

CISI Candidate Policy 6: Multiple Sittings

This policy relates to restrictions on candidates attempting to take an examination more than three times.

6.1 Rationale

The CISI is committed to ensuring that candidates have the best possible opportunity to pass their examinations. This includes encouraging candidates to prepare appropriately and sufficiently for their examination. The CISI reserves the right to protect the integrity of their examinations from inappropriate multiple exposure of live questions to any one individual.

Whilst the CISI allows multiple examination attempts for any given subject, it will enforce a 'rest period' to allow the candidate time for further study and examination preparation, in the event of multiple failures over a short time span.

6.2 Rest period after three attempts

A candidate will be allowed a maximum of three examination attempts within any 12 month period before a six week rest period will be enforced. This six week rest period will start from the date of their *third* sitting of the exam. After the six week rest period, a candidate will be allowed up to three further attempts to pass the examination within the twelve months from the date of the first of three sittings referred to above.

6.3 Employer-endorsed waiver of the six week rest period

Under exceptional circumstances, the CISI will consider allowing a candidate to make a fourth attempt at passing the exam *before* the six week rest period is complete. This will be considered on a case by case basis. The designated contact for CISI bookings within a candidate's firm must complete a Waiver Request Form and send it to the CISI Customer Support Manager with details of why the waiver is being requested.

Please note, if the waiver is granted and the candidate is unsuccessful in their fourth exam sitting, a six week rest period will at that point be enforced. Further waiver requests will not be accepted. After this break, the candidate will be allowed up to two further attempts to pass the examination within twelve months from when they first sat the examination.

6.4 Restrictions in a 12 month period

A maximum of six attempts will be allowed in any 12 month period from the date of the first examination attempt in that subject.

6.5 Trainers and candidates who have passed

The CISI reserves the right to refuse entry to an examination to any candidate who has previously passed the same examination. Candidates who are trainers are subject to CISI Trainers Sitting Exams (Section 7 of the CBT policies).

WAIVER REQUEST FORM CBT CANDIDATE POLICY 6: MULTIPLE SITTINGS

Please read the attached the CISI Candidate policy 6: multiple sittings before completing this form.

This form **MUST** be completed by the candidate's line manager, training manager or Human Resources. Once completed, please send it to multiplesittingwaiver@cisi.org.

On receipt, the waiver request will be considered and, if granted, will be processed within seven days of receipt.

Your name:
Organisation:
Job title:
Telephone number:
E-mail address:
Candidate name:
Candidate number:
Candidate date of Birth:
Exam to be taken:
If waiver granted, preferred date of next sitting:
<i>Please provide details of why the waiver is being requested</i>

***Please provide details of how your organisation is providing support for the candidate
(e.g. training course, one to one sessions etc.)***

Signature:

Name:

The section below is to be completed by CISI

Has the waiver been granted?

Yes

No

Comments

Signature..... Date.....