

EATA Handbook Section 8.6.4

Assessing and Rating of written TA-Exams (German Addendum)

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The identity of the written exam markers has been an important topic inside EATA, as it relates to the goal of having ethically mindful examiners. Important for our systems are both equality and transparency and the present rules are aimed to honour both these values. Therefore clear contracts related to anonymity of each party involved in the process of exam evaluation are considered essential.

1. No later than nine months before the oral exam, the candidate will send his/her written exam to the Language Coordinator (LC). When receiving the written exam, the LC him/herself will forward it, together with an official letter containing information on how to write the report and how to handle the rating scales, to the Principal Supervisor and to a second evaluator at the same time. Each of them will then make a full evaluation with a written report using the criteria indicated in the Hand Book (12.7.6) and the scoring scale sheet (12.7.7). The rating of each evaluator both Principal Supervisor and second evaluator should refer to specific parts of the exam and must be transparent and understandable. Both evaluators should do the evaluation at the same time and send it back to the LC within four weeks of receipt. At this stage of the evaluation process the Principal Supervisor and the second examiner are not allowed to be in contact.
2. The second evaluator chosen by the L C should fit the request of the candidate where anonymity is concerned and should possibly be a TSTA, a CTA-Trainer and Supervisor or a CTA from the same field. The candidate can decide on whether to have the second examiner maintaining anonymity through the whole process or not.
3. Instructions on how to rate written exams are indicated in "*Rating and assessing the written examination*" 8.6.2 and 8.6.3 in EATA's HB. The rating of both evaluators, Principal Supervisor and second evaluator, should refer to the four specific parts of the exam and must be clearly understandable.
4. The Language Coordinator will calculate the average rating of each examiner's evaluation. The candidate will pass his/her written exam if the average rating of both examiner's evaluation is 65% or more.
5. The candidate who has received a pass by both Principal Supervisor and second evaluator will be sent by the Language coordinator both examiner's reports and an official letter about the successful written exam.
6. In case the result of the average is a "passed", but one of the examiners decided a "defer", the Language coordinator will tell the candidate, that he/she can rework the criticized parts of the written exam within four weeks and submit it again.
If the second evaluator has signed the s evaluation (evaluation is not anonymous) the candidate can have an exchange with him\her if he \she wishes to do so.
This process has the goal of helping to strengthen the quality of each examiner's assessment and rating.

7. The German language coordinator will send the reworked exam to the two examiners. They are asked to rate the exam again and send back to the LC the report and rating scales. The language coordinator will then send the average result of the two evaluations and the two revised reports to the candidate.
8. if the average rating of both examiner's evaluation after the revision of the written exam comes to a defer again, the written exam ends in a defer. At the end of each evaluation process both evaluators have to come to a "pass" result otherwise the exam will be a "defer". If both evaluators come to a "pass", the written exam is "passed".
9. The candidate can make an appeal using EATA's Appeal procedures (see EATA's HB 8.7 and 9.10).