EXAMINER HAT

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b) Table of Contents, in chronological order:

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Remimeo
Exam Hat
Qual
Tech
All Auditors

EXAMINER

An examination is given the preclear after each session, or when the pc wants to make any statement concerning his case, or when data is requested by the C/S.

The preclear exam is done by the pc examiner in Qual.

It is done on a meter.

The whole duty of the examiner is to note the TA and needle behavior of the PC.

This duty is done muzzled. No talk or chatter.

The PC comes in. The examiner smiles, indicates for the pc to sit down.

The examiner hands the pc the cans.

If the pc says or asks something social that has nothing to do with the exam the examiner nods or acks politely.

The examiner notes the TA and the needle and looks up at the pc for his statement.

When the PC says what he wants to say, the examiner says "Thank you very much", and he indicates an F/N if he sees one.

The examiner then indicates with an arm gesture the way out.

This is the whole drill.

To do, say, anything else will invalidate the PC and or lose the F/N he or she got in session. You don't as an examiner care about anything except TA, needle behavior, statement and PC indicators. The PC will tell you what he wants to. You don't have to ask for it.

The only addition to the above would be that, should the pc have a Floating TA, the examiner would indicate it.

The examiner should know the exact definition of a Floating TA, per the Tech Dictionary, and be drilled in being able to recognize such.

L. RON HUBBARD
FOUNDER

Revision assisted by Dan Osborne
CMO Mission: Issues Revisions 2nd
for the
BOARDS OF DIRECTORS
CHURCHES OF SCIENTOLOGY

BDCS:LRH:DO:bk

Remimeo

Corrected & Reissued 15 July 1977
to correct typo, para 3.

(Deletes reference to needle
"R/Sing" before an F/N.)

FLOATING NEEDLE

Floating needles (F/Ns) are the end phenomena for any process or action with the pc on two cans. It is one of the most important rediscoveries made in years. It was known but lost by auditors.

It is the idle uninfluenced movement of the needle on the dial without any patterns or reactions in it. It can be as small as 1" or as large as dial wide. It does not fall or drop to the right of the dial. It moves to the left at the same speed as it moves to the right. It is observed on a Mark V E-Meter calibrated with the TA between 2.0 and 3.0 with GIs in on the pc. It can occur after a cognition blowdown of the TA or just moves into floating. The pc may or may not voice the cognition.

It, by the nature of the E-Meter reading below the awareness of the thetan, occurs just before the pc is aware of it. So to give a "That's it" on the occurrence of the F/N can prevent the *pc* from getting the cognition.

A "floating needle" occurring above 3.0 or below 2.0 on a calibrated Mark V E-Meter with the pc on 2 cans is an ARC broken needle. Watch for the pc's indicators. An ARC broken needle can occur between 2.0 and 3.0 where bad indicators are apparent.

Pcs and pre-OTs **often** signal an F/N with a "POP" to the left and the needle can actually even describe a pattern much like a rock slam. Meters with lighter movements do "pop" to the left.

One does not sit and study and be sure of an "F/N." It swings or pops, he lets the pc cognite and then indicates the F/N to the pc preventing overrun.

When one **overruns** an F/N or misses one, the TA will start to climb. The thing to do is briefly rehabilitate it (rehab it) by indicating it has been bypassed and so regains it.

The F/N does not last very long in releasing. The thing to do is end the process off NOW. Don't give another command.

It coincides with other "end phenomena" of processes but is senior to them.

An F/N can be in normal range and still be an ARC break needle. The thing which determines a real F/N is good indicators. Bad indicators always accompany an ARC break needle.

On an ARC break needle, check for an ARC break. If the TA then climbs, it was a real F/N so you rehab it quickly.

A one-hand electrode sometimes obscures an F/N and gives false TA. If used, use higher sensitivity and get the TA from 2 cans when needed.

