



THE SOUTH ASIAN ASSOCIATION OF  
TRANSACTIONAL ANALYSTS

# Diploma in Transactional Analysis Handbook

Version 2.1

*Effective for all Diploma examinations received after May 2022*

## Table of Contents

|     |  |    |
|-----|--|----|
| 1.  | Purpose of SAATA Diploma Handbook.....   | 11 |
| 2.  | About SAATA .....  | 11 |
| 3.  | Scope of the Diploma Examination & Award .....   | 13 |
| 4.  | Objectives of the Written Examination .....  | 13 |
| 5.  | Requirements.....  | 14 |
| 6.  | Exam & Award Calendar.....   | 15 |
| 7.  | Overview of Written Examination .....  | 15 |
| 8.  | Presentation.....  | 17 |
| 9.  | Anonymity .....  | 18 |
| 10. | Section Scoring & Final Evaluation .....   | 19 |
| 11. | Exam Submission Procedure .....  | 19 |
| 12. | Scoring Procedures .....   | 23 |
| 13. | Result: Pass & Deferral.....   | 24 |
| 14. | Appeal Process .....   | 25 |
| 15. | Guidelines for Examiners .....   | 25 |
|     | Appendix I: Diploma in Transactional Analysis .....  | 27 |
|     | Appendix II: Application for Diploma in Transactional Analysis .....                         | 29 |
|     | Appendix III: Supervisor's Endorsement for Diploma in Transactional Analysis.....            | 30 |
|     | Appendix IV: Scoring Sheet for Written Examination of Diploma in Transactional Analysis..... | 31 |
|     | Criteria and Scoring Sheet for Section A .....   | 31 |
|     | Criteria and Scoring Sheet for Section B: Theory and Literature .....                        | 32 |
|     | Appendix V : Scoring Sheet of Diploma in Transactional Analysis .....                        | 35 |

## 1. Purpose of SAATA Diploma Handbook

The SAATA Diploma Handbook offers to prospective candidates, and to examiners, an outline of the application, writing, submission, and evaluation processes of the Diploma examination in Transactional Analysis (TA). It contains relevant information about the South Asian Association of Transactional Analysis (SAATA) including its mission, vision, and philosophy.

The handbook will help applicants understand the [objectives](#) and format of the written examination by providing a clear roadmap of the [requirements](#), [word limit](#), and [presentation style](#), and [assessment](#) and [scoring criteria](#). Candidates, supervisors, and examiners can find details of the [suggested curriculum](#) to be covered for Diploma in TA, the [Scoring Sheet](#), format for the [Application for Diploma in Transactional Analysis](#), and the [Supervisor's Endorsement for Diploma in Transactional Analysis](#) in the appendices.

Further on, the handbook outlines the steps a candidate must take to submit their written examination for evaluation. The manual gives the candidate a step-by-step breakdown of the [evaluation](#), [necessary paperwork](#), [exam fees](#), and the [scoring](#), [results](#), and [appeals](#) processes. It also defines [a framework of criteria](#), based on which the examiners are to assess the written examination.

## 2. About SAATA

Founded on December 6, 2006, SAATA is an international, non-profit, professional organisation founded by a group of Transactional Analysts engaged in applying their knowledge and skills for promoting global standards in TA practice, training, and certification in South Asia. This section offers readers a brief overview of SAATA's [vision](#), [mission](#) & [goals](#).

### 2.1. Vision of SAATA

SAATA's core mission is to provide a professional identity to Transactional Analysts in the South Asian region and to represent this region in the global Transactional Analysis community. Further SAATA aims:

2.1.1. To promote cooperation in the South Asian region in the field of TA

2.1.2. To engender professional knowledge and research in TA, to develop its theory, and to ensure agreed standards of training and practice

2.1.3. To ensure that the TA training and examination process and the professional code of ethics are relevant to the regional, social, political, cultural, economic, and market conditions

2.1.4. To synthesise Eastern Philosophy and Culture into TA theory, training, and practice

## 2.2. Mission of SAATA

For the implementation of its vision, SAATA will, in particular:

2.2.1. Work to ensure conformity to agreed standards of training, examination, and practice of TA in South Asia

2.2.2. Encourage the participation of TA practitioners, associations, and institutions

2.2.3. Facilitate South Asian TA associations and institutions to coordinate their activities, like conferences and publications by facilitating communication between them

