



CENTRE FOR THE DEVELOPMENT OF OCCUPATIONS

SERVICES FOR PROFESSIONAL EDUCATION AND TRAINING (PET)

Examination documents
Description Examination documents are drafted on the basis of the PET examination regulation and corresponding guidelines. Preparation of examination documents requires identification of examination tasks for the various portions of the examination as well as the creation of reporting and assessment grids.
Benefits Alignment with previously determined professional competences is also essential when preparing examination documents. This ensures that the examination will consider and assess professional competences that are relevant to the profession.
SFIVET services SFIVET will advise the members of the professional organisation's working group on how to prepare examination documents that are aligned with professional competences. SFIVET will also provide examples and recommendations to assist with preparation of written and verbal examination tasks. SFIVET will show the working group how to create clear reporting and assessment grids that enable the examination to be conducted fairly.
Prerequisites The PET examination regulation and corresponding guidelines must already be drafted.
Duration The needs of the examination sponsor/professional organisation and timeframe will be ascertained beforehand.
Costs We shall gladly provide you with a quote based on your needs.

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