

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Re:memo
Still Instructors
Still Students

HCO POLICY LETTER OF FEBRUARY 28, 1965

COURSE CHECK OUTS
TWIN-CHECKING

Hereafter the existing theory coaching policy of 1964 will be amplified as follows:

Students, being formed into coaudit teams, turnabout, will also do their theory check outs in pairs.

An Instructor in doing a theory check out will have both students, that are listed as Coauditors in the Auditing Assignment Sheet, appear before him when either one requires a check out and will then check out both students on the same bulletin.

The Instructor will ask the students alternately his questions and if either student flunks, both flunk the test. This system is called Twin Checking.

It is extremely important that the flunk be given quickly by the Instructor after a short comm lag on the student's part. No coaxing by the Instructor is permitted. Reason? If the Instructor lets one of the two students flounder about, the other student will try to prompt and, at the very least, the other student is put on a withhold of the data his twin cannot answer and he can. Therefore the system will prove unworkable if the flunk is not given quickly after the er-ah-hm of one student indicates he doesn't know.

On being flunked, the students should then retire to their places in the classroom and coach each other, as covered in 1964 Policy Letters, until they feel they can pass.

They will be examined from just above the point of the flunk if done within a week. However, in case the team has been split up, all such partial pass notes on the materials of both expire. This is easy to detect without any admin overload, as both their mimeos will have the Instructor's initials at the same spot with the same date. When dates don't compare, it is a matter for single examination.

Single student exam in theory takes place whenever one student already has a pass (as from a former period or team) and the other doesn't.

However, single passing done because the student's twin is sick or has blown will work the evil of paying a student to ARC break in auditing his slower twin so as to get single passing going rather than be forced to coach or audit the other to make the slower one quicker. Therefore, students whose mate has blown or has become ill just aren't single checked. Check outs on Theory await the return of the other. Also one mustn't be quick to re-assign a broken up coaudit team. And one changes teams only when the student goes up to the next unit when it would be a good thing to reshuffle anyway.

Single student examination cannot be done when only one student has a partial pass and the other doesn't.

In making partial passes, the Instructor always marks both the students' mimeos. And in starting from a point again, checks both the students' materials to see if the partial pass dates and initials agree. If they don't, he dismisses one of the students back to study and examines the other and gives both a pink sheet for making the error.

The twin Checking system presupposes students coaudit in pairs.

Practical coaching should never be by the pair who are assigned coauditors. Otherwise the check out system is the same as for theory.

Practical check outs will also be done in pairs and Twin Checking used. This means practical coaching teams must remain stably assigned as different from auditing assignments.