

**Examinations**

Exams are held once a year in November. The exam cycle registration is opened in mid-May and will close on or around 1 September (please always check the Exam Registration Form (Form C)). This document outlines the examination processes.

Registering
for Exams

 **Important data**

The address you supply on the phone is where your results will be posted. Ensure your telephone number is correct.

Contact Information

Purchase order No.

Must be supplied, we cannot enter you into your exam(s) without it.

Exam Registration Form (Form C).
Deadline:
1 September

Must be paid to enable you to sit and exam or submit a portfolio..

Yearly Registration

We will contact you after the exam registration closing date to discuss what is needed. **\*\*\***

Inform us of any special requirements in this section even if you have told us before.

Special Requirements (see page 2 for further information

In the event that an exam venue is full, the 2nd choice exam venue will be used. If not supplied, CTSI will pick this.

Provide two options from the list provided.

Exam Venues

**Competency Awards**
All subjects apart from Metrology can be sat as a Competency award.

Tick the exams you want to take. If you are working towards a competency award, ensure you tick the competency tick box.

Exam Choices

**Portfolios**
If sitting practical and oral exams, ensure the appropriate portfolio(s) are submitted to the EV by 1 October.

\*\*\* Please see section of special requirements

Special
Requirements

The special requirements section on the exam form is there to enable you to let us know of any learning requirements, or circumstances that will mean that you will experience difficulties during your exams.

**Circumstances**
you may be experiencing a situation that can make taking exams more difficult. Contact the team and let them know what is going on. They can advise you on what options you may have. Note cannot guarantee any help with your exams is available.

**An injury or illness**
you we will need to provide a medical letter that details what it is specifically and how this is affecting you. It should include any dates of when it started/happened.

**Learning requirements**
you will need to supply to the Education Report that outlines what the learning requirement is and the instructions on what is needed for you to enable you to sit the exams.

Contact the team and put this information on your exam form.

Deferring

We recognise that things do happen and that there are times when you have to pull out of the exams. If we receive a request in writing to defer out of an exam before we have processed your exam registration form we will just throw away your exam form.

After a certain time, a charge is applied dependent on the amount of work that CTSI has undertaken in relation to your exam form.

**Band 3**

Three weeks prior to the start of the exams any deferral received; **Band 3 of the deferral fee is applicable.**

**Band 2**

When the exam information packs have been posted to candidates (6 weeks after the closing date) **Band 2 of the deferral fee is applicable.**

**Band 1**When the closing date has past and after the timetables have been completed (2 weeks after the closing date) **Band 1 of the deferral fee is applicable.**

**Cancellation**
The week prior to the start of the exams is classed as a cancellation (withdrawal from the exams) and subject to the cancellation policy (see appendix 1) – **no refund available.**

**Free of charge deferrals**
are available for medical reasons; for personal circumstances, a free deferral may be possible but will need to be discussed with the Education Team.

Cancellations

During the four weeks after the exam entry closing date a **50%** refund will be given.

NO REFUNDS are available thereafter.

See the TSQF fee structure for the current year's fee.

Booked Exams

Important dates and timelines

Ensure you submit your exam form prior to the closing date. You will receive a confirmation email acknowledging receipt.

Exam pack information:

**Note**: exam packs posted to you 6 weeks prior to the start of the exams.

Sent to the address provided on your exam registration form.

* Exam confirmation letter
	+ your exam card tears off at the bottom of the letter. Keep safe and bring with you to the exams.
	+ check the information is correct.
	+ remember to bring photo ID to all exams.
* Return the confirmation slip to the Education Team.
* Venue details
	+ map and directions to your exam venue.
* Permitted materials
	+ information sheet detailing what can be taken into the exam.
* Notices
	+ important information relating to your exams.
* Conduct in your exams
	+ outlines the expected conduct from all students in their exam.

What happens on the
day of your exams?

**Pre exams**

* You may experience a situation in the lead up to the exams and/or on the day that may affect your performance. Get in touch with the team who can discuss this with you and advise you on what to do.
* Any pens etc must be in a clear bag or pencil case.
* Get your exam entry card and photo ID.

**Written exams**

* Arrive at the venue a minimum of 15 mins prior to the start of exams.
* You will be met by an invigilator, show them your exam card and photo ID.
* Sign the attendance list.
* If you are sitting in an exam that allows you to take permitted materials in the exam, you will need to show that to the invigilator for them to check.
* At an appointed time the invigilator will show you into the exam room. Put any bags, coats etc in the designated area shown by the invigilators.
* The invigilator will indicate which seats you can sit in.
* Listen carefully to the instructions the invigilator reads out.
* At the end of the exam, fill out the area on the front of your answer booklet, ensuring you attach any spare paper and putting the question number and candidate number.

**REMEMBER**
If you were ill on the day of your exam or immediately prior, you must see your GP within 5 days of sitting the exam. Contact the team to let them know. You can choose to put a medical letter on TSQF file in case you don't pass your exams which can be taken to the QAB on your behalf.

**Practical and Oral exams**

* Arrive at the venue a minimum 15 mins prior to the start of exams.
* You will be greeted by CTSI staff, show them your exam card and photo

ID.

* Sign the attendance list.
* Wait in the seating area until you are collected for your exam.
* You will be collected and taken into your exam a few minutes prior to the start.
* You will be taken to the Oral exam room. You will be collected by the examiners.
* You will be collected as a group and taken into the Practical exam room and allocated to your work station.
* If you have exams across two exam venues (Food and Agriculture / Metrology) you can arrange to have CTSI staff to ferry you between venues.

What happens after
the exams?

The following diagram outlines the process that occurs after the exams, for marking through to ratification.