

## Professional Qualification in Tobacco, Nicotine and Vaping Regulations – Oral assessment

The purpose of the oral exam is to provide you with the opportunity to have face to face time with the examiner. During this exam, the examiner will review what knowledge you have within the subject area you are being examined in.

The Oral will examine the breadth/depth of your knowledge. You will be asked to look at photographs that may, for example, a disposable vape, and you will be questioned on that. What have you observed from that photo? The examiner will use to determine what you know.

### Assessment:

The examiner will:

- pose questions to you.
- the questions will be accompanied against specific items or photo's that the examiner will identify to you.

The examiner's purpose is to:

- collect evidence that you have attained the required knowledge of the subject as shown within the syllabus.
- they will want to see not only what you know, but also the application of your knowledge.
- based on the answers you give them; they will make a final determination on the final mark you have achieved.

Pass mark: 60% (you will receive a pass/fail notification)

Exam time: 15mins

The assessment will be marked against set criteria, as shown below:

#### Marked between

Knowledge of legislation	0-20
Knowledge of enforcement powers	0-20
Information obtained and analysed	0-20
Action and conclusions	0-20
Communication & Presentation	0-20

The Oral examination is carried out virtually online, via Microsoft Teams. You will be sent an invite prior to the contact days commencing confirming your exam date and time.

CTSI Staff will ask you to provide and **show photo identification** to confirm your identity. You will also be asked to show your surrounding area where you are sitting.

- Your area must not have any paper or any materials that may assist you during your assessment.
- Your mobile phone must be switched off and away from where you are sitting.

These measures are put in place to ensure that your examination can go ahead. Once these checks are completed CTSI staff member will hand over to the examiner for them to commence your examination.

The examiner will put a presentation on screen and will show you different sections from the presentation. The questions will be focused on what you can see on screen.

The examiner will take the opportunity, if they feel it is necessary, to change the focus of the questions. Or they may focus on one area and drill down. These strategies are used to tease out your knowledge. Utilising these strategies enables them to be able to get the full picture of your knowledge and awareness of this subject area.

## Your demeanour

The examiner will do as much as they can to help relax you at the start of the exam. Try to keep as calm as possible and ensure that your answers are clear and concise. Ensuring you convey all the necessary information in a methodical manner. Try to focus specifically on what you have been asked and do not go off on a tangent as this will not gain you marks. Keep your answers precise to enable you to answer as many questions as possible during your 15minute assessment.

## Moderation

Moderation is used as part of the overall marking process. To enable this to occur, the CTSI staff will record the session with the examiner. A sample of those who pass, and all failed assessments will be reviewed by the moderator. Moderation is used to benchmark all assessments to ensure consistency. The moderator will confirm the final mark achieved.

**Note:** After your oral assessment, the examiner will discuss with you your proposal for your case study and provide feedback. They may, for example, find that your proposal is too broad and make suggestions on how to narrow it down. Or they may feel there is insufficient scope to enable you to meet the criteria and make recommendations. You will have 15minutes to discuss this with them. For further information please see the Case Study guidance and example document.