



SOCIETY OF AUSTRALIAN  
**GENEALOGISTS**

**Certificate in Genealogical Research**  
**Exercise 8 briefing**  
**Cohort 2020**  
**27.09.2021**



*We acknowledge the Traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to Elders past, present and emerging. The Society's offices and Library are located within Gadigal land of the Eora nation.*



# Exam logistics

**Monday 8 November 7.00pm-9.00pm AEDT (Sydney time)**

Online

10% of your total grade for the Certificate

PART A: up to 40 multiple choice questions (20% Ex 8)

PART B : 4 short answer questions (80% Ex 8)

*You may want to consider spending 20 minutes on Part A and 80-90 minutes on Part B (20 min per question for Part B).*

*(allowing 10-20 minutes for reading/proof reading)*



# Exam logistics

*6.50pm – 7.10pm check in and check questions*

*7.10pm – 7.30pm PART A & submit*

*7.30pm – 8.50pm PART B {ALARM at 8.45pm}*

*8.50pm – 9.00pm Proof reading & submit PART B  
OR*

*6.50pm – 7.10pm check in and check questions*

*7.10pm – 8.30pm PART B*

*8.30pm – 8.50pm PART A & submit {ALARM at 8.45pm}*

*8.50pm – 9.00pm Proof reading & submit PART B*

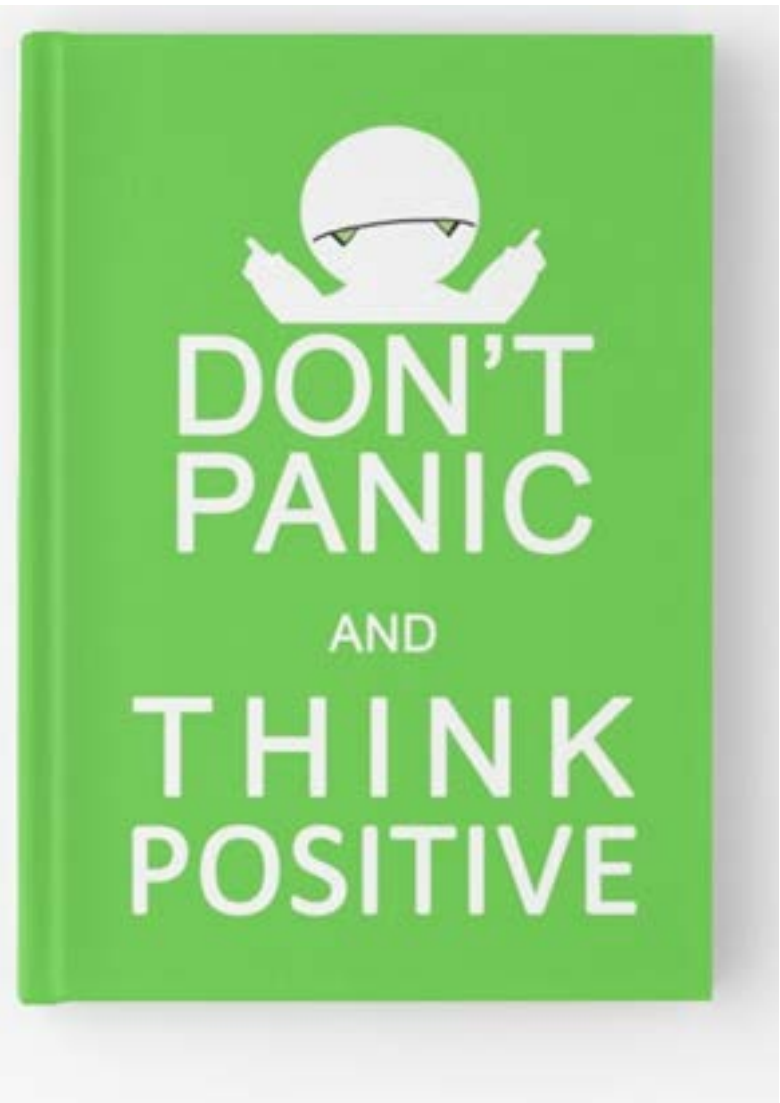
*We will allow a short grace period after 9pm for all the Part B papers to be emailed in.*



# Exam logistics



**I will have a telephone contact number for the night which will be sent in advance and with the email for the assessment on the night.**



# Before you start on the questions

At the allocated time for your exam you will receive one email sent to the address I've used for this email.

The first thing you need to do is **ACKNOWLEDGE RECEIPT** by return email so I know you have received it safely.

It will give you the link you need to Part A of the exam, and will have a PDF document attached which you need to open for Part B.



# PART A

**Part A** is done online. It consists of up to 40 multi-choice questions and is conducted via Survey Monkey software. You will need to complete your name, locality and SAG Membership Number for the first three questions. The questions are based on family history research methods and terminology. As with all multi-choice, elimination of the unlikely options will often lead you to the right answer, without having to actually know the answer. You can leave a question and return to it if you wish, but once you hit the DONE button on the final page you **CANNOT** retrieve your answers, review them again or redo any section of Part A.

