

**For those SQPs who have not undertaken sufficient CPD in the period to June 2011**

The final opportunity to remain on an AMTRA SQP Register for 2012 for those individuals who have not achieved the minimum CPD points threshold will be based on the outcome of a written examination. These examinations will be managed by Harper Adams but bookings must be made with AMTRA.

**Duration of examination will be as follows:**

<b>SQP Category</b>	<b>Examination Duration (hrs)</b>
C-, J-, L-	1.5
E-, K-, G-	2
R-	2.5

In accordance with the Harper Adams Assessment Regulations, all individuals will be required to remain in the examination room for a minimum of 1 hour before they may leave.

**The written examination will take the following form:**

- Arranged into four sections, with 110 marks available in total;
  - A: Topics covered in the current SQP: Base module (50 marks)
  - B: Topics covered in the current SQP: Farm Animal module (20 marks)
  - C: Topics covered in the current SQP: Equine module (20 marks)
  - D: Topics covered in the current SQP: Companion Animal module (20 marks)
- Section A will be compulsory for all SQP categories
- Sections B-D should be completed as appropriate according to the scope of SQP qualification and individuals will be advised of this, although they may complete more if they wish (within the time allowed)
- The paper will be composed solely of multiple choice questions (MCQ)
- Negative marking will be applied throughout (i.e. one incorrect answer = 1/3 mark deducted, no answer provided = zero)
- Individuals must gain an overall mark of 60% to pass the examination. Broken down, this equates to achieving 30 marks in Section A and 12 marks in each of Sections B, C and D as appropriate to the scope of the SQP's qualification. Minimum marks required to pass the examination per SQP category are set out below:

<b>SQP Category</b>	<b>Minimum marks required to pass</b>
C-, J-, L-	42
E-, K-, G-	54
R-	66

- The examination scripts will be marked on a pass/fail basis only.
- Success results in being eligible to remain on the appropriate SQP Register at the discretion of AMTRA
- Outcomes of this assessment assume that individuals are starting with zero CPD points and it is not the case that only the remaining value of points needs to be achieved in this assessment to remain eligible for professional registration with AMTRA.
- The policy on provision of Photographic ID prior to entry will apply to all examinations
- AMTRA have agreed to permit individuals up to four attempts at successfully completing the examination

### **Times and places for assessment**

In the period July to December 2011, a total of 15 opportunities were provided at centres around the country to sit the CPD exam.

Anyone wishing to take the exam after December 2011 may do so at the same time as any of the normal SQP exams (see AMTRA website for the list of exam dates). For those centres offering a set of exams over two days (as most do), then the CPD exam may be sat on the first day at 2pm or the second day at 9am – please indicate clearly on the booking form which is being chosen.

### **Preparation for assessment**

SQPs should note that all of the questions that they might be asked in the examination are available to revise on the Harper Adams Virtual Learning Environment, Moodle – SQPs who do not have current access to Moodle should contact Adam Carter at Harper Adams on 01952 815008. No additional training courses will be held, though the normal SQP training courses may be found helpful. SQPs may choose to purchase a further copy of the normal SQP Training Manual from AMTRA to assist them in preparing for the examination at a cost of £30 for R-SQPs or £25 for other categories.

All examination applications should be made to AMTRA directly, as with the normal examination application process. Harper Adams will provide all applicants with final examination information, again, in alignment with current examination arrangements no later than two weeks prior to the examination.

### **Publishing assessment results**

The outcome of the CPD Examination has no bearing on any Harper Adams programme/module. Successful completion of the examination does not result in achievement of Higher Education credits. It is solely the decision of AMTRA as to whether individuals should be accepted onto a SQP Register. Therefore, results will be reported by Harper Adams to AMTRA who will notify individuals directly.

### **Fees**

For SQPs who have not earned sufficient CPD points by 30 June 2011 and who wish to be considered eligible to renew their SQP status for 2012.

#### Exam sitting from October 2011 onwards:

C, J and L-SQPs: £160

E, K and G-SQPs: £200

R-SQPs: £240