



**AMERICAN WATCHMAKERS-CLOCKMAKERS INSTITUTE**

**BOARD OF EXAMINERS ANNUAL MEETING**

**August 8, 2009**

**Crowne Plaza Hotel Providence – Warwick**

**Warwick RI**

**AGENDA**

- I. Introduction
  - A. Introduction of members
  - B. Recognition of guests
  - C. Reading of the previous minutes
  
- II. Old Business
  - A. Review of updated material
    - 1. Standards & Practices Document
    - 2. Assessment Manual
    - 3. Assessor's Manual
    - 4. Exam Administrator's Manual
    - 5. Office Administration Manual
  - B. Past year examination process
    - 1. Amount Failing (use not meeting standard)
    - 2. ESL (English as second language)
    - 3. Examinees with Special needs (request for exam variance form)
    - 4. Request for more study material (possible pretest)
  - C. Clock Examination Overview

New Business

- A. Exam Changes
    - 1. Component Preparatory changes
    - 2. Administration Changes
    - 3. New material
  - B. Assessment training
  - C. Term for B.O.E. members
  - D. Appeals (current appeals)
- III. Final Points
- A. Additional Items (not covered)
  - B. Adjournment
- IV.