

**Examination Process For Full Membership
Candidates Briefing
Kenya Bankers Sacco Building
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ISK Examination For Full Membership Process & Procedures

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Presentation Outline

- The Examination Process and Calendar
- The Examination Requirements
- The Candidates Role
- The Examiners Role
- EFC Role

Why the Examination?

- Full Membership of ISK (MISK) confers on one a Diploma
- The diploma aims to assess the candidate's competence to carry out the work of a **Full Member** of the Institution of Surveyors of Kenya;
- The diploma requires that one is competent to perform related tasks or functions, in both **technical** and **soft skills**.
- Successful candidate should be capable of **representing** Surveyors in Kenya and provide a **direction** for the **development** and **progression** of the profession
- The exam establishes whether one is proficient or not

The Examination Process

- The process has been streamlined to ensure a structured approach;
- Examination process is to be completed within 1 year;
- Examination process has been documented to ensure the process is clear to all;

Examination Requirements

- Must have been a Graduate Member for 2 Years
- Pay the required fees i.e. KSh. 20,000 for the examination + KSh. 2,500 for the briefing seminar
- Production Jobs
 - Works that you have done in the past that demonstrate competence
 - Categorized according to the 3 chapters i.e. GIS, LS and ES
- Technical Papers
 - To be submitted by those without relevant MSc degrees
 - Presented in a defined template
- Written Examinations
 - Professional Practice & Ethics
 - Project Management for Surveyors
 - Financial Management for Surveyors
 - Land Information Management
- Oral Examinations
 - **Only for successful candidates – passed production, technical and written exams**
 - Candidates to provide CV in a defined template
 - Focus on Production Jobs, Technical Paper as well as general knowledge and topical issues

Candidates with Phd

- **Graduate Members with PhD who wish to be examined as Full Members under the Geospatial Surveyors Chapters MUST satisfy the following conditions:**
 - The candidate MUST have served as a Graduate Member for the requisite 2 years; and
 - The candidate would get exemption for submission of a Technical Paper on the basis of their MSc or PhD Thesis – *provided that the MSc or PhD was in a subject with relevance to Land Surveying; and*
 - That for Production Jobs – the candidate would have the option of presenting the jobs required for *Geospatial Information Management Surveyors (GIS) Chapter; Engineering Surveyors Chapter or Land Surveyors Chapter* OR have the alternative of presenting 3 refereed publications in reputable journals and which are relevant to Land Surveying practice and **MUST be in different topics**; and
 - The candidate would be required to undertake the Written Examinations i.e. *Project Management for Surveyors; Financial Management for Surveyors; Professional Practice & Ethics; and Land Management.*

Examination and Regulations I

- A candidate shall be allowed to sit for professional examinations only when he/she has met the prescribed professional examinations requirements by the ISK Council;
- Examinations shall be conducted at the set time as approved and announced by the ISK Council;
- All candidates **MUST** sit the Written Examinations
- Each written examination shall be in the form of a **3-hour** written examination paper.
- Written examinations, technical papers and oral examinations will be marked out of 100 %
- The pass mark for each paper shall be fifty percent (50%);
- Attendance of all lectures for candidates sitting the written examinations is mandatory.
- Failure to attend the lectures **MAY** lead to disqualification.
- A Candidate who fails in any examination shall be required to repeat the failed paper at the next professional examination. (Maximum Period is 2 Years)

Examination and Regulations II

- A candidate who fails to obtain the pass mark in the Production Job(s) may on the recommendation of the EFC and approved by the ISK Council be allowed to resubmit the Production Job(s) at the next professional examination; (Maximum 2 Years)
- A candidate who, *for good cause* (supported with authentic documentary evidence) fails to sit the written examinations or submit the production jobs or technical paper(s) may be allowed to sit for the written paper(s) and submit the Production Job(s) and Technical Paper when the professional examination is next scheduled, **without paying additional fees.**

Examination and Regulations III

- The EFC will exercise discretionary powers and the decision will not be questioned.
- Any candidate who attends any examination drunk or under the influence of any banned substance or behaves in a manner that is disorderly shall be disqualified from that examination.
- Mobile telephones will not be allowed in the examination room.

Re-sitting Examinations

- A candidate who fails should sit the examinations at the next sitting unless such a candidate communicates in advance giving reasons why they are not in a position to sit.
- Re-sitting of examinations should not extend beyond 2 years and if a candidate fails to sit the examinations within the 2 years, such a candidate would have to begin the examination a fresh.
- Candidates who are re-sitting the examinations must attend the lectures for the subjects they are being re-examined failure to which they will be barred from sitting the examinations

Written Examinations

ISK 314: Professional Practice & Ethics

Course Purpose

The course will provide a technical, professional and practical outlook on the subject of professional practice and ethics within the context of Geospatial Field.

