|  |  |
| --- | --- |
| **Examiner** |  |

**Decision in case regarding discontinuation of on-site training**

*The whole case should use the same reference number, i.e. the decision to discontinue on-site training, action plan, official notes, and decision to resume/not resume studies after completing the action plan. N.B. remove “decision form” in the page header and enter the appropriate contact information in the page footer.*

The examiner on the course *(course name and course code)* has on *(date)* decided to discontinue the on-site training for student *(name)*. A decision to discontinue on-site training means that the examination is failed, as on-site training is continuously examined throughout the on-site training period. For the student to begin a new examination session on on-site training in the course, the knowledge checks and activities specified in the specially drawn up action plan must be completed.

**Action plan**

*The nature of the knowledge checks and activities depends on why the on-site training was discontinued. The examiner decides which knowledge checks and activities to carry out. The course syllabus specifies if the number of examinations sessions for the knowledge checks in the action plan is limited.*

*The examiner shall follow up on and document the decisions during each knowledge check.*

*If the discontinuation is due to the student having been under the influence of alcohol or drugs, an expulsion procedure shall be opened instead of an action plan.*

Example of how activities and knowledge checks can be documented.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity**  | **Dates of knowledge checks** | **Pass (P) /****Fail (F)** | **Confirmed by examiner** |
| **Examiner’s name** | **Examiner’s signature** |
| Activity 1: *Describe what the student must do* | Knowledge check 1 xx/xx/20xx |  |  |  |
|  | Knowledge check 2 |  |  |  |
|  | Knowledge check 3 |  |  |  |
|  | *Any limitation to the number of knowledge checks offered shall be specified in the course syllabus* |  |  |  |
| Activity 2: | Knowledge check 1 xx/xx/20xx |  |  |  |
|  | Knowledge check 2 |  |  |  |
|  | Etc. |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*The student shall be given the results after each knowledge check.*

It is decided that

An action plan for activities and knowledge checks shall be established.

Date:

Examiner Reporting

First name Last name First name Last name