



Examiner Training Workshop

conducted by

**Ian PB Cowling CEng, FCInstCES, FICE
President and Chief Examiner - 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 panelists, 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 been 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 panelists for several panels.

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

Date: 11 April 2018 (Wednesday)
Time: 6:45 p.m. to 8:45 p.m. (Registration starts at 6:30pm)
Venue: BK Surco Training Centre, Suite 1908, 19/F, Hopewell Centre,
183 Queen's Road East, Wan Chai, Hong Kong
Medium: English

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* (*delete as appropriate).

Company: _____ Post: _____

Tel _____ Fax _____ E-mail _____

Please fax or email the completed registration form with the biography to Mr. Daniel Sum at 3102 2313 or danielsum@cices.org.hk. For enquiries, please contact Mr. Daniel Sum at 9753 0661.