2.2.4. Organize regional, national, and international conferences in TA

2.2.5. Provide information by way of publications and the diffusion of documents and texts

2.2.6. Translate works and documents of TA into regional languages

2.2.7. Encourage the professional practice of TA

2.2.8. Support scientific research into the theory and practice of TA

2.2.9. Promote contacts with persons and organisations in fields allied with TA specialization

2.2.10. Establish and regulate necessary systems to uphold professional ethics in supervisors, trainees, and practitioners

## 2.3. SAATA Goals

In accordance with its broad vision and mission, SAATA is committed to achieving the following [short-](#) and [long-term goals](#):

### 2.3.1. Short Term Goals

2.3.1.1. All Certified Members in the region (TSTAs, PTSTAs, and CTAs) and their trainees will be the members of SAATA

|          |  |
|----------|--|
| 2.3.1.2. | Bring together under one umbrella all practicing TA professionals in the region to foster synergy                              |
| 2.3.1.3. | Develop a training and examination handbook to suit the regional needs   |
| 2.3.1.4. | To design and offer courses in TA (TA101 and CTA) to suit the local requirements and certify those who fulfil the requirements |

#### 2.3.2. Long Term Goals

|          |  |
|----------|--|
| 2.3.2.1. | To be a full-fledged equal partner in the global TA community  |
| 2.3.2.2. | To get its training and examination process mutually recognised by the global TA certifying bodies                                     |
| 2.3.2.3. | To get SAATA courses recognised by regional, national, and global institutions including universities and government regulatory bodies |

### 3. Scope of the Diploma Examination & Award

The Diploma examination is an opportunity for the candidate to be reflective, analytical, and application focussed, while demonstrating ethical thinking and behaviour.

On passing the open-book written exam, the candidate will be awarded an e-certificate of Diploma in Transactional Analysis by SAATA. At the outset, it must be clarified that having a Diploma in TA does not qualify the candidate to practice TA professionally. For further clarity on the objectives of the written examination, refer to [Section 4](#).

### 4. Objectives of the Written Examination

The written exam for the Diploma in Transactional Analysis is designed to assess the candidate's understanding of the core concepts and theoretical underpinnings of the field as well as their ability to apply those ideas in an ethical manner and interpersonal context. Given that a greater grasp of how TA impacts us will give us a better understanding of others, the written test is intended for the candidate to demonstrate how the foundational training in TA has enabled them to gain a deeper awareness of the self. The details of the objectives of the written examination are as follows:

|   |
|---|
| 4.1. To evaluate the candidate's level of experiential learning and understanding of the core concepts of TA. Refer to <a href="#">Appendix I</a> for the suggested curriculum of Diploma in TA           |
| 4.2. To assess a candidate's practical application skills for both self and interpersonal interactions  |
| 4.3. To examine the individual's problem-solving skills and ability to approach complex interpersonal issues from a variety of perspectives, developed through TA concepts                                |
| 4.4. To evaluate the individual's professionalism, as well as the quality and integrity of their use of TA  |
| 4.6. To assess the candidate's ability to select the appropriate theoretical frameworks of TA and apply them to practical situations  |
| 4.7. To examine the candidate's commitment to an ongoing study of the self that considers the latest developments   |
| 4.8. To gauge the individual's ability to develop independent learning skills that allow them to approach new issues and topics with confidence   |
| 4.9. To understand how the Diploma training in TA has facilitated the candidate's understanding of various fields of specialization and their boundaries, as well as the multiple levels of certification |

## 5. Requirements

For the written exam, SAATA does not stipulate any educational background for interested candidates. However, candidates must have been a member of SAATA for a minimum of 12 months, which is to be verified by the exam office at the time of application and submission of written examination. Candidates must also have the requisite Training Hours and Additional Hours to be considered eligible to take the test. For detailed information on the number and composition of the requisite hours, see below.

| Requirement    | No. of Hours | Composition   |
|----------------|--------------|---|
| Training Hours | 120          | Advanced TA training <sup>1</sup> by SAATA Supervisor/PTSTA <sup>2</sup> /TSTA <sup>3</sup> .<br><br><sup>1</sup> TA 101 is not included. |

|                  |     |   |
|------------------|-----|---|
|                  |     | <sup>2</sup> PTSTA: Provisional Teaching & Supervision<br>Transactional Analyst<br><sup>3</sup> TSTA: Teaching & Supervising Transactional Analyst  |
| Additional Hours | 80  | → Supervision of TA or non-TA learning hours<br>→ Exam-related supervision<br>→ Presentations in training groups<br>→ Other forms of learning stimulated during professional activities<br><br>*All additional hours need to be logged clearly, and signed off by the supervisor. |
| Total Hours      | 200 |   |

## 6. Exam & Award Calendar

Candidates can submit their exams throughout the year, given they meet all the requirements and complete the necessary application procedures. Successful candidates to be awarded an e-certificate of the Diploma in Transactional Analysis in January and July, depending on when the candidate submits their written exam for evaluation.

