

3. Modular exemption

The Certificate in IT

The Certificate in IT consists of three compulsory modules, listed below. Please