

British Academy of Fencing

Exam Procedure and Conduct

Regulations for Academy Examinations

These regulations govern all BAF Examinations

BAF Official Examinations

BAF Official Examinations are held at all levels on the residential courses organised by the Academy.

Advanced and Diploma Practical Examinations

Under normal circumstances, candidates for the Advanced and Diploma Examinations will apply for the *Official BAF Examinations*.

Candidates for a Diploma Examination

Candidates for a Diploma Examination must have passed the Class Lesson Section of at least one BAF Advanced Examination before taking the Diploma Examination.

Note: Arrangements may be made with the Examination Officer to take the Advanced Class Examination immediately before the Diploma Examination starts. Success in this Examination would permit the candidate to continue on to take the Diploma Examination but failure to pass the Advanced Class would render the candidate ineligible for the Diploma Examination. In such cases the weapon for the Class Lesson must be that to be attempted for the Diploma Examination.

Special Practical Examinations – Advanced and Diploma Levels Only

Under exceptional circumstances, which are accepted by Committee, Special Examinations may be held for the Advanced and Diploma Awards. The Committee reserves the right to refuse permission to hold such examinations. Candidates must meet the full costs of Special Examinations.

Application for Special Practical Examinations

Applicants should complete an application form and submit it, together with a letter explaining the exceptional circumstances, to the President of the Academy. Should the application be successful, the candidate will be required to meet the full costs of the examination.

Advanced and Diploma Written Examinations

Candidates who have passed the appropriate practical sections of the examination may apply to the chairman of the SSTT to take these examinations at a time convenient to themselves. The chairman of the SSTT will then arrange for a suitably qualified invigilator to supervise the written examination. Completed examination will be marked by at least two members of the SSTT.

Supplementary Examinations – Levels 2 and 3

Masters and Maîtres d'Esgrime may apply to the Committee to hold Supplementary Examinations for these levels at times and venues other than those of the Official Examinations. The Committee reserves the right to refuse permission for any supplementary examination to be held at, or near, the same date as official BAF Examinations.

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Conduct of the Examinations

Examination Organiser

An Examination Organiser, nominated by the Course Officer, shall be appointed for every examination. It is the duty of the Examination Organiser to ensure that all procedures required by this document are carried out and that the examination is conducted in accordance with the highest standards of dignity.

A 'check List for Examination Organisers' is available from the SSTT. This will help inexperienced exam organisers to ensure that they have all the necessary documentation and procedures necessary for the proper conduct of the examinations.

Examination Boards

Under normal circumstances, the board for each practical section of the examination will consist of three examiners.

The Examination Organiser will appoint examination boards. The President or a Vice President of the Academy must be present at all Diploma practical examinations.

Application Forms

Each candidate must hand the completed application form, to the Examination Organiser, together with his/her Examination Fee, before the start of the examination.

Initial Procedure

30 minutes before the start of the examination, the Examination Organiser will supervise the drawing of numbered cards by each candidate. These cards will designate where applicable:

1. The Class Lesson: the candidate will be required to teach/coach
2. The Master's Skills: the candidate will be required to give following his/her routine lesson
3. The Special Lesson(s): the candidate will be required to give following the Master's Skills.

The Exam Organiser will make note of the numbers drawn and indicate to each candidate the Class Lesson, Master's Skills and Special Lesson(s) he/she will be required to give during the examination.

Candidates will be allowed to use whatever free time is available to prepare for their examinations. They may consult notes or make notes but may not use these during their examinations. Candidates must, however, make themselves available to be part of the class or to act as an individual pupil as directed by the Examination Organiser.

Timetable

It is difficult to adhere to a strict timetable. However, the times given below for each section of the practical examinations should be regarded as a maximum time allowance.

Levels 2 and 3 Examinations

Class Lesson	15 minutes
Individual Lesson	
Routine	5 minutes
Master's Skills	5 minutes

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Advanced (Level 4) Examination

Class Lesson	20 minutes
Individual Lesson	
Routine	5 minutes
Master's Skills	5 minutes
Special Lesson	15 minutes

Note: In Advanced and Level 3 examinations, the Board may require a candidate to give a second special lesson. Should they do so, the time allocation for this lesson is left to their discretion.

Diploma (Level 5) Examination

Individual Lesson	
Routine	5 minutes
Master's Skills	5 minutes
Two Special Lessons	20 minutes each

Class Lessons

The Examination Organiser will decide the order in which the candidates will appear before the Board to take this section of the examination. The exam board has the right to stop a lesson to ask questions, offer guidance, or require a change in the emphasis of the lesson.

Individual Lesson

The Examination Organiser will decide the order in which the candidates will appear before the Board to take this section of the examination.

Routine Lesson and Master's Skills

The exam board will not normally interrupt these sections of the examination, but they may, if they feel that they have seen enough, stop the lesson before the candidate completes his/her allotted time.

Special Lesson(s)

The exam board has the right to stop the Special Lesson(s) to ask questions, offer guidance, or require a change in the emphasis of the lesson. At Diploma Level, the board will decide the emphasis of the second Special Lesson.

Marking Sheets and Results

Four copies of each Marking Sheet are required for every candidate as follows:
One to each of the three Examiners on the Board. Each examiner will complete his/her own marking independently. They will then compare their markings and the Chairman of the Board will compile a final an aggregate RESULT and enter this on a clearly marked MASTER COPY. The Board must agree any comments/remarks entered on the sheet.

Examiners should complete this form using the following grades:

LEVELS 2 & 3

A Excellent (Pass)

At Level 2: for more than 75% or At Level 3: for more than 80% of the allotted time the lesson was **excellent** and the candidate exhibited an **impressive** knowledge of the subject matter.

