



Examiner Training Workshop By Mr. Ian Cowling, the Chief Examiner of ICES

Role of Examiner:

The Examiner is empowered by EPD&M to act on its behalf, as an individual working within a team, trusted to undertake examination of prospective candidates. This is indeed a responsible post and one that requires the examiner to meet the obligations that come with such a position. The obligations that the examiner owes to the Institution, to the EPD&M Committee, to fellow panellists, to the candidate and to himself include:

- Becoming familiar with the basis of examination using the competencies
- Understanding each competency relating to their particular discipline
- Attending training sessions and training updates
- Maintaining up to date knowledge of the industry and its processes
- Working as part of a team
- Preparing for the examination both beforehand, and on the day
- Being collectively accountable for decisions reached by the panel.

How to be Examiner:

The Potential Examiner is open to any full Member or Fellow *who has accepted by the **ICES's Chief Examiner*** and will undergo training. Thereafter they will sit on a review panel as a junior Examiner to watch, observe and note the conduct of their fellow panellists for several panels.

This Workshop is limited to 20 seats (priority given to Fellows and Committee Members)

Workshop Date & Time: 07 April 2014 (Mon) at 18:30

Venue: To be confirmed later and inform successful applicants via e-mail

Those interested to serve the Institution, please complete the form and attach **a brief biography** for the Committee's consideration. Prior confirmation to seat availability will be given by email.

REGISTRATION FORM

Name: _____ I am a ICES Fellow Member /Corporate Member*.
(*delete as appropriate)

Company: _____ Post: _____

Tel _____ Fax _____ E-mail _____

For enquiries and fax back the completed registration, please contact Mr. Michael Wong (t: +852 2871 6293 | f: +852 2580 2289 | m: +852 6226 8288 | e: michael.wong@leightonasia.com).