



**LETTER TO ASSESSOR OF CTA WRITTEN EXAMINATION
Form 12.7.6**

From the IBOC Regional Examination Coordinator

Date _____

Dear _____

Thank you for agreeing to mark the attached CTA written examination. As you know, passing the written examination is the first part of the CTA qualification.

Attached as separate files are the candidate's written examination and a copy of the relevant rating scale.

This candidate intends to go for the oral assessment at _____

The marking procedures are described Section 8.6.4 in the IBOC Certification and Examinations Handbook. In accordance with these procedures, I am asking you to determine in the first instance, and before writing your assessment report, whether you consider the paper to be a pass or a deferral. Based on this primary assessment, I will then be able to tell you what the next step is. Please attend to this first part of the process as soon as possible, and certainly within four weeks of the date of this letter.

If you are the first marker, and I cannot disclose this at this point, and you consider the paper to be a pass, you will be asked to proceed to write your detailed assessment and feedback to the candidate. This report should be done on identifiable paper and with your signature and sent to me in electronic form, together with the marked rating scale. Please send copies of both these documents to the IBOC Office to be added to the candidate's file.

Note that this should be completed within six weeks from this letter.

I appreciate you giving your time and energy, and am grateful for a speedy assessment.

Yours sincerely

Signed _____

IBOC Regional Examination Coordinator