



**LETTER TO ASSESSOR OF CTA WRITTEN EXAMINATION**  
**Form 12.7.6**

From the IBOC exam coordinator

Date: \_\_\_\_\_

Dear \_\_\_\_\_

Thank you for agreeing to mark the enclosed examination script. This is part of a CTA examination.

The candidate intends to go for oral at: \_\_\_\_\_  
\_\_\_\_\_

According to the procedures ratified by BOC in 2003, when you have completed your assessment, but **before** writing your report, will you please contact me to inform me of your decision. I will then tell you how to proceed.

When you write your assessment, it should include a clear statement of whether the paper is a passing one or a deferral.

Will you write your assessment on *identifiable paper and sign it*. Send me *two copies* together with a separate signed note from you to me. Please do not make any marks on the script itself.

Copies of the guidelines and scoring scales for assessing the written examination are enclosed with this letter. These are reproduced from the current ITAA Training and Examinations Handbook.

Please return the script and your signed identifiable assessment (2 copies) to me within the time agreed, or within one month of the date of the letter.

Please complete and return to me the attached claim form so that you can be paid.

I appreciate you giving your time and energy, and thank you for a speedy return of the script.

Yours sincerely

Signed: \_\_\_\_\_

IBOC examination coordinator