Course Objectives

At the end of this unit the candidate should be able to:-

- Demonstrate an understanding of ethical theories and concepts;
- Identify and critically discuss the ethical dimension of professional practice within the Geospatial field;
- Critically analyze problematic professional activities with a reference to ethical theories and professional codes; and
- Apply cognitive skills to exercise critical thinking and judgment to resolve and manage ethical issues that arise in the Geospatial field.

ISK 315: Financial Management for Surveyors

Course Purpose

The course aims at equipping the candidates with basic **knowledge** and skills of accounting and finance including understanding the risks involved in Geospatial Companies and projects.

Course Objectives

At the end of this unit the candidate should be able to:-

- Analyse accounts
- Understand budget income and expenditure.
- Understand profit and loss statements.
- Record stock within an organization
- Identify stock problems that occur within an organization business.
- Understand procurement of services in the public sector

ISK 316: Project Management for Surveyors

Course Purpose

This course unit aims at equipping the candidates with skills to independently carry out and efficiently manage projects in the Geospatial field.

Course Objectives

At the end of this unit, the candidate should be able to:

- Coordinate & manage interdisciplinary and intra-disciplinary consultations and networking.
- Prepare budget, cost estimates and cost control
- Address legal issues in project management.
- Monitor and evaluate ongoing projects.
- Develop and implement fundable proposals.

ISK 317: Land Management

Objective: To provide participants/practitioners with the necessary land management theoretical and practical knowledge to enable them to execute their duties in support of overall goal of land management in Kenya.

Course Description

Each candidate should have an understanding of:

- Basic understanding of the role of Information Management Systems in the management and administration of land resources;
- Principles of Land Information Systems;
- Legal and institutional frameworks for land administration
- Land Tenure Systems.
- Land Policy
- Land administration in Kenya

ISK 318: Technical Paper

- Candidates unless exempted will be required to submit a Technical Paper.
- The technical paper will describe a process, progress, or results of technical or scientific research or the state of a technical or scientific research problem.
- The purpose of the Technical Paper will be to demonstrate a candidate's competency in written skills.
- The Technical Paper shall be provided as per the template defined by ISK.

ISK 319: Production Jobs GIS

- A candidate will be required to submit 3 production jobs focusing on but not limited to the following areas.
 - Geospatial Information System (GIS)
 - Data collection and analysis
 - Database Development
 - Data Modeling
 - Application Development or Programming
- Remote Sensing
 - Image Classification for applications like:-
 - Land Use Land Cover Change Studies
 - Vegetation/Water Indices Studies
 - Disaster Management
- Photogrammetry
 - Development of a DTM
 - Development of an Orthophoto

ISK 320: Production Job ES

- A candidate will be required to submit **3 independent production jobs** with details as follows:
 - Setting out survey; and
 - A topographical survey; and
 - A profile/section survey.

ISK 321: Production Job - LS

- A candidate will be required to submit production jobs with details as follows:
 - A fixed survey of at least thirty (30) plots in one or several schemes in which one of the schemes has at least seven (7) plots. In addition, a curvilinear boundary should be included in at least one (1) of the schemes; OR
 - A Control Survey (Establish a minimum of 4 Control Points); OR
 - A hydrographic surveying task of an acceptable size.

ISK 322: Oral Examination

- **The oral exam** will be an opportunity for a Candidate to demonstrate knowledge and competence.
- In addition, it will be an opportunity for the examiners to test the candidate's presentation & communication skills.
- The oral examinations will be based on:
 - The subject and content of the Technical Paper;
 - The Production Jobs presented
 - Experience and knowledge related to the discipline including Ethics and the general rules governing ISK and Knowledge of current issues of concern to the profession.
 - Knowledge of survey processes and procedures.

Examination Appeals

- When an appeal is made it must be:
 - in writing and accompanied by an administration fee (as prescribed by the Institution of Surveyors of Kenya)
 - made by the candidate and not a third party
 - Clearly state the grounds upon which the appeal is being made
 - supported by appropriate evidence
 - received by the ISK, CEO not later than 14 days after results have been posted.
- The decision made by the EFC and the ISK Council with regard to the appeal will be final.

Assessment Checks

- At any time the ISK may undertake a random check, asking the candidate to provide evidence to support the information they have provided on the technical papers, production jobs or in the oral examination.
- If a random check finds any irregularities, or a complaint is made against the candidate the candidate may require the candidate to provide further information, and/or attend another oral examination.
- The principal may also be required to provide more information to support the candidates work when cases of lack of integrity are suspected.
- This may result in the candidate's technical papers being cancelled and their case being referred for further disciplinary investigation.

Application Form

Application form **MUST** be submitted together with: -

- A Letter from employer/principal certifying the period of employment and nature of work the applicant has been engaged in. – **The principal MUST be a Full Member of ISK**
- A certified photocopy of your Graduate (formerly Associate) Certificate /Confirmation letter of ISK Graduate (formerly Associate) Membership by ISK CEO.
- Current receipt confirming up-to-date membership subscriptions and other dues payable to ISK.
- Examination fee receipt.
- Technical Paper Synopsis – where applicable

Application Form

This Application form **MUST** be submitted together with: -

- Letter from the employer/principal certifying the period of employment and nature of work the applicant has been engaged in.
- A certified photocopy of your Graduate Certificate/Confirmation letter of ISK Graduate Membership by the ISK CEO.
- Current receipt confirming up-to-date membership subscriptions and other dues payable to ISK.
- Examination Fee Receipt.
- Statement of Experience as detailed in the information to candidates.
- Proposed Topic for the Technical Paper including a Synopsis of the same. *Those with relevant MSc or PhD degrees MUST attach a certified copy of their certificate for consideration for exemption.*
- **Note: Failure to meet the above requirements MAY invalidate the application.**
- **Please indicate the Chapter for which you are applying to be a Full Member**
 - ENGINEERING SURVEYORS (ES)
 - GEOSPATIAL INFORMATION MANAGEMENT SURVEYORS (GIS)
 - LAND SURVEYORS (LS)

Submission of Technical & Production Jobs

- Technical and Production Jobs MUST be submitted in duplicate
- Use Font 12 – Times New Roman - **avoid fancy fonts**
- Documents MUST be properly bound – loose leaves will be rejected
- Soft Copies in Word Document in duplicate MUST be submitted
- For initial submissions – spiral binding is OK
- **The Final Bound copy can only be presented after corrections have been made.**
- The spine of the project should be embossed in gold with names of the candidate (first two in initials) , “ISK Diploma” and year

Candidates Role

- Apply for the Examination
 - submit relevant application form
 - Submit synopsis for Technical Paper – where applicable
- Pay the required fees
- Submit Production Jobs when required
- Submit Technical Papers – for those without relevant MSc degrees
- Undertake Written Examinations*
- Undertake Oral Examinations for those who pass the Technical Paper, Production Jobs and Written Exams



Role of the Principal



- Each candidate MUST have a Principal
- The Principal MUST be a Full Member of ISK and should not be changed during the examination process unless with the written permission of the EFC
- Production Jobs and Technical Papers MUST be signed by the principals
- The role of the Principle is to guide the candidate
- It is important to note that the opinion of the Principal is not binding on the EFC

EFC's Role

- Adherence to the Examination Schedule
- Report to the Education & Research Committee of ISK
- Appoint Examiners & Supervisors
- Approve Applications for Examination
- Conduct Oral Examinations
- Disseminate the Examination Process to Members
- Ensure that exams are marked and results delivered on time
- Develop and revise Examination Regulations on behalf of the ISK Council

Examination Timetable 2018 – Indicative Dates

No.	Item/Milestone	Deadline
1	Candidates Briefing	9 th March 2018
2	Candidates Apply	3 rd April 2018
3	EFC considers Applications & appoints supervisors	6 th April 2018
4	Candidates notification	9 th April 2018
5	Candidates Training	6 th – 10 th Aug. 2018
6	Written Exams	3 rd – 6 th Sept. 2018
7	Submission of Production Jobs & Technical Papers	7 th Sept. 2018
8	Submission of Marks by Examiners	26 th Oct. 2018
9	EFC Meeting	9 th Nov. 2018
10	Oral Exams	23 rd Nov. 2018
11	Release of Exams	14 th Dec. 2018
12	Candidates are admitted as full members	AGM end of March 2019

Release of Results

- Candidates who PASS are required to Apply for Full Membership
- Application is made by filling the Full Membership Application
- Application Form MUST be signed by 2 Full Members
- Candidate MUST attach all relevant documentation i.e. certificates, proof of passing full membership examinations etc.
- Application form should be submitted to the CEO, ISK
- Secretary of relevant chapter will then present the form to the EFC
- Upon adoption by EFC the name will be presented at the Chapter Meeting
- If name is adopted at Chapter Meeting the name will be forwarded to the ISK Council through the Education & Research Committee (ERC)
- The ISK Council will then present the name at the AGM
- Candidate will then be admitted as Full Member and allowed to use the initials MISK

Observations from past years

- Candidates FAIL because:
 - They don't follow guidelines
 - They submit sketchy documents
 - Poor writing skills – examiners cant read what you have written
 - Fail to follow required procedures for the production of maps etc.
 - Submit cadastral jobs with no authentication
 - They wait till the last few days to prepare the production jobs or technical papers
 - PASS are required to Apply for Full Membership
 - They work without guidance
 - They plagiarize other work – present work for other people

Observations from past years

- To pass:
 - Follow guidelines
 - Work under a Principal
 - Prepare well in advance
 - Visit ISK and look at work that has been done in the past
 - Consult the right people
 - Follow the process