

EATA European Association of Transactional Analysis

12.7.6 Letter to the Evaluator of CTA Written Examination

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

Date:

Dear

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

Candidate Ref:

- Your assessment should be based on the guidelines, core competencies for the field and scoring scales for assessing the written examination. I have enclosed/attached them 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 to pass/defer.
- When you write your assessment, it should be dated and include a clear statement of whether the paper is a passing one or a deferral, the overall score and the score for each section (A-D).
- If the Candidate has chosen an anonymous marking process please write your assessment on unidentifiable paper. Do not sign it. *Put the candidate reference on your assessment and return to me.*
- If the Candidate has chosen an open (not anonymous) marking process please write your assessment on identifiable paper and sign it. *Put the candidate reference on your assessment and return to me.* After I received the assessment I will let you know the name of the candidate.
- Please do not make any marks on the written examination itself.
- Please return by email (one pdf copy) or by post (two copies) of your assessment 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.
- Do NOT return the written examination. Please shred/destroy/delete it 6 months following the date of your assessment.

If this is your first CTA written exam you are marking please note that you must be supervised by an experienced TSTA. It is your responsibility to organise this contract. The principle is to support you in your first marking and to ensure protection for the candidates and exam system.

I appreciate you giving your time and energy.
Yours sincerely

Language Group Coordinator