

ATC Examinations Nominal Roll and Results Form

Notes for President of Invigilating Board

- Before the examination**, study the instructions on the conduct of examinations, which are supplied by Wing HQ along with the examination papers. **NB:** Always check the PS to the instructions for any late notices.
- After the examination**, complete these forms using one from for cadets attempting re-classification to Leading Cadet, another for those attempting Senior Cadet and a third for those attempting Staff Cadet.
- The sections to be completed by the President of the Board are Sections 1 and 2 for all candidates plus section 3 for candidates with partial passes. For the latter, record at section 3 the marks for previous passes by writing in each relevant box "PP" followed by the mark. You can obtain previous marks from the candidates' Form 3521A.
- Finally, ensure that the Invigilating Officers' Certificate below is completed and then without delay, despatch all answer papers, Forms 3521 and Forms 3521A to Wing HQ.

Invigilating Officers' Certificate

We certify that instructions laid down for this examination were strictly observed; no candidates received or gave any improper assistance during the examination; invigilation was effective during the whole examination.

Signature		President	}	Board of Invigilators
Signature		Member		
Signature		Member		

Notes for the Marking Board

- In Section 3 overleaf, enter the marks obtained in each subject, then the total marks, then the result. For the result use "F" for a fail, "PP" for a partial pass, "P" for a pass, "C" for a Credit and "D" for Distinction. See para 4 below for the qualifying marks.
- A partial pass is awarded where the cadet has passed only one or two of the three subjects needed for Leading Cadet. In the case of the Senior Cadet examination, a partial pass is awarded where the cadet has passed only one of the two subjects needed. The latter also applies to the Staff Cadet examination.
- Credits and Distinctions are not awarded for individual subject. They are awarded when the cadet has passed the full number of subjects for the particular classification, provided the total marks qualify in accordance with the table at para 4 below. Earlier failures in individual subjects do not debar a cadet from earning a Credit or Distinction when he or she finally passes the full quota of subjects for a classification.
- Qualifying marks are as follows:

Level	Pass	Credit	Distinction
Each Subject	13 out of 25	N/A	N/A
Leading Cadet	39 out of 75	54 to 66 inclusive	67 to 75 inclusive
Senior & Staff Cadet	26 out of 50	37 to 44 inclusive	45 to 50 inclusive

