

**European Association for Transactional Analysis**

**Letter to the marker of CTA Trainer Written Examination**

From: *[CTA Trainer exam Coordinator to insert name & address here]*

Date:

Dear

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

Candidate Ref: \_\_\_\_\_

- Your assessment should be based on the evaluation guidelines for assessing the written examination. I have enclosed it to this letter. It is reproduced from the current EATA Training and Examination Handbook.
- When you have completed your assessment, **and before** writing your report, please contact me to inform me of your decision about the exam (pass/defer).
- When you write your assessment, it should be dated and include a clear statement of whether, according to your evaluation it is a passing e or a deferral.
- 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 limit 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.
  
- Please destroy the written exam 6 months following to the date of your assessment.

I appreciate you giving your time and energy.

Yours sincerely

*CTA Trainer Exam Coordinator*