

AUDITING REPORTS

An auditing report is the report of a **session given**, written during the session, on the session.

It is not a **copy** of the report of a session given: Or a report drawn from notes taken on a session given.

Auditing reports and work sheets should be neat as possible under the circumstances of a session.

They **must** contain pertinent data of the session given, i.e. BDs noted TA and time notations, etc. These should be entered on the worksheet **at the time they occur**.

Later entries done to clarify bad writing where one was rushed or where a shorthand was done that is not clear to the D of P or Examiner, should be indicated as a later entry by using a different coloured pen, etc.

A made up report, or one done later to obtain neatness or completeness by an auditor who failed to keep a good session report **at the time of the session**, will be disqualified as evidence of auditor ability when presented to the examiner and chitted by the D of P when turned in by an HGC auditor.

The whole idea of requiring an auditor report of a session is to have a record of **the session** for the D of P or Examiner, upon which to adjudicate what is going on with a PC. And a report done later is **NOT** a report of **the session given**.

The Summary Report, done after the session should be a 15 minute or so summary and should be done immediately after the session, not a day later, and should be done as per policy on summary reports. A Summary cannot be substituted for the actual auditing report.