L. RON HUBBARD
Founder

Revised by
CS-4/5
As ordered by
L. RON HUBBARD

LRH:JE:ja:lf

Ethics Officers
Remimeo
Tech/Qual
All Levels
All Auditors
All Supervisors
All Internships
All C/Ses
Tech Checksheets
Examiners

FLOATING NEEDLE AND TA POSITION MODIFIED

This bulletin carries further the data given in *HCOB 10 Dec. 76RB C/S Series 99RB Rev. 25.5.80 Scientology F/N And Ta Position* and modifies but does not cancel all HCOBs that mention having to have the TA between 2.0 and 3.0 before the F/N can be considered valid, including:

HCOB 21 Oct. 68R	Rev. 9.7.77	FLOATING NEEDLE
HCOB 7 May 69R V	Rev. 15.7.77	FLOATING NEEDLE
HCOB 21 Apr. 71RC	Rev. 25.7.78	C/S SERIES 36RC DIANETICS
HCOB 24 Oct. 71RA	Rev. 25.5.80	FALSE TA
HCOB 15 Feb. 72R	Rev. 26.1.77	FALSE TA ADDITION 2
HCOB 23 Nov. 73RB	Rev. 25.5.80	DRY AND WET HANDS MAKE FALSE TA
HCOB 8 June 70		LOW TA HANDLING
HCOB 13 June 70 II		HUBBARD CONSULTANT STUDY STRESS ANALYSIS

————

Some recent tests I conducted have shown that a floating needle is a floating needle regardless of tone arm position.

This changes an earlier belief that, in order to be valid, the tone arm had to be between 2.0 and 3.0 for it to be called a floating needle.

Carefully examining dozens of F/Ns which occurred with the TA well above 3.0 and looking for any troubles with the case following calling the F/N an F/N, I found that there were no adverse consequences.

Therefore, it can be safely assumed that a floating needle is a floating needle regardless of where the tone arm position may be. It should be called, indicated and written as an F/N, with the TA noted.

Palm moisture, pc grip and other factors alter the TA position but not the F/N. The auditor must also be prepared to handle and handle false TA and nothing in this finding changes handling.

Tone arm positions register the relative mass of the case and nothing in this finding changes that. There are low TA cases and high TA cases and the state of the TA remains important and all data regarding TA positions are valid.

An ARC break needle (an F/N accompanied by bad indicators) remains an ARC break needle and nothing in this finding changes that. It must be handled. (One ordinarily checks for an ARC break in this case.)

This finding about TA position and F/Ns has been corrected earlier. This present issue carries it further, based on very thorough recent testing. There are apparently no liabilities of any kind in calling high and low TA F/Ns F/Ns.

L. RON HUBBARD
Founder

LRH:nc

Remimeo
Examiner's Hat
All Auditors

EXAMINER AND FLOATING NEEDLE

The whole duty of the Examiner is to note the TA, needle behavior of the PC.

This duty is done muzzled. No talk or chatter.

The pc comes in. The Examiner smiles, indicates for the pc to sit down.

The Examiner hands the pc the cans.

Notes the TA, needle and looks up at the pc for his statement.

When the pc says what he wants, the Examiner says "Thank you very much." ***and* indicates to the pc his F/N if he sees one.**

And indicates with an arm gesture the way out. This is the whole drill.

Very rarely, the pc appears to be disturbed by the silence of the Examiner. They show this by restlessly shifting in the chair, or talking on and on, or trying to get the Examiner to talk. It is permissible for the Examiner to politely acknowledge the pc's origination. This acknowledgment will make the pc feel comfortable.

To do, say, anything else will invalidate the pc and/or loose the F/N he or she got in session. You don't, as an Examiner, care about anything except TA, needle behavior and indicating F/N if one is observed, statement, pc indicators. The pc will tell you what he wants to. You don't have to ask for it.

Stable Datum = Always indicate F/N when you observe one, whether an Examiner or Auditor.

CS-5
Reissued as BPL
by Flag Mission 1234
I/C: CPO Andrea Lewis
2nd: Molly Harlow
Authorized by AVU
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

Remimeo

ARC BREAK NEEDLE

The needle of a preclear with an ARC Break may be dirty, stuck or sticky, but may also give the appearance of **floating**. This is not a Release point however, as the pc will be upset and out of comm at the same time. The auditor must observe the preclear and determine which it is.

L. RON HUBBARD
Founder

LRH:lb-r.cden

Remimeo

C/S Series 25

THE FANTASTIC NEW HGC LINE

(A marvelous new C/S Auditor line has just
been piloted in for HGCs.)

In the new C/S line the Auditor, in his Admin time at the end of the day, or when he has no preclears, does Folder Error Summaries or Progress and Advance Programs for his pcs and does the C/S form for the Tech C/S as well as adds the day's process and the length of the session and amount of Admin time on that folder to the inside front cover of the folder, with the process run and result.