The SAATA exams office will send the digital certificate via email to the candidates. The Diploma holders' graduation ceremony will be held during SAATA events such as conferences, and the MLL.

## 7. Overview of Written Examination

The written examination consists of two sections ([Section A](#) & [Section B](#)), both of which must be attempted by the candidate. For information on the style of presentation of the written examination, including referencing, citation, and word count, see [Section 8](#).

### 7.1. Section A: Self-Analysis

In this section, the candidate is required to provide an analytical report of the self, and give a broad overview of how the application of TA has impacted their own journey of personal and professional growth. The report must demonstrate the candidate's ability to:

|        |  |
|--------|--|
| 7.1.1. | Analyse themselves by describing the personal and professional contexts relevant to the application of TA.   |
| 7.1.2. | Use ideas and concepts from TA to describe their personal growth and change with examples. This must include concepts relevant to the context, without elaborating on theory. Refer to <a href="#">Appendix I</a> for a list of the prescribed TA theoretical concepts relevant for the Diploma in TA. |
| 7.1.3. | Demonstrate evidence of congruent change and share how this change came about through a description of the phenomena or processes that facilitated the shifts.   |
| 7.1.4. | Express independent opinions on personal values and ethics.  |
| 7.1.5. | Outline a roadmap to further the journey with TA.  |

## 7.2. Section B: Theory & Literature

This section requires the candidate to answer [questions](#) on TA theories and their application. This is an opportunity for the candidate to demonstrate:

|        |   |
|--------|---|
| 7.2.1. | Knowledge of TA theory and literature. Refer to <a href="#">Appendix I</a> for the prescribed curriculum of Diploma in TA   |
| 7.2.2. | Capacity to conceptualise the application of TA theory  |
| 7.2.3. | Justify choice of questions with ideas that demonstrate a wide range of concepts/models/frameworks as well as an in depth understanding of the theory and application                               |
| 7.2.4. | Ability to reference theory to their original authors. For instance, the use of the theory of ego-states must be referenced to Eric Berne, unless an interpretation of another author is being used |
| 7.2.5. | Provide specific examples of the application of the concepts on self  |

### 7.2.1. Questions for Section B

Seven questions on the theory and application of TA are listed below. Candidates are invited to respond to any three of their choosing:



|      |   |
|------|---|
| i.   | What TA model or concepts do you use to understand interpersonal relationships and communication? Explain with specific examples of your change in the personal/professional context. |
| ii.  | What is the significance of contracting? How has the application of contracting enhanced your professional/personal life?   |
| iii. | Which TA concepts do you use to describe recurrent patterns? Describe with examples the development of these patterns in you, and how you have used them to foster change.            |
| iv.  | What TA model or concepts do you use to understand the intrapsychic process? Explain its influence on you.  |
| v.   | What TA concepts do you use to understand some aspects of your personal/professional life? How has this understanding influenced your growth?   |
| vi.  | Which TA concepts have you used to motivate yourself and/or others? Illustrate with examples.   |
| vii. | What TA concepts would you employ to describe growth and change? Describe the growth/change you have undergone using these concepts.  |

## 8. Presentation

Candidates are required to adhere to the following criteria of presentation for the written examination:

|      |  |
|------|--|
| 8.1. | The written test to be submitted in PDF format, double-spaced, with all pages numbered, and in one of the following fonts—Calibri, Arial or Times New Roman—in a font size of 12 or 13 |
| 8.2. | Figures and tables to be numbered and labelled sequentially  |
| 8.3. | Include a table of contents, a list of figures, and a list of tables at the start.   |
| 8.4. | References to be formatted according to <a href="#">APA</a> or <a href="#">TAJ</a> style. Papers that do not reference correctly are not eligible for evaluation                       |
| 8.5. | A cover page, with title of the examination and year, to be included for the examination document.   |
| 8.6. | The PDF file of the written examination must use the following naming convention: SAATADiploma_Year of Submission  |

|        |   |
|--------|---|
| 8.7.   | Word Limit:   |
| 8.7.1. | The total word count of the written examination to fall between 6000 and 8000 words. As a rule, candidates are recommended to respond to each question in no more than 1500-2000 words. |
| 8.7.2. | The word count of each response to be specified in the Table of Contents itself. The total word count of the examination to be mentioned at the bottom of the Table of Contents.        |
| 8.7.3. | The word count of each response to be specified in the Table of Contents itself. The total word count of the examination to be mentioned at the bottom of the Table of Contents.        |
| 8.7.4. | Diagrams, tables, and list of references are not to be included in the word count.  |
| 8.7.5. | In-line references to be included in the word count.  |
| 8.7.6. | If the word count exceeds the set limit, the exam to be sent back by the coordinator/examiner without initiating the evaluation process.  |

