

APPENDIX G: GUIDELINES FOR DIPLOMA EXAM CHAIRS

The Diploma Exam committees, both Cases and Thesis, are composed of a chair and two readers. Diploma Exam chairs are senior analysts chosen by the candidate, usually sometime after the candidate has passed all Propaedeuticum exams and moved into the control phase of training.

Exam chairs largely advise the candidate's process in researching and writing the Cases or Thesis and organize the work of the committee. The chair often works one-on-one with the candidate, answering questions, discussing resources, providing feedback, and generally guiding the initial draft and any subsequent drafts until a final coherent document is obtained. This is done in conjunction with the two other exam readers on the committee. To ensure consistency and clarity, the Training Committee highly recommends that contact about Thesis and Cases be first and foremost between the candidate and the committee chair rather than between the candidate and selected or appointed readers. However, communication among members of the committee is essential, from the beginning to the end of the process, to ensure that all readers are actively engaged in the Cases or Thesis process.

During the exam, the chair generally leads the discussion, mediates if the committee gets into a complex either within its members or with the candidate, and provides the exam committee's decision to the Training Committee during the exam feedback session, which is scheduled after all Diploma Exams have been completed.

Specific duties of the chair include the following:

- To confirm, with supporting documentation for each case, that the candidate has met the required number of client and consultation hours.
- To organize and direct the work of the exam committee in guiding the candidate through the writing, rewriting, and examination process for either the Thesis or Cases.
- To coordinate the work of review of the exam drafts and final document with the other readers, to ensure readers are actively engaged in the process, and to ensure deadlines are met at the appropriate stages of writing Thesis or Cases Exams.
- To serve as primary resource to the candidate for any questions or difficulties that arise during research and writing of the thesis and cases.
- To coordinate a meeting between the candidate and the entire committee at the October IRSJA meeting to discuss the candidate's progress and first draft or outline.
- To ensure the candidate is aware of the various required deadlines (timetable below), is on target to meet them, and to inform the Training Committee of any difficulties.

- To determine, in conjunction with the readers, whether the candidate is prepared to sit for the exam after the final draft has been submitted, and to notify both the candidate and the Training Committee of this decision.
- To coordinate the specifics of the 90-minute Diploma Exam, to assess and modulate to the extent possible the dynamics of the committee's process with the candidate during the exam, to discuss exam content and process with the two readers and determine pass or fail, to provide pass/fail information and other useful comments during the candidate feedback session immediately after the exam, and to provide pertinent information to the training committee during the exam feedback session when all candidate diploma exams have been completed.

Diploma-Exam Timetable

October meeting of IRSJA, after a candidate has chosen a chair and a full exam committee has been assembled by the Training Committee: discuss with the candidate the first draft of the Thesis or Cases. The discussion should include progress and problems.

January 15 - February 1, after the first draft has been discussed with the candidate at the October meeting: An adequate draft of the Thesis/Cases must be in the hands of the committee chair by January 15, so the chair can determine with the readers whether the candidate may sit for the exam at the coming April meeting. The exam chair will inform the Training Committee of the committee's decision by February 1. At least two members of the committee must recommend that the candidate proceed to the final examination in April.

April 1: Final draft of the Thesis or Cases exam must be submitted to the chair and readers by the candidate.

April meeting of IRSJA: The Diploma Exam Committee conducts the scheduled exam and, at the appointed time, provides feedback to the candidate and the Training Committee.