B Good (Pass)

At Level 2: for more than 65% or At Level 3: for more than 70% of the allotted

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time the lesson was **good** and the candidate exhibited a **sound knowledge** of the subject matter

C Average (Basic Pass)

At Level 2: for more than 55% or At Level 3: for more than 60% of the allotted time the lesson was **satisfactory** and exhibited **adequate** knowledge of the subject matter

D Below average (Fail)

At Level 2: for more than 45% or At Level 3: for more than 40% of the allotted time the lesson was **unsatisfactory** and exhibited **inadequate** knowledge of the subject matter

E Poor (Fail)

At Level 2: for more than 55% or At Level 3: for more than 50% of the allotted time the lesson was **unsatisfactory** and exhibited **inadequate** knowledge of the subject matter

LEVEL 4 - Advanced

A Excellent (Pass)

For more than 85% of the allotted time the lesson was **excellent** and the candidate exhibited an **impressive** knowledge of the subject matter

B Good (Pass)

For more than 75% of the allotted time the lesson was **good** and the candidate exhibited a **sound knowledge** of the subject matter

C Average (Basic Pass)

For more than 65% of the allotted time the lesson was **satisfactory** and exhibited **adequate** knowledge of the subject matter

D Below average (Fail)

For more than 35% of the allotted time the lesson was **unsatisfactory** and exhibited **inadequate** knowledge of the subject matter

E Poor (Fail)

For more than 45% of the allotted time the lesson was **unsatisfactory** and exhibited **inadequate** knowledge of the subject matter

LEVEL 5 - Diploma

A Excellent (Pass)

For more than 90% of the allotted time the lesson was **excellent** and the candidate exhibited an **impressive** knowledge of the subject matter

B Good (Pass)

For more than 80% of the allotted time the lesson was **good** and the candidate exhibited a **sound knowledge** of the subject matter

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C Average (Basic Pass)

For more than 70% of the allotted time the lesson was **satisfactory** and exhibited **adequate** knowledge of the subject matter

D Below average (Fail)

For more than 30% of the allotted time the lesson was **unsatisfactory** and exhibited **inadequate** knowledge of the subject matter

E Poor (Fail)

For more than 40% of the allotted time the lesson was **unsatisfactory** and exhibited **inadequate** knowledge of the subject matter

Examiners are required to grade every Indicator on the form.

Candidates who do not achieve a PASS grade on those Indicators that are underlined will automatically FAIL that part of the examination.

The Examination Organiser shall take three photocopies of the Master Copy. The Examination Organiser shall retain one of these copies for his/her own records and send the others, with the Master Copy, to the Exams Administrator.

The Exams Administrator will retain the Master Copy for the records, send one copy to the candidate

At the end of the examination(s), candidates will be informed of their results verbally. In the case of written papers for the

- Levels 2 and 3 written papers should be conducted at the end of the course and should be marked by an Appointed Examiner. The results shall then be forwarded to the Examinations Administrator.
- Advanced and Diploma Awards, these should be returned, unmarked, to the Chairman of the SSTT for marking by the Appointed Examiner. The results shall then be forwarded to the Examinations Administrator.

The Exams Administrator will report the result(s) of Examination(s) at the next meeting of the BAF Committee and will be responsible for keeping correct records of examinations, sending out of certificates etc.

Trainee examiners

Applicants to become examiners must be members of the BAF.

To qualify as a BAF approved examiner, candidates must observe the procedures and assessments of Examination Boards during the examination of three (3) candidates at Levels 2 and 3 and for five (5) candidates at Advanced and Diploma levels. Thus, the trainee examiner is required to 'sit-in' with Examination Boards. Trainees are required to make their own assessments of the examination candidates and these are then compared with those of the members of the board. The Chairman of the Board will complete the requisite report assessing the trainee's performance. The report will be countersigned by the Examination Organiser and returned to Academy's Secretary for processing.

Applications from trainee examiners to 'sit-in' on examinations must be made to the Examination Organiser, who will have to the right to approve or reject the application. The decision of the

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Examination Organiser is final and, in the event of permission being refused, reasons need not be given to the applicant.

Observers

Observation of Academy Examinations is normally limited to the Examination Board and the Examination Organiser.

However, under certain circumstances, Officers of the Academy, Senior Members of the Academy or Invited Guests may, with the consent of the Examination Organiser, observe Academy Examinations.

Candidates should be told who any observers are, but the Examination Organiser is in no way bound to consider any objections the candidate(s) may make.

Examinations – External Candidates / Residential Courses

Candidates, who are not attending a BAF Official Residential Course, but who apply to take a coaching award examination at the end of such a course, must understand and accept the following.

The Course Officer will take into account the numbers attending the course, the potential number of examination candidates and the number of examination boards that will be required. Priority must always be given to those attending the course itself and not to external candidates.

Where the Course Officer finds it possible to allow an external candidate to be examined, the candidate must provide his/her own pupil for the Individual Section of the Examination.

External candidates will, in addition to the normal examination fee, be required to pay a day attendance fee for the day of the examination. If it proves to be impossible to offer an examination to the applicant, then these fees will be refunded.

The Course Officer must receive applications for examination as an external candidate four weeks before the commencement of the course. It may not be possible to notify the external candidate that his/her application has been successful until 72 hours before the day of the examination.

If the Course Officer is able to approve an application from an external candidate then the external candidate must arrive at the examination venue by 8.30 am on the morning of the examination.

In all cases the decision of the Course Officer, whether or not to accept external candidates, will be final.