

3. Modular exemption

The Certificate in IT

The Certificate in IT consists of three compulsory modules, listed below. Please tick all the modules from which you are seeking exemption.

Certificate in IT modules (please tick)

- Information Systems
- Software Development
- Computer and Network Technology

The Diploma in IT Examination

The Diploma in IT Examination consists of a core module, Professional issues in information systems practice, and a choice of three optional modules from those listed below. Please tick all the modules from which you are seeking exemption.

Diploma in IT modules (please tick)

- Professional Issues in Information Systems Practice
- Computer Networks
- Database Systems
- Principles of Internet Technologies
- Object Oriented Programming
- IT Project Management
- IT Service Management
- Software Engineering 1
- Systems Analysis & Design
- Principles of User Interface Design

The Professional Graduate

Diploma in IT Examination

The Professional Graduate Diploma in IT Examination consists of four optional modules from those listed below. Please tick all the modules from which you are seeking exemption.

Professional Graduate

Diploma in IT modules (please tick)

- Advanced Database Management Systems
- Computer Services Management
- Distributed and Parallel Systems
- Knowledge Based Systems
- Management Information Systems
- Network Information Systems
- Programming Paradigms
- Software Engineering 2
- System Design Methods
- Web Engineering
- Realising the User Interface

The Professional Project (please tick)

Please indicate if you wish to be considered for exemption from the Professional Project at Diploma level or Professional Graduate Diploma level.

- Professional Project at Diploma level
- Professional Project at Professional Graduate Diploma level

4. Complete exemption

If you are seeking exemption from one or more complete levels of the Higher Education Qualifications please indicate which below.

- Certificate in IT
- Certificate in IT + Diploma Examination
- Certificate in IT + Diploma in IT (including Diploma Project)
- Professional Graduate Diploma Examination
- Professional Graduate Diploma in IT (including Professional Graduate Diploma Project)
- Certificate in IT + Diploma Examination + Professional Graduate Diploma Examination
- Certificate in IT + Diploma Examination + Professional Graduate Diploma in IT (including Professional Graduate Diploma Project)

5. Documentation

Please supply the following documentation to help with the assessment of your case. Each document should be authenticated by the Awarding Institution.

Documents	Enclosed	Please return
Documentary evidence of your qualifications: copies of certificates and transcripts/exam results		

Note: The following documents are only required for qualification(s) which do not appear on the BCS APL list. Please refer queries on Individual Exemptions to the HEQ office (heq@hq.bcs.org.uk) or consult www.bcs.org/heq

Syllabus for each relevant unit undertaken		
Sample copies of examination papers undertaken		
Short statement on how the course was assessed		
Short statement describing the practical work undertaken		
Copy of any major project/thesis		

6. Membership

To take HEQ examinations you are required to become a BCS member. For your convenience, apply online and make payment by visiting www.bcs.org/student

Alternatively, please telephone our Customer Service Department on +44 1793 417424 or email www.bcs.org/contact should you require any assistance.

7. Payment of fees

Payment must be in pounds sterling (£) and for the correct amount as per the fee list. Please note no exemption fee is required for qualifications which appear on the APL list of exempted qualifications.

MEMBERSHIP SUBTOTAL:	K
EXEMPTION FEE:	L
TOTAL FEE ENCLOSED (£):	

You can pay by cheque, credit card or debit card (please tick as appropriate).

Cheque (please make cheques payable to BCS)

Credit/Debit card*

*If paying by credit/debit card please contact our Customer Services department on +44 (0)1793 417 424.

Your personal information

We recognise that your privacy is important to you.

We will use the information you give us to provide BCS services to you, conduct market research and advise you about other products or services which may be of interest to you.

Your information will be kept securely and we will not disclose this to any third parties without your permission, unless we are required or permitted by law or other court order.

Full details of our data protection and privacy policies are online at www.bcs.org/privacy. You can opt out of emails from us at any time by contacting our Customer Service team at www.bcs.org/contactus or by phone: +44 (0) 1793 417 424.

8. Confirmation - to be signed by all candidates

Please check all details carefully, as later amendments cannot be guaranteed. Please ensure you have enclosed the correct fee.

I confirm that the information given on this form is correct.

Candidate's signature:

Date:

Are you planning to enter for the next available examination sitting? (✓) Yes No

Important: Please allow a minimum of 6 weeks for an individual exemption decision to be made following receipt of all necessary documentation.

Once completed please return to:

BCS The Chartered Institute for IT

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If you require this document in accessible format please call +44 (0) 1793 417 600