

- Which people were involved? _____
- What was the complaint? _____

  _____

  _____
- How did you handle it? _____

  _____

List names of examiners (including chairs), process facilitators, supervisees, coordinator, translators: