

## **EATA European Association for Transactional Analysis**

### **Procedures for CTA Oral Examination on Site**

Candidates are required to attend a Candidates Briefing Meeting, usually held at the examination location the day before the exams. It is essential to attend the meeting. If you fail to attend, then you may not be allowed to take the examination; this will be at the discretion of the Local Exam Supervisor.

#### **Candidates must take with them to this meeting:**

1. *One* copy of the Completion of Registration Certificate for CTA Examination  
2. *One* copy of their written examination (in their own language) with your name clearly written on the front page.

(These are to be deposited with the Examination Supervisor)

3. *Four* copies of each of the following:

- the assessments of your Written Examination (if deferred by one reader and passed by another, both assessments must be taken)
- your Principal Supervisor's personal letter of recommendation
- your CV (curriculum vitae)
- the log of all your training, supervision, and work experience
- your CTA Training Contract and documents pertaining to any Exceptions or Expansions or changes.

These documents are to be presented in four sets in four files so that they may be easily read by each of the four examination board members. They are to be deposited with the Examination Supervisor, who may request them at the candidate's meeting, for the examination board members to collect and read through before the examination.

The files may not be removed from the examination office before the examination itself.

4. *For the CTA Oral Examination itself, have with you the following:*

(i) *Three segments of taped work* (audio or video). Each segment should be of about five minutes in length. The tapes containing the segments must not have been edited. One tape must be of a group, couple, or family. For counsellors and

psychotherapists, one tape must be of you working with an individual. One tape may be of your case study client (though this is not a requirement).

Have your tapes positioned and ready to play.

(ii) For each segment of tape, have four copies of a transcript, and where necessary, four copies of the transcript translated into English or the language of the exams. It is required that where a translation is supplied, it be presented on the same page, running alongside the original, so that the examiners can follow the verbal sound in both languages simultaneously. The transcripts may be accompanied by appropriate supporting material, e.g. seating plan, a description of the work to be heard.

(iii) You must bring the necessary equipment for playing your tapes and the necessary electrical equipment, either batteries or appropriate socket converters and leads suitable for mains supply.

(iv) Bring a spare audio tape recorder so that you can record your examination.

*5. Translation:* If you are taking your oral examination at a location where the boards are not in your own language, you may need to bring a translator with you. You can normally assume at any examination site endorsed by EATA that English-speaking boards will be available. When an examination site is being organised by a national or local TA organisation, e.g. DGTA, you need to confirm with the local exam supervisor that there will be English Language boards available; you can also check with your Language Group Coordinator whether there will also be boards in the 'working language' of the examination venue.

Note: if the documents listed at 3 above are not in English, you *must* provide translations of these documents (4 copies) into English (or into the 'working language' of the venue if the 'working language' is not English).