Most importantly - Part A is **only worth 20% of your total assessment** for Exercise 8. So don't spend an hour on Part A labouring over choices or you'll be restricting the time you have to answer Part B, which is worth 80%.



# PART A SAMPLE

Which of the following is NOT a 'pay to view' website

- Ancestry
- The Genealogist
- FindMyPast
- FamilySearch

***You will be sent a trial site by the end of the week.***





# PART B

Part B is a PDF you download/view.

The 4 questions are of equal value and worth 80% of the total assessment for #8.

Answer each one on a separate document with your name and question number at the start of each document.

*You also have the option to hand write and scan or take a photo via smartphone and email.*



# PART B

*The best way to prepare for this part of the Exam is to sit down and try to answer each question as you intend to do on the night (e.g. either typing or hand-writing your response under exam conditions). Giving yourself about 20 minutes to attempt each will help you to judge the length and depth of response you can achieve in that time.*

## **Sample Questions for Part B**

1. It is hard to progress family history research if you don't know the state/county or locality in which the family you are researching lived. Is this true? Why?
2. What are the approaches you would take to support researching military service of a World War One soldier from Australia?
3. Why are online newspaper websites so valuable for family historians?
4. 'Everyone should start their family history by consulting the Ancestry website'. Do you agree?



# SAMPLE Question 3

Why are online  
newspaper  
websites so  
valuable for family  
historians?

Your answer may  
look like this>>>

Q3 GRAHAM, RUTH #12345

Why are online newspaper websites so valuable for family historians?

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CLOSING STATEMENT



Set up **4 Word processing files** and save as the following and repeat at the top of the document:

Q1 My surname, My First name, My SAG number

Q2 My surname, My First name, My SAG number

Q3 My surname, My First name, My SAG number

Q4 My surname, My First name, My SAG number

e.g. FILENAMES

Q1 Smith, Joanne 789456

Q2 Smith, Joanne 789456

Q3 Smith, Joanne 789456

Q4 Smith, Joanne 789456

Q3 GRAHAM, RUTH #12345

Why are online newspaper websites so valuable for family historians?

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CLOSING STATEMENT



# PART B

*These are short answer questions – if you run out of time, use dot points to cover your arguments.*

*Use a clear font e.g. Arial sized at 11 or 12.*



Component	Weighting
<p><b>Exercise 1 – Website article of 1000 words.</b> Candidates will choose one website from a list supplied by the SAG and write an article on it which would be suitable for publication where the reader may have little or no genealogical knowledge.</p>	15
<p><b>Exercise 2 – Preparation of a research plan</b> – candidates will be given a genealogical question and asked to prepare a research plan demonstrating the methods and sources you would use to answer that question</p>	10
<p><b>Exercise 3 – Charting exercise.</b> You will be given a one page family history and asked to produce a family tree chart from it. This cannot be produced in genealogical software.</p>	10
<p><b>Exercise 4 – Short research guide</b> – a 1500 word guide on a specific research topic.</p>	15
<p><b>Exercise 5 – Analysis of UK census records</b> – candidates will be given a series of census entries and asked to analyse them and to identify further areas of research arising from them.</p>	15
<p><b>Exercise 6 – Short biography</b> – candidates will be asked to prepare a short biography (750 word max) based on the format used in the <i>Australian Dictionary of Biography</i>.</p>	15
<p><b>Exercise 7 – Palaeography (handwriting) Exercise</b> – Candidates will be asked to interpret hand-written documents and to provide a transcript of these.</p>	10
<p><b>Exercise 8 – Examination</b> of approximately 2 hours duration – this will be undertaken via the internet and may include both multi-choice and short-answer questions.</p>	10
	100 Total



# Exam tips

- Tell your household
- Prepare pages/set up files for short answer submission
- *Check laptop/computer/internet access*
- *Re-watch this recording closer to the time*
- *To the test PART A*
- *Rehearse completing at least 1 question from the Sample PART B in 20 minutes*





# Exam tips

## *On the night:*

- *Check laptop/computer/internet access*
- *Ensure you have a quiet place with drinks/snacks if needed!*
- *Set alarms*
- *Be seated and comfortable by 6.50pm*
  
- *Recognise you have already done the hard yards for this Certificate in a global pandemic*





# Exam logistics

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# Further Q&A session on the examination

Thursday 4 November 6-6.30pm  
AEDT (Sydney time)



# MARKING & AWARD

- Diploma and Certificate Committee
- Results confirmed in December and ratified at 8 December SAG Board meeting (pending extensions)



# Next steps...

11 October (tbc)

– **Diploma of Family Historical  
Studies Information Session**



# Follow up queries

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