

INSTRUCTIONS FOR THE ON-SITE EXAMINER

- Arrive at the on-site location on time.
- Remain at the on-site until the session has been completed, to give the candidate ample time to conduct the session, demonstrate his/her expertise, process the session with the examiner and achieve closure.
- Have the on-site criteria clearly in mind.
- Take detailed notes during or immediately after the session.
- Maintain the examiner role. Do not participate in the session as an auxiliary.
- Do not give advice or coach the candidate during the session.
- At the end of the psychodrama session, thank the group for their participation and remind them that the examiner was assessing the director and not the group members. Thank group members for their vulnerability and honesty, and remind them that any information they revealed is confidential, and that no group participant will be identified in the evaluation report.
- Meet with the candidate after the session for processing. Do not give feedback to the candidate at this time. Remain in the role of evaluator. Ask for the candidate's reflection on the session.
- Remember to ask only open-ended questions about the process (e.g., "What do you want me to know about your process or decision making as a trainer?" "What did you see happening sociometrically?" Or "How were your expectations for this training session similar to and/or different from a typical training session?")
- Do not ask leading questions about the process (e.g., "Why did you choose to select this topic and teach it this way?" or "What was your reason for not processing the session?")
- **DO NOT PROVIDE ORAL FEEDBACK TO THE CANDIDATE**
- Refrain from making predictions about how soon or when the candidate will be notified.

CONSIDERATIONS FOR THE ON-SITE EXAMINER

- Comments, interventions, and knowledge of the individuals in the group may have an effect on the outcome of a session.
- Some groups will have a minimum of resources for the candidate to mobilize.
- Some groups will have in them individuals who are more skilled, more experienced, or more perceptive and, therefore, more useful to the candidate in accomplishing a successful session.
- The candidate has the responsibility for utilizing the resources of the group, whatever those resources may be.
- The training, experience and skill of the group the candidate is directing in the on-site examination session should be taken into account in the evaluation.
- The candidate is obliged to clearly demonstrate the knowledge, skills and competencies associated with a certified Trainer, Educator & Practitioner, as delineated on the On-site Examination Form.
- When a crisis occurs during the session and the session must be cancelled, you may not evaluate the session. Reschedule the session due to the emergency, and inform the Executive Director of the rescheduled date.
- Should the examiner fail a candidate, the examiner has the right to decline to speak with the candidate, should the candidate request to do so.

AVOIDING DUAL RELATIONSHIPS

- Dual relationships may include, but are not limited to: romantic, financial, sexual, familial, friendship or working relationships.
- A person conducting an on-site examination should not have a dual relationship with the candidate, the appearance of a dual relationship with the candidate, or any prior knowledge or information that would compromise their ability to be a fair and impartial examiner.
- The on-site examiner is on official ABE business when conducting an on-site examination. To ensure appropriate boundaries, an impartial evaluation, and to avoid the appearance of unethical conduct, the examiner must not accept lodging from or socialize with the candidate or the candidate's Primary or Secondary Trainer or the candidate's group members.