## 9. Anonymity

Exam regulations require the candidate to submit the written examination in complete anonymity. This mandate is to protect the candidate. The following is a list of procedures that candidates must follow to ensure anonymity:

|      |   |
|------|---|
| 9.1. | The candidate is to refrain from offering any information that points to the individual identity of the candidate, supervisor, and/or the institute they are affiliated to. |
| 9.2. | If the candidate identifies self or the training institute/supervisor in the written exam, the paper is to be returned to the candidate without marking.                    |
| 9.3. | The identity of any individual or organisation used as an example to illustrate application to be disguised.  |

## 10. Section Scoring & Final Evaluation

The candidate is to be assessed based on how well they do in [Sections A](#) and [B](#) as well as a General Criteria. For more details on the grading standards, see [Appendix IV](#). Refer to [Section 13](#) for more information on the criteria of '[Pass](#)' and '[Deferral](#)'.

| Section          | Percentage |
|------------------|------------|
| Section A        | 20%        |
| Section B        | 63%        |
| General Criteria | 17%        |
| Total            | 100%       |

### 10.1. Criteria for Assessment

The following list of factors to be considered by the examiner to assess the candidate's examination.

|  |
|--|
| 10.1.1. Awareness of a broad range of concepts   |
| 10.1.2. Recognition of the significance of concepts                                    |
| 10.1.3. Change evidenced by reported behaviours  |
| 10.1.4. Competence in the application of theory  |
| 10.1.5. Coherence and organisation of material   |
| 10.1.6. Ethical position   |
| 10.1.7. Adherence to presentation standards, citation styles and ethics of referencing |

Refer to [Appendix IV](#) for a detailed and section-wise break-down of the criteria for evaluation.

## 11. Exam Submission Procedure

The candidate, supervisor, and exam coordinator to follow necessary steps to complete the exam submission procedure. The procedure has been categorised according to the roles to be followed by candidate, supervisor, and candidate respectively. Each role has been colour coded for convenience:

| Sub-section No. | Role       | Process   |
|-----------------|------------|---|
| 11.1.           | Candidate  | When the candidate is ready to submit their Diploma exam, they need their supervisor to endorse that the written examination has met the <a href="#">requirements</a> for submission.   |
| 11.2.           | Supervisor | The first step of evaluation is carried out by the candidate's primary supervisor, in the form of an appraisal to ensure that the written examination is in accordance with the appropriate format and of required standard.  |
| 11.3.           | Supervisor | The submission must include endorsement by the supervisor that the required <a href="#">hours</a> and other criteria are met. PSD assumes the accuracy of the hours that the supervisor has reviewed and attested.  |
| 11.4.           | Supervisor | The supervisor holds the responsibility to check if the exam meets the guidelines on formatting, <a href="#">word count</a> , <a href="#">anonymity</a> , and referencing (as per <a href="#">APA/TAJ</a> standards for both in-text and final reference list).   |
| 11.5.           | Supervisor | If the paper fails to meet any of the above criteria, the supervisor sends it back to the candidate for the necessary corrections.  |
| 11.6.           | Candidate  | On receiving the <a href="#">endorsement from the supervisor</a> , the candidate is to email scanned copies of the <a href="#">necessary paperwork</a> to the SAATA exam coordinator at <a href="mailto:exams@saata.org">exams@saata.org</a> . Refer to Section <a href="#">11.6.1</a> for a list of documents that candidates are to provide to the SAATA exam coordinator before submitting the written examination for evaluation. |
|                 |            | 11.6.1. Necessary Paperwork   |
|                 |            | 11.6.1.1. Application for Diploma in TA Examination. Go to Appendix II for a proforma.  |

|       |                  |  |
|-------|------------------|--|
|       |                  | 11.6.1.2. Supervisor's Endorsement for Diploma in TA Examination. Refer to Appendix III for a proforma.  |
|       |                  | 11.6.1.3. Candidates are to share with the exam coordinator the email id they used to register at SAATA to register for the written examination. The exam coordinator is to use the said email id to ascertain all membership related information, including the candidate's duration of membership with SAATA.  |
|       |                  | 11.6.1.4. The written examination is not to be considered a part of the necessary paperwork. For submission of the written examination document, please refer to sub-sections 11.11 to 11.16.  |
| 11.7. | Exam Coordinator | On receiving the <a href="#">necessary paperwork</a> from the candidate, the exam coordinator is to verify if all requirements have been met, including whether the applicant has been a member of SAATA for at least 12 months.   |
| 11.8. | Candidate        | When the exam coordinator confirms with the candidate by email that the requirements are met, the candidate is to pay the <a href="#">exam fee</a> via a <a href="#">payment link</a> . This is to be a consolidated amount, which includes the application fee and the examiner's fee. Direct bank transfers to SAATA account are not a valid payment. Candidates are to note that the fees are non-refundable. Refer to <a href="#">Section 11.8.1.</a> for details on the exam fees and the payment link. |

### 11.8.1. Exam Fees

Candidates are required to pay examination, resubmission, and re-evaluation fees as and when necessary. Exam fees are to be paid online through the link: <https://rzp.io/l/t39WSnz> . Links for re-submission and re-evaluation fees will be provided by the exam coordinator, as and when necessary. Here are the specifics:

|   | Application Fee | Examiner's Fee | Total    |
|---|-----------------|----------------|----------|
| Written Examination   | ₹ 1000/-        | ₹ 3000/-       | ₹ 4000/- |
| Resubmission with minor changes/ clarification required by examiner | ₹ 200/-         | ₹ 3000/-       | ₹ 3200/- |
| Reevaluation  | ₹ 1000/-        | ₹ 3000/-       | ₹ 4000/- |

*Note: Fees paid through direct bank transfers or any other mode are not valid payments and no request for a refund will be entertained.*

|        |                  |  |
|--------|------------------|--|
| 11.9.  | Candidate        | When the candidate uses the payment link to make the payment, they will receive an acknowledgement from the payment gateway, which will serve as the payment slip. |
| 11.10. | Candidate        | The candidate is to mail the payment slip to the exam coordinator as proof of payment of the exam fees.  |
| 11.11. | Exam Coordinator | 11.11.1. On receiving the proof of payment from the candidate, the exam coordinator is to check for an available examiner.   |

|        |                  |   |
|--------|------------------|---|
|        |                  | 11.11.2. Only on receiving confirmation of availability from the examiner, the exam coordinator is to instruct the candidate via email to submit the soft copy (pdf) of their written examination.                    |
| 11.12. | Candidate        | Only on receiving instructions from the exam coordinator, candidate is to submit a soft copy (pdf) of the written examination to the SAATA exam coordinator ( <a href="mailto:exams@saata.org">exams@saata.org</a> ). |
| 11.13. | Exam Coordinator | 11.13.1. On receiving the written examination, the exam coordinator is to issue a receipt via email to the candidate, marking the date of submission.   |
|        |                  | 11.13.2. In the same email, the exam coordinator is to inform the candidate that the exam will be marked within 30 days of the date of submission.  |
| 11.14. | Exam Coordinator | The exam coordinator is to verify if the written examination meets the guidelines on word count, formatting, and references as per the <a href="#">APA/TAJ</a> style.   |
| 11.15. | Exam Coordinator | The exam coordinator is not to forward the written examination to the examiner if word count, formatting and references are not as per the <a href="#">APA/TAJ</a> style.   |
| 11.16. | Exam Coordinator | The exam coordinator is to send the exam to an available examiner for evaluation. The endorsing supervisor is not to be involved in this process.   |

## 12. Scoring Procedures

The candidate, examiners, and supervisors can refer to this section for a thorough explanation of the scoring procedures:

|   |
|---|
| 12.1. The examiner is to mark the written examination based on the criteria specified and the detailed rubric provided (Refer to <a href="#">Appendix IV</a> ). |
| 12.2. The examiner is to take a maximum of 30 days, from the date of submission, to mark the examination.   |

12.3. The Consolidated Mark Statement (Refer to [Appendix V](#)) with the feedback to be e-mailed as a PDF file to the SAATA exam coordinator.

12.4. The identity of the examinee is to be kept anonymous. The marks and feedback document to include the examiner's information.

### 13. Result: Pass & Deferral

The rating process has two possible outcomes: 'Pass' or 'Deferred,' the specifics of which are detailed below:

#### 13.1. Pass

A minimum total score of 65% is required in the written examination to be declared 'Pass'. If the examination is a 'pass,' the SAATA exam coordinator is to send the feedback to the candidate. Refer to [Section 6](#) for more details on the award calendar.

#### 13.2. Deferred

If the total score is less than 65%, the exam will be declared 'Deferred'. Following are the necessary steps to follow if an exam is 'deferred':

13.2.1. If the examination has been deferred by the first examiner, the exam coordinator is to send the exam to a second examiner. The second examiner is not to be informed about the deferral.

13.2.2. Only if the second examiner passes the exam, they are to be informed that the first evaluation was a deferral. Read Section 13.2.3. onwards if there is a disagreement regarding the result between first and second examiner.

If the second examiner also defers the examination, then the result is 'deferred.' Read Section 13.2.4. for further information.

13.2.3. The exam coordinator is to connect the first and second examiners via email for them to discuss the result.

13.2.4. If the two examiners come to an agreement regarding the result, then the joint evaluation and feedback are sent to the exam coordinator, who then forwards it to the candidate.

13.2.5. If they do not agree on the result, the exam coordinator is to send the exam to a third examiner to evaluate. The result of this evaluation will be



final. This third and final evaluation result will then be sent to the candidate by the exam coordinator.

## 14. Appeal Process

Any challenge to the result is to go through the appeal process through SAATA PSD. Candidates can refer to this section for detailed information about the Appeal Process:

14.1. The candidate can write to SAATA PSD with the appeal request at [exams@saata.org](mailto:exams@saata.org) within 15 days of receiving the results of their written examination. The request is to be reviewed by the PSD and appropriate course of action will be decided

14.2. In case of revaluation, the candidate will be required to pay the relevant fee. Refer to [Section 11.8.1.](#) for details on the re-evaluation fees.

14.3. Repeat the process from Section 11.8 to Section 11.16 for re-submission of examination.

14.4. After revaluation, the examiner is to send the evaluation and feedback as per the procedure outlined under [Section 12.](#)

14.5. The examiners hold no obligation to respond or communicate with the candidate/candidate's supervisor.

## 15. Guidelines for Examiners

The main function of this section is to give the examiners a fixed framework of consistent criteria to abide by for the purposes of evaluation. The following recommendations are formulated based on previous experience and industry best practices:

15.1. Examiners can refer to [Section 4](#) for a thorough understanding of the objectives of the Diploma examination, including the aptitudes based on which the candidate will be evaluated.

15.2. Examiners will find a list of the questions they can anticipate candidates to answer in [Sections 7.1](#) and [7.2.](#)

15.3. For marking on ethics criteria, the candidate is to demonstrate thinking from a personal value-based point of view. No explicit mention or knowledge of ethics is required. Refer to [Appendix IV](#) for further information.

|        |  |
|--------|--|
| 15.4.  | The candidate is to demonstrate a deep investment in themselves in the written exam which the examiner must respect, irrespective of the outcome.  |
| 15.5.  | While framing comments the examiner is to hold themselves to high standards of empathy and sensitivity, while exercising restraint and respect. Comments are to highlight specific areas of strength and weakness in the candidate.  |
| 15.6.  | The written examination evaluation is not to include any diagnosis of the candidate. Evaluation is an educational, not a psychotherapeutic process. The examiner is to avoid unqualified critical statements and unsubstantiated value judgments. Such words as 'insufficient' or 'adequate' do not carry enough information to give the candidate proper guidance for future progress. Remarks are to specifically address the criteria of the scoring scale. |
| 15.7.  | The written examination evaluation is to include positive strokes. If there is something that is unsatisfactory or if information is missing, the comments are to be specific about what is expected, so that the candidate may learn something useful. The examiner is to address the candidate directly, making the evaluation a respectful I'm OK – You're OK process.  |
| 15.8.  | Examiners can Refer to <a href="#">Section 13</a> for details on the criteria of ' <a href="#">Pass</a> ' & ' <a href="#">Deferral</a> ' of an examination.  |
| 15.9.  | Limit the feedback to three pages, and make use of the numerical scoring scale and the guidelines provided in <a href="#">Appendix IV</a> and <a href="#">Appendix V</a> .   |
| 15.10. | For details on the rating procedure, examiners can refer to <a href="#">Section 12</a> .   |
| 15.11. | The examiners are to hold no obligation to respond or communicate with the candidate/candidate's supervisor/supervisor.  |

## Appendix I: Diploma in Transactional Analysis

Below is an indicative list of curricula to be covered during the foundational level training preparing candidates for Diploma in TA:

|   |
|---|
| <p>History and Overview</p> <ul style="list-style-type: none"> <li>→ About Eric Berne</li> <li>→ Development of Transactional Analysis</li> <li>→ Philosophical principles</li> <li>→ TA Organisations</li> <li>→ Fields of specialisation in TA</li> <li>→ Ethics</li> <li>→ Autonomy</li> <li>→ Contracting</li> </ul>  |
| <p>Structural Analysis</p> <ul style="list-style-type: none"> <li>→ Ego states <ul style="list-style-type: none"> <li>○ Structural &amp; Functional models</li> </ul> </li> <li>→ Diagnosis</li> <li>→ Psychic Energy &amp; Cathexis; Executive Self &amp; Real Self</li> <li>→ Boundary problems <ul style="list-style-type: none"> <li>○ Structural &amp; Functional</li> </ul> </li> </ul> |
| <p>TA Proper</p> <ul style="list-style-type: none"> <li>→ Transactions <ul style="list-style-type: none"> <li>○ Strokes</li> <li>○ Time Structuring</li> <li>○ Passivity; Symbiosis; Discounting</li> </ul> </li> </ul>   |
| <p>Game and Racket Analysis</p> <ul style="list-style-type: none"> <li>→ Game Analysis</li> <li>→ Racket Analysis</li> </ul>  |
| <p>Script Analysis</p> <ul style="list-style-type: none"> <li>→ Life Positions</li> </ul>   |

- Script
  - Definitions
  - Formation
  - Script Matrix
- Script Analysis
- Drivers, Process Script

#### Child Development Model

- Pamela Levin
- Jacqui Schiff

## Appendix II: Application for Diploma in Transactional Analysis

Date\_\_\_\_\_

To :

Professional Standards Division

South Asian Association of Transactional Analysts (SAATA)

### Application for Diploma in Transactional Analysis Examination

I have completed all the requirements for the examination towards Diploma in Transactional Analysis. Please record my readiness to have my examination graded.

#### Enclosed are scanned copies of the following:

1. Endorsement by the primary supervisor ([Appendix III](#)).
2. Proof of online payment of Rs.4000/- (Please use the payment link provided in [Section 11.8.1](#) of this handbook. Any other mode of payment is not valid).

Language of examination: English

Other (specify)\_\_\_\_\_

Candidate's Name

Signature

Address :

Email :

Phone No :

### Appendix III: Supervisor's Endorsement for Diploma in Transactional Analysis

Date \_\_\_\_\_

To :

Professional Standards Division  
South Asian Association of Transactional Analysts (SAATA)

#### Endorsement for Diploma in Transactional Analysis Examination

Candidate's Name : \_\_\_\_\_

Primary Supervisor's Name : \_\_\_\_\_

As the candidate's primary supervisor, I certify that I provided training to the candidate from (DD/MM/YYYY) \_\_\_\_\_ to \_\_\_\_\_.

The candidate has completed

\_\_\_\_\_ hours of advanced TA training (120 minimum)

\_\_\_\_\_ hours of additional hours (minimum 80)

\_\_\_\_\_ Total hours (minimum 200)

☐ (Tick this) **Declaration:** I have checked the candidate's log. The candidate has completed all the requirements for having his/her examination evaluated, including the sufficient application of Transactional Analysis on self and interpersonal interactions.

I have read the examination and find it to be in the appropriate format and of required standard.

Supervisor's Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## Appendix IV: Scoring Sheet for Written Examination of Diploma in Transactional Analysis

In this section, the candidate is required to provide an analytical report of the self, and give a broad overview of how the application of TA has impacted their own journey of personal and professional growth. The entire section accounts for 20 marks. Refer to the table below for a detailed classification of the criteria and marking system. The Table can be used to record the candidate's score.

Criteria and Scoring Sheet for Section A

| Criteria  | Self-awareness  | Significance of TA learning   | Change through TA learning                                  | Plans to Further your journey                   |
|-----------|---|---|---|---|
| Max. Mark | 6   | 6   | 6   | 2   |
| 6         | Very high degree of awareness of the range of aspects of self and context | Self-awareness and change explained through a wide range of TA concepts       | Very High degree of clarity in evidence of congruent change |   |
| 5         | High degree of awareness of the range of aspects of self and context      | Self-awareness and change explained through some TA concepts                  | High degree of clarity in evidence of congruent change      |   |
| 4         | Awareness of many aspects of self and context                             | Self-awareness and change explained through a few TA concepts                 | Evidence of several aspects of congruent change             |   |
| 3         | Awareness of some aspects of self and context                             | Self-awareness and change explained through TA concepts                       | Some evidence of change                                     |   |
| 2         | Awareness of a few aspects of self and context                            | Self-awareness and change explained with very little reference to TA concepts | Little evidence of change in some aspects                   | High degree of clarity and specificity in plans |
| 1         | Little awareness of self and context                                      | No usage of TA concepts in explaining self-awareness and change               | No evidence of change                                       | No clarity or specificity in the plan           |

### Criteria and Scoring Sheet for Section B: Theory and Literature

The candidate is required to answer three out of the seven questions. Each question accounts for 21 marks, and the entire section accounts for 63 marks. The criteria of scoring each answer in Section B is the candidate's ability to demonstrate:

- Theoretical understanding: 9
- Application to personal/professional life: 12

#### Theoretical Understanding

| Criteria    | Relevance of concepts chosen                                   | Width and depth of content                          | Clarity in theoretical understanding                              |
|-------------|--|---|---|
| Max. Mark   | 3  | 3   | 3   |
| 3           | Relevance of concepts to the question is adequately recognised | Comprehensive awareness of a broad range of aspects | High degree of clarity of all concepts discussed; well-integrated |
| 2           | Relevance of concepts to the question is somewhat recognised   | Reasonable awareness of some aspects                | Clarity of some concepts/aspects of concepts                      |
| 1           | Relevance of concepts to the question is not recognised        | Insufficient awareness                              | Lacks clarity in understanding most concepts                      |
| Total Score |  |   |   |



## Application to Personal/Professional Context

| Criteria    | Integration of concept and application   | Change evidenced by behaviour                   | Thinking  |
|-------------|--|---|---|
| Max. Mark   | 4  | 4   | 4   |
| 4           | All concepts discussed with high clarity; demonstrated by applications               | Change clearly evidenced by reported behaviour  | High clarity in the process (how and why) of the change |
| 3           | All concepts discussed clearly; demonstrated by applications                         | Change evidenced by reported behaviour          | Clarity in the process (how and why) of the change      |
| 2           | Connection between concepts and application plausible; reasoning difficult to follow | Change somewhat evidenced by reported behaviour | Some clarity in process (how and why) of the change     |
| 1           | Little and superficial connection between concepts and application                   | Change not evidenced by reported behaviour      | Process (how & why) of the change not clear             |
| Total Score |  |   |   |

### Scoring for General Criteria

Here, the examiner will assess the candidate's ability to think ethically, as well as their use of references, coherence, and argumentation.

| Criteria    | Ethical - value based - thinking                   | Referencing  | Coherence                         | Presentation   |
|-------------|--|--|-----------------------------------|--|
| Max. Mark   | 5  | 3  | 5                                 | 4  |
| 5           | Ethical - value-based thinking is clearly evident  |  | Highly coherent, and integrated   |  |
| 4           | Ethical - value-based thinking is evident          |  | Coherent and integrated           | Professional presentation and organisation of material |
| 3           | Ethical - value-based thinking is somewhat evident | Relevant and accurate referencing as per <a href="#">APA/TAJ</a> norms   | Fairly Coherent and integrated    | Very well-presented and organised                      |
| 2           | Ethical - value-based thinking is barely evident   | Relevant but inadequate referencing as per <a href="#">APA/TAJ</a> norms | Somewhat coherent; not integrated | Well-presented and organised                           |
| 1           | Ethical - value-based thinking is not evident      | Insufficient or inappropriate <a href="#">APA/TAJ</a> referencing        | Hardly coherent and fragmented    | Adequate presentation and organisation                 |
| Total Score |  |  |                                   |  |

## Appendix V : Scoring Sheet of Diploma in Transactional Analysis

Examiner's Name:

Exam Code:

Marking Date:

| Section | Detail   | Maximum marks | Marks awarded |    |    |
|---------|--|---------------|---------------|----|----|
| A       | Self-portrayal, learning experience and personal development | 20            |               |    |    |
|         |  |               | B1            | B2 | B3 |
| B       | Theoretical understanding                                    | 9             |               |    |    |
|         | Application to personal/ professional context                | 12            |               |    |    |
|         | Total  | 21            |               |    |    |
|         | Total Section B  | 63            |               |    |    |
| C       | Overall General Criteria                                     |               |               |    |    |
|         | Ethics - value-based thinking                                | 5             |               |    |    |
|         | Referencing  | 3             |               |    |    |
|         | Coherence  | 5             |               |    |    |
|         | Presentation   | 4             |               |    |    |
|         | Total Section C  | 17            |               |    |    |
|         | Grand Total (Section A+B+C)                                  | 100           |               |    |    |

Examination Result (Tick one):

Pass ☐

Defer ☐

Examiner's Feedback

Overall

Sec A

Sec B1

Sec B2

Sec B3

Sec C

Examiner's Signature & Date: