



## APPRENTICE EVALUATION FORM

Name of apprentice: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile \_\_\_\_\_ E-mail \_\_\_\_\_

Languages: English Others \_\_\_\_\_

Nominating Federation: \_\_\_\_\_

Qualifying award (Large Vermeil or better) gained at: \_\_\_\_\_

Class for qualifying medal: \_\_\_\_\_

Exhibition at which apprenticed: \_\_\_\_\_

Class judged

Dates of jury work

*(if more than one, a form for each class has to be filled in)*

Results of independent evaluation			Points		Medal	
Exhibit title		Frame N°	Apprentice	Team	Apprentice	Team
1						
2						
3						
4						

Assessment of independent evaluation: ☐ excellent ☐ good ☐ adequate ☐ poor

Assessment of overall performance (see page 2) Grand Total: \_\_\_\_\_

In my opinion the apprentice ☐ would be a good juror  
(check one) ☐ should serve an additional apprenticeship  
☐ is unsuitable as a juror

Areas of weakness, need for further training, reason for rejection: \_\_\_\_\_

Team leader:

Examiner/s:

Name:

Name:

Signature:

Signature:

Date:

Date:

☐ I concur ☐ I do not concur with the above recommendation

Jury President: \_\_\_\_\_



## ASSESSMENT OF OVERALL PERFORMANCE

Name of apprentice

Points	Outstanding 10-9	Very good 8-7	Satisfactory 6-5	Poor 4-3	Inadequate 2-1
<b>General</b>					
General philatelic knowledge					
Specialized knowledge in class judged (familiarity with literature, varieties, etc.)					
Knowledge of FIAF languages (able to discuss freely with team members)					
Ability to communicate with team members (language, diplomatic, even tempered, comprehension)					
<b>Judging capability</b>					
Accuracy in evaluation (knowledge of subject, capability to assess unfamiliar subjects)					
Ability to explain evaluation (provision of facts, special knowledge, etc.)					
Soundness of conclusions (close to team consensus, absence of challenges)					
Freedom for philatelic bias (Absence from prejudice or pre-judgment)					
<b>Application</b>					
Personal initiative (on time, diligent, use of spare time to review decisions)					
Ability to work under pressure (rapid but thorough, not distracted by outsiders, events)					
<b>FIP Matters</b>					
Knowledge of FIP organization and GREX					
General knowledge of FIP judging regulations					
Knowledge of FIP SREVs and Guidelines in chosen class					
Overall evaluation capability (team consensus)					
<b>TOTAL POINTS</b>					
				<b>Grand Total</b>	/140



## GUIDANCE TO TEAM LEADERS

**When assessing the overall performance of the apprentice you should use the following principles:**

<b>Outstanding:</b>	This would be equivalent to what you would expect from an experienced juror.
<b>Very good:</b>	This is the standard expected from a potential juror.
<b>Satisfactory:</b>	These are marginal candidates and may require a further period of training if all the marks fall into this bracket.
<b>Poor:</b>	A candidate with this mark will certainly be expected to take a further period of training.
<b>Inadequate:</b>	Any marks in this area are almost certainly a reason for rejection as a potential juror at any time.
<b>General:</b>	In this area the overall capability of the apprentice in communication with fellow team members is very important.
<b>Judging capabilities:</b>	This assesses the accuracy of the apprentices evaluations and the reasoning he/she is able to bring to discussion
<b>Application:</b>	This is a very important aspect. The apprentice must be prepared to put himself out and not wait around to be instructed in his next task. A lazy juror is a liability. This may be a reason for rejection even if other aspects are satisfactory.
<b>FIP matters:</b>	This assesses the apprentices' knowledge and understanding of FIP regulations. This is frequently a reason for requiring further training.
<b>Overall evaluation:</b>	This refers to the general opinion of the team members on whether they would wish to work in the same team as the apprentice on a future jury. The feel good factor.

## EVALUATION OF APPRENTICES

Dear Team Leader,

You are responsible for the evaluation of any apprentice jurors who serve in your Team. These evaluations should be carefully and fully reported on the Apprentice Evaluation Report provided to you. The completed Reports should be returned to the FIAF Director in charge of Jury matters BEFORE the Jury is discharged. If the Director is not available, they should be handed to the Jury President for transmission to the said Director.

During the judging activities you and your team members should closely observe the apprentice's performance and require him to justify his point and medal level conclusions. Early in your team's work you should select three exhibits, not yet judged by the apprentice or the team, and have the apprentice judge them independently. The evaluation report provides space to compare his results with those of the team.

To assure that the FIAF accepts only qualified jurors, it is extremely important that you carefully and conscientiously carry out this evaluation responsibility and fully complete the required report. The quality of future FIAF judging will depend on the quality of training and the careful evaluation that you give to FIAF apprentice jurors. Thank you for your help.