If his programs and C/Ses are acceptable to the Tech C/S, the Auditor gets full Well Done Auditing Hour credit on his stat.

The Auditor logs his sessions for the day in the general HGC Auditor's log and his Admin time is also logged.

This Admin time is subtracted from the bought hours of the pc where auditing is sold by the hour.

Where Auditors are so engaged and the new folder routing line is in use, this C/S form is used:

Full blank page.

Pc's Name (Red)   Date

Auditor's Name (Red)   Class of Auditor required next sess.

(Session Grade) left blank

Auditor's comment (Red) or think about the case if he wishes.

The next C/S

1. _____ Blue

2. _____ Blue

3. _____ Blue

4. _____ Blue

Auditor Signature (Red)

The Auditor does not grade his own session. He leaves this blank.

The correctly Admined folder is then given to Tech Services which routes it (usually with the Auditor's other folders for the day) to the C/S.

The C/S looks it over (it is **his** final responsibility for the case being run right).

The C/S looks to see if the Examiner form taken by the Examiner at session end F/Ned. If it did not he leaves the grade line blank as it is a No Grade session (see F/N and well done hours) as the Auditor gets no hour credit for the session. If the C/S and other Admin is ok he writes OK with his initial in the session grade space. If none of it is okay he leaves it blank and does the C/S form or programs completely new. In this last case he enters a subtract figure in his log for the auditing time for the week against that Auditor's name.

If the Exam form F/Ned, but the Admin is not okay and the session actions were not okay the C/S writes "Well Done by Exam" on his own new C/S in its proper place and ignores the form and subtracts the Admin time in his book to subtract the Admin from the Auditor's week's stat.

If the session was not okay with no F/N at Exams yet the Admin and next C/S are ok, the Auditor loses the session time in the C/S but gets the Admin time credited to his week's stat. The C/S subtracts the session time in his book, not the Admin time.

Of course, as we hope is usually the case, if the Auditor did the C/S, did a correct session, got an F/N at Exam and did the Admin and next C/S is correct, then the C/S marks

"Very well done" in the blank space for session grade with his initial. After inspection, this would be the sole action of the C/S regarding that folder.

By the C/S writing in the session grade (Very well done, well done, okay, flunk, to cramming) the Auditor is receiving acknowledgement for his work and is not just acking himself.

THE NEW LINE

The Ideal Folder-C/S line can shift the number of well done hours from a ceiling of 250-300 to 600-800 with one C/S. No matter how many Auditors an org has, older lines put a 250-300 top ceiling on the org's well done hours.

When hours could go above 600 due to the available Auditors (20 or 30), a new parallel line has to be manned by a new C/S, new D of P and another Examiner and more Tech Services personnel.

Despite how hard the C/S and anyone else in tech works, a line not so run will ceiling at about 250 hours, no matter how many Auditors are hired.

A C/S using the old lines can C/S for about 5 working Auditors only with the line running any old way. And even so will work himself half to death.

In trying to get pcs handled, Auditors will be added. The C/S will not be able to handle his job. The line, being faulty, gets pegged at about 250 hours no matter how hard the C/S and Admin people work.

With the same C/S and Tech Services people, and a correct new line, 24 to 30 Auditors will be kept busy at their 5 hours a day (given auditing rooms) and the stat will be able to rise to 600 to 800.

NEW SEQUENCE

1.　Auditor picks up his pc folders and his pc schedule list at Tech Services at the start of his day from the LEAVING rack.

2.　Tech Services (having a duplicate list) begins sending pcs to him (using Tech Pages).

3.　The Auditor gives the session.

4.　The Auditor leaves the folder in the Auditing room at session end and takes the pc to the Examiner.

5.　The Examiner simply does the Exam form on a meter with no folder. He sends the Exam form (hand route) to Tech Services.

6.　The Auditor returns at once to his auditing room and a Tech Page has a pc there waiting for him.

7. Having done all his pcs for the day, the Auditor carries his folders to the Auditor Admin Room.

8. Tech Services has placed the Exam forms in the Auditor Admin Room and sees they get into the Auditor's basket *and* the folder.

