

## CPCF Stage 2 Oral guidance for Candidates



This guidance document will outline what occurs within the exam. Where we feel there is particular area, you will see the Information for candidate symbol.

### Overview

#### Stage 2 assessments

This second stage of the CTSI Professional Competency Framework (CPCF) consists of three Units.

- Unit 4: Trading Standards Law Part 2, (comprising of four subject areas);
- Unit 5: Investigations;
- Unit 6: Regulating Markets.

Of the above Units, only 3 subjects within Unit 4 has Oral exams.

- Unit 4: Feed;
- Unit 4: Food;
- Unit 4: Weights and Measures\*.

\* Weights and Measures Oral exam is dealt with by OPS&S.

These examinations require that the required portfolio(s) are submitted to the candidates assigned regional verifier prior to the exam. These deadlines are published on CTSI's website.

### The Objective

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 items/images etc which the examiner will use to determine what you know.

The following guidance sets out what the oral exam is and other useful information.

## 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.

**The next section sets out what will occur during your exam.**

## Oral examinations

Pass mark: 40%  
Exam time: 15 mins



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

	<b>Marked between</b>
Knowledge of legislation	0-10
Knowledge of enforcement powers	0-10
Sampling procedures	0-10
Information obtained and analysed	0-10
Action and conclusions	0-10
Communication	0-10

You will be assigned to an examiner. Prior to the start of the examination you will be led by CTSI staff to your appointed exam room. You will wait outside your exam room until the examiner comes out and will confirm your candidate number with you.

You will be led to a table that will be set out with items or photographs. You will have a couple of minutes to settle prior to the start of the exam.

Once the examiner is ready, they will start your exam. You will have 15 minutes.

The examiner will start to ask you questions regarding items on the table or photos. These questions will be focused on that item or items etc.

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.

It should be noted that, you can only sit your oral examination if you have submitted the appropriate portfolio(s) to your assigned regional portfolio Verifier.

## 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.

## Moderation

During the course of the exam delivery, you may find that for your exam you will have a moderator in the room with you.

This person is used to ensure that the examiner is marking fairly and to provide a standardisation process.

They help in the process of benchmarking the marks. From the highest mark achieved to the lowest mark achieved.

The moderator will work with the examiner to ensure consistency.

You do not need to worry about having an additional person in the room with you. They will be out of the way so as not to distract you.