

EATA European Association of Transactional Analysis

Letter to Assessor of CTA Written Examination

From: *[Language Group Coordinator to insert name & address here]*

Date:

Dear

Thank you for agreeing to mark the enclosed examination script. This is part of a CTA examination.

The candidate intends to go for oral at:

Candidate Ref:

- Your assessment should be based on the guidelines, and scoring scales for assessing the written examination are enclosed with this letter. These are reproduced from the current EATA Training and Examination Handbook.
- When you have completed your assessment, but **before** writing your report, please contact me to inform me of your decision. I will then tell you how to proceed.
- When you write your assessment, it should include a clear statement of whether the paper is a passing one or a deferral.
- Will you write your assessment on *identifiable paper and sign it. Put the candidate reference on your assessment and send two copies to me.*
- Please do not make any marks on the script itself.
- Please return the script and your signed identifiable assessment (2 copies) to me within the time agreed, or within one month of the date of the letter.
- Please complete and return to me the attached claim form so that you can be paid.

I appreciate you giving your time and energy, and thank you for a speedy return of the script.

Yours sincerely

Language Group Coordinator