9. The Auditor does the complete Admin of the session.

10. The Auditor does any program needed for future sessions.

11. The Auditor C/Ses the folder for the next session.

12. The Auditor marks in a box (2 columns) on a sheet stapled to the inside front cover the process, the Exam result, the session time and the Admin time he has just put in.

13. The Auditor hands his completed folders in to Tech Services.

14. Tech Services gets the folders to the C/S using a Folder Page who comes on late and works the C/S's hours.

15. Fed the folders rapidly by the Folder Page who is standing in the C/S area, the C/S does his C/S work. If the Folder Page is fast, removing folders and putting the new one in, chasing up data and other bits for the C/S, the time of C/Sing even when done very carefully will be found to average 3 to 5 minutes a folder even when some require full programming (but not FESing). This makes a ceiling of about 100 folders (sessions) a day for the C/S, an output of 30 Auditors. Needless to say the C/S and the Auditors have to know their business and Qual Cramming is used extensively both for new material and for flubs both in auditing and C/Sing by Auditors.

16. The Folder Page gets the folders over to the D of P office preserving the piles per Auditor as much as possible.

    The C/S posts the data he wants Auditors to know or do on the AUDITORS' BOARD of the Auditors' Admin Room. He turns in his Cramming Orders into the D of P basket. This finishes his actions.

    Where there is a senior Review C/S there is a hot spur line from the C/S to the senior C/S and back to the C/S. This is not necessarily an instant line. It can be a 12 hour lag line. In orgs where a C/O or Exec Dir or Product Officer or Org Officer is also a very skilled C/S this hot line would probably be in. New tech in use, fantastic completions and utter dog cases nobody can make anything out of go on this senior C/S hot spur line. There are very few of these, only two or three a day in a very busy org. The senior C/S "does" these and sends them back to the C/S. They are then sent on as usual to the D of P.

17. The Director of Processing comes on duty very early. The C/Sed folders will all be there. The D of P has assignment master sheets that are kept up by the D of P.

    The D of P does the day's schedules, a list for each Auditor. The lists preferably have a few too many pcs on them.

    The D of P can tell what Class of Auditor is required for the next session because the Auditor has marked it in in the upper right-hand corner of the C/S for the next session.

When the D of P has the lists done the folders are placed in the "leaving" rack of Tech Services and Tech Services, now up and about, is given the lists and gets to work on the scheduling board, moving the names about to agree with the lists.

Tech Services does any room shifts or handlings at this time.

18. The D of P now goes to the Auditor Admin Room and begins to muster Auditors from her muster list as they come in and gets them over to Tech Services.

19. A Cramming personnel will be in there trying to get any crammings scheduled.

20. Tech Services hands out folders (which are in neat piles for each Auditor) and schedules to the Auditors as they turn up and handles any arguments or shifts in sequence.

21. Tech Pages are on phones or running to round up pcs and get them going to sessions, which work continues all day.

22. The D of P interviews any hung-up or curious pcs or as requested by the C/S or gets new Auditors or keeps up Admin. This goes on until the C/S comes in when the DofP is off.

23. The Auditor picking up his folders begins the cycle all over again at (1) above.

ABOVE 600

When the well done hours go above 600 a week, **a whole new HGC** is put in duplicating the first, with its own C/S, D of P, T/S, auditing rooms and Auditor Admin Room. It would be HGC Section Two or HGC2 with the original being HGC1.

A special second Cramming would have to be provided in Qual for it.

At first they would share new hours and build up independently. More HGCs are added to the Department at each multiple 600 wd hours.

SENIORS

The two chief seniors in the area are the C/S (for tech) and the D of P (for Auditors and bodies).

It is the D of P who must see that Auditors exist and are on post.

It is Tech Services who sees pcs are rounded up and audited. The D of T/S is actually in charge of pcs and all folder files and all board keep-up work.

The D of P should have some tech training. The D of T/S need not have any. The C/S of course is the Tech Expert and should be an HSST.

If there are no Auditors it is the D of P's neck.

If there are no C/Ses it is the C/S's neck.

If there are no folders it is the D of T/S's neck.

And if there are no auditing rooms it is the D of T/S's neck.

If signed-up scheduled pcs don't get to session it is the D of T/S's neck.

If there are no **new** pcs it is the D of P's neck who should begin to shoot Dissem Secs and Registrars and procure new pcs on a by-pass for the org.

From this a table of seniors and duties can be made.

CRAMMING

You will notice no pcs are sent to Review on this new line. Review actions are done in Tech as a patch-up in Tech. The Qual Sec is responsible for overall tech quality **but does it by Cramming** C/Ses or Auditors.

Thus Cramming is a busy street.

Cramming must be good, check-outs excellent.

If an Auditor doesn't grasp a C/S he has received he gets help from Cramming.

Auditors new to the HGC are given a fast hard grooving in in Cramming or a Qual Interne Course. (New Auditors never audit until grooved in.)

Tech will be as good as the Cramming Officer can cram.

This line is grooved in by the HAS and kept in by Qual. Or if there is no Qual, it is kept in by the HAS who will find no Qual very embarrassing.

DUMMY RUN

The line should be dummy run by folders, "pcs" and Auditors until they understand it.

People are often totally unaware of lines and get very sloppy.

Thus this line has to be drilled hard on old and new tech personnel. *All* must know this exact line.

It is a good line.

Fully in, it raises the well done hours stat from 250 per week maximum at total overload to an easy 600 to 800.

Auditors must audit five hours a day, 25 minimum per week of well done hours for any bonus to be paid at all. In the SO they get no pay at all much less bonuses if short on their 25.

Tech Services and an unenergetic D of P or a bad Dissem Sec and Registrar set-up can cause a no pc situation. And often do unless pushed.

But counting FESes and Admin in on an Auditor's wd time helps slack periods to even out. And one Auditor can FES and program folders for others or from files if he is left adrift

and short-timed by the D of P or D of T/S or until the Tech Division forces the Dissem Div and Distribution Div to really get on the ball and wear their hats on pc flow.

PROCUREMENT

The D of P has always had new pc procurement responsibility when all else failed or even when it didn't.

Old folders, for example, are a marvelous source of new auditing repairs and intensives. An FES done on an old folder and a letter to "come in and get audited before you fall apart" is excellent pc procurement, usually neglected by Registrars. Any procurement by a D of P is legitimate.

Auditors who have no pcs can write procurement letters and have for 20 years.

SUMMARY

This is a beautiful line. It has been piloted hard.

It will serve as well as it is checked out, drilled in and used.

This line is the key to affluence from pcs alone.

(But if the org isn't training Auditors heavily, you'll soon have no Auditors to be on it and the org will not gain its high income low cost cushion from training.)

This line is the answer to really getting auditing done in an area.

L. RON HUBBARD
Founder

LRH:nt.rd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 8 SEPTEMBER 1970

Remimeo
Qual Div
Dept 15
Examiner's Hat
E/O Hat
Dept 3 Hat

EXAMINER'S 24 HOUR RULE

A flubbed session is visible at the Examiner.

Regardless of the worksheet or report, any session ending with Bad Indicators, above 3.0 TA or below 2.0 with no F/N or an ARC Brk needle, a Stage 4 needle, a rock slam, a stuck needle, still or a dirty needle independent of TA position indicates a non-optimum session.

When an Examiner sees any one of these following four manifestations in a pc after a session:

1.   Non-optimum TA position (above 3, below 2);

2.   Non-optimum needle (ARC Brk needle, stage 4, rockslam, stuck, still or dirty);

3.   Bad Indicators as per HCOB on BIs;

4.   Non-optimum statement from pc, critical, hostile, belittling, sad, etc.

The Examiner applies the 24 Hour Rule.

This Rule is:

Any goofed session must be repaired within 24 hours.

The reason for the rule is that occasionally, particularly when a person has had a sickly life, physical illness will key in after a session goof.

Such are purely C/S or auditing flubs.

A C/S flub consists of gross violations of case programming.

Auditing flubs consist of corny things like running a Rud but no F/N, failure to flatten a Chain, bad TRs, auditing over out-ruds, chopping the pc before full End Phenomena is attained.

Evaluation or even chatter after the session can upset a pc that ended session on F/N VGIs.

In all cases as per 1 to 4 above the **Examiner** paper clips a **Red Card** on the outside of the **front cover of the folder** and marks on it **the date and hour** of the Examination as well as places the **Exam Report** in the folder, the Examiner logs it in his log in **red ballpoint.**

The **Examiner** must see that the C/S receives this folder as soon as possible.

The C/S gives total priority to C/Sing it and it is given priority in auditing that C/S.

The pc may even be asked to wait if it can be done in the next hour or two.

The faster the flubbed session is repaired the easier it is to repair.

Sessions which are left unrepaired for more than 24 hours occasionally find the pc physically ill. If repaired quickly or at least within 24 hours no physical reaction results.

The illness will be a key-in of illnesses the pc often had before any auditing. All the flubbed auditing does is key it in, it itself makes no one ill.

If you check folders of ill pcs you will find usually a long period of no-auditing or a flubbed session a few days before the onset of the illness.

Pcs, who have not been properly programmed but have been audited on random this or that instead of Progress, Advance and Class and Grade Chart to fully completed grades are the most likely to become ill.

Penalty for violation of the 24 Hour Rule is loss of a day's stats for the division, the day being that day when the unrepaired flub occurred and subtracted at the time the flub is found.

If a flubbed session is found hidden and not disclosed the division loses all its stats for that week.

This action is important.

If C/Ses and auditors made no flubs whatever they would really be getting top results on pcs.

If a division can prove a flubless 100% F/N VGI week of Exam reports to Dept 3 with actual records, it gets a 25 percent stat increase on all stats.

L. RON HUBBARD
Founder

Remimeo
Qual Div
Dept 15
Examiner's Hat
E/O Hat
Dept 3 Hat

EXAM 24 HOUR RULE

(Additional Information)

When it comes to light that a pc has roller coastered despite an F/N at session end and at Examiner's and if neither Tech nor Qual makes any effort to remedy, then the matter becomes a High Crime.

Example: If a pc at the Examiner's F/Ns and yet within a few hours returns for a second Examination with a complaint which does not F/N, then the 24 hour rule applies.

If the Tech C/S ignores it and no repair is done within 24 hours by Tech or Qual, both lose their stats for that day.

If the matter continues unhandled the matter becomes a High Crime.

HIDDEN FAILURES

If due to failure to repair or handle session errors or failure to complete a major action, a pc becomes ill or unable to work, and if no effort is made by Tech or Qual to handle, the matter becomes a High Crime under HCO PL 7 Feb 65 reissued 15 June 1970, Keeping Scientology Working, (see Note at the beginning of that Policy Letter) and HCO PL 7 Mar 65, Page 2 No. 3 Crimes: Placing Scientology or Scientologists at risk.

In such a case a Comm Ev must be convened and having fixed the cause of neglect and the persons responsible may, in addition to any fines or penalties, cost Tech and Qual all stats and bonuses for a reasonable period following the occurrence as set by the Comm Ev and as refundable by the divisional personnel from future pay.

L. RON HUBBARD
Founder

LRH:nt.rd

Revised & Reissued 30 August 1974 as BTB
Revised 20 November 1974

Remimeo
Pc Examiner's Hat

(Revisions are in this type style)

Cancels
BTB of 6 November 1972R IV Same Title

(Attach to this BTB, HCO PL 8 Mar 71, EXAMINER'S FORM)

Auditor Admin Series 11RA

THE EXAM REPORT

The Exam Report is a report made out by the Qual Examiner when the Pc goes to Exams after session or goes on his own volition.

CONTENTS

he Exam Report contains the meter details, Pc's indicators and statement.

The attached HCO PL "Examiner's Form" is filled in as follows:

Top left:

If **after session**, put a tick on that line. If after Solo print **Solo** on the line. If it is a query of the Pc requested by the C/S (and not after a session) print **C/S query** on the line.

If **volunteered**, put a large tick.

If **medical**, circle the word "Medical" then write **on** (if Pc is going onto medical lines) or **off** on the line as the case may be, or **report** if that's what it is.

Top right:

Qual Div: When the stencil of HCO PL "Examiner's Form" is made up in Mimeo, the Org's name can be typed in on this line and so is reproduced on each Examiner's Form and that saves a lot of writing.

Date is noted, e.g. 4 June 72.

Time is noted, e.g. 1803.

The Date and Time are important as it prevents altered sequence.

Pc or **Pre-OT Name** is printed in.

Last Grade attained: This is important from the C/S viewpoint as it saves him Dev-T in searching through the folder looking for it.

Grade, course or action being attested: Whatever it happens to be on declare – write **Declare** across the line and the Grade, State, Course or Action being declared.

Pc statement: Write down exactly what Pc says. Note also what reads, BDs, and where his indicators change and vary, tone in which statements are made and so forth.

TA position and any BD: Note TA position at start of exam and TA position at end if different.

Pc indicators are judged on the following scale:

VBIs	Very Bad Indicators
BIs	Bad Indicators
POOR	Poor Indicators
OK	Indicators OK
GIs	Good Indicators
VGIs	Very Good Indicators
VVGIs	**Very** Very Good Indicators

However, any obvious manifestation that would be helpful for the C/S is noted.

Examples:

BIs	Pc crying
BIs	Pc frowning
VVGIs	Pc radiant, skin tone very pink

State of Needle: This is important as different needle manifestations indicate different things, i.e. R/S, DN, RISE, etc.

Also on F/Ns note the size.

Small F/N	= 1" to 2"
Normal F/N	= 2" to 3"
Wide F/N	= 3" to 4"
Dial F/N	= Floating from one pin to the other right across the dial Flopping F/N

or   Floating F/N

or   TA F/N   = Can't get the needle on dial, just falls over.

On this it is sometimes possible to get TA range, e.g. needle comes on dial at 2.3 and again at 2.5. This would be indicated as TA F/N = 2.5 - 2.3.

Size of F/Ns is important. A TA F/N at session end, to a small F/N at Examiner, would indicate something out.

F/N indicated to pc: If F/N has been indicated to the Pc write **yes**, if not write **no**.

Signature of Examiner: The form is signed by the person doing the Exam along this line.

Sensitivity: All Exams are done at proper sensitivity per HCO B 18 Mar 74, "E-Meter – Sensitivity Errors".

Footplates: If a Pc is audited on footplates he or she must be examined on footplates. This is noted by writing **footplates** above the TA reading.

RED TAGS

Definitions:

A FLOATING NEEDLE "is the idle uninfluenced movement of the needle on the dial without any patterns or reactions in it. It can be as small as 1" or as large as dial wide. It does not fall or drop to the right of the dial. It moves to the left at the same speed as it moves to the right. It is observed on a Mark V E-Meter calibrated with the TA between 2.0 and 3.0 with GIs in on the Pc. It can occur after a cognition blowdown of the TA or just moves into floating. The Pc may or may not voice the cognition." LRH

A RED TAG EXAM is where the Examiner sees any one of the following manifestations in a Pc after a session:

1. Non-optimum TA position (above 3, below 2);
2. Non-optimum needle (ARC Break needle, stage 4, rockslam, stuck, still or dirty);
3. Bad Indicators as per BTB 26 April 1969, "Bad Indicators";
4. Non-optimum statement from Pc, critical, hostile, belittling, sad, etc.
5. Sick report after session or within a few days of a Major Auditing Action.
6. Major Out Tech in session which could cause Pc trouble.
7. Flunked Declare? accompanied by a BER.

When a Red Tag Exam occurs the Examiner clips a red tag to the Exam Form. Red Tag folders must not be held onto by the Auditor until the end of the day. They go immediately to the C/S and get handled on a rush priority basis.

MEDICAL EXAM REPORTS

A Pc goes to the Medical Liaison Officer via the Examiner. The MLO writes up a report to the Ethics Officer. The Examiner takes a carbon copy (or copies the original Exam Form) and gives it immediately to the MLO and gets the original to Tech Services quickly. Tech Services pulls the folders and routes rapidly to the C/S or Staff C/S if a staff member is sick.

This **must** get into the Pc's folder so the C/S does not order a major action done on a sick Pc.

The Exam Report is similarly handled when the Pc comes off MLO lines.

The MLO sends a daily report to the C/S on **all** persons on his lines with a final report when they route off with Exam attached.

LOCATION IN FOLDER

The Exam Report Form is put in the folder on top of the Auditor's Report Form (or Summary Report if used).

Volunteered Exam Report Forms are put in the folder at the appropriate date.

It is the responsibility of Tech Services (HGC Admin) to see that these forms get into the folder.

References:

HCO B 21 Oct 68	"Floating Needle"	
HCO PL 8 Sept 70	"Examiner's 24 Hour Rule"	
HCO B 5 Mar 71	C/S Series 25, "The Fantastic New HGC Line"	
BPL 26 Jan 70	"Examiner and Floating Needle"	
Flag Ship Order 259, 3 Mar 71 "Current C/S Policy"		
BTB 20 Jan 73RB	C/S Series 86RB, "The Red Tag Line", Rev. 18.9.74	

Compiled by
Training & Services Bur

Revised & Reissued as BTB
by Flag Mission 1234

I/C: CPO Andrea Lewis
2nd: Molly Harlow

Authorized by AVU

for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:MD:AL:MH:BL:MM:mh.rd

Remimeo
Examiners Hat
Tech Services Hat
Mimeo on 16 Substance
  paper

(Replaces and Revises HCO PLs of 9
May 69 and 26 Jan AD 20, "Exam Form".)

EXAMINERS FORM

(Important Note: This form is handled exactly as per HCO PL of 26 Jan AD20 AND NO EXAMINER MAY EXAM-
INE UNLESS STARRATE ON THAT PL, and HCO B 5 Mar 71 (C/S Series 25) AND AN E-METER COURSE. Students
and PCs can be very upset if this post's duties are not done correctly and org PC and course results ruined.)

After Session: Qual: (Place)

Volunteered: Date:

Medical: Time:

PC or PreOT Name:

Last Grade Attained:

Grade, Course or Action Being Attested: (PC's Statement (write down exactly what PC says.)

TA Position & any BD: PC Indicators:

State of Needle:

F/N Indicated to PC.

                                        Signature of Examiner:

Route this form to tech services which routes it into the folder.

**When illness reported make this out with a carbon under it and route orig to T/S and folder and carbon
to MO or Qual Sec.**

Rush route any roller coaster later report or sick rpt to folder to prevent C/S errors.

                                        L. RON HUBBARD
                                        Founder

LRH:mes:dr

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO BULLETIN OF 11 NOVEMBER 1973

Remimeo
Pc Examiners

PRECLEAR DECLARE? PROCEDURE

(Reference: HCO PL 30 May 70, CUTATIVES
HCO PL 10 May 70, SINGLE DECLARE
HCO B 24 Feb 72, C/S Series 71 A, WORD CLEARING OCAs.)

In order to ensure the results of Scientology, it is vital that Examiner Declare? procedure is known and invariably applied.

1. Pc Examiner checks the folder to ensure that all processes run to EP correctly with **no** Out Tech uncorrected.

2. When folder passed as OK, get Qual I and I (Interview & Invoice) to call Tech Services for the pc to be sent to the Pc Examiner.

3. Pc Examiner shows pc a written statement of the Ability Attained from the Grade Chart or HCO B for that particular Grade or completion and has the pc read it.

4. Ask pc: "Do you have any doubts or reservations concerning attesting to (whatever the attest is)?" If the Examiner gets an instant read on the question, he does not ask the attest question, and sends the folder back to the C/S.

5. If no instant read, ask the attest question, "Would you like to attest to …"

6. If pc F/N VGIs on the Declare, indicate the F/N and end off the cycle.

Note. The presence of any Bad Indicators, or no F/N, or high or low TA or read on the "Doubts" question is the immediate signal to end off the action smoothly and quickly.

Absolute honesty must be maintained by a Pc Examiner on every cycle handled. Remember: The integrity of Scientology and the hope for Beings in this Universe is entrusted to Examinations.

<div style="text-align: right">

L. RON HUBBARD
Founder

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LRH:nt.jh

COURSE ATTESTATION

A course attest is done in the Division 5 by an examiner. He makes sure that the course was paid and that all the points of the checksheet are done correctly and are signed. He lets the student, or if necessary the supervisor, sign all the missing points at the end of the checksheet.

If there is an exam for the course to be done, the Examiner let it be done and if necessary after it he will write a Pink Sheet or a Cramming for correction. The Fast Flow students have always to do the exam too. Any Pink Sheet, Cramming or correction action (Retreat, Retrain) has to be done before the course can be definitely achieved.

Then the Examiner takes the student to the E-meter and checks the following questions:

a) On this course, is there anything you don't fully understand?

b) On this course, is there anything you don't know how to apply?

c) Would you want someone to achieve the knowledge you now have?

When the questions are clean and give an F/N the course is completed and the Examiner congratulates the student.

He asks him if he wants to write a success story, and let him do this if he wants to write one.

He gives the attest form and the checksheet back to the course supervisor.

Max Hauri