

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS  
COMMISSION OF CERTIFICATION**

**Job Description for EATA supervising Examiner**

**Introduction**

The role of EATA Supervising Examiner is central to the EATA examination process, and as such is responsible for supervising the EATA examination process.

The Supervising Examiner is a member of COC and after applying for the post is elected into the position by COC.

The Supervising Examiner will serve one year as Supervising Examiner elect and a further 3 years. They can be then elected for further 3 year periods by COC.

As a member of COC the Supervising Examiner will attend the COC meetings and take part in the ongoing life of COC.

The Supervising Examiner receives from EATA an honorarium currently of €600 / year for their services and can claim additional expenses as they are incurred.

**Description of Role:**

The Supervising Examiner is responsible for supervising the EATA examination process:

1. Ensuring that all EATA examinations are carried out according to the rules and regulations of the EATA handbook.
2. Specifically the Supervising Examiner administers the application process for the TSTA examinations and is available to the language coordinators and local exam supervisors for guidance and support as they carry out their respective roles.
3. The SE manages the process of appointment of local exam supervisor and informs COC.
4. The Supervising Examiner administers the appeals process as described in the EATA handbook and therefore in order to prevent conflicts of interest the Supervising Examiner shall not examine during their period in office.
5. The Supervising Examiner attends the COC meetings as a voting member of COC and is expected to take an active role in their deliberations and exchanges.

Dave Spenceley TSTA  
EATA Supervising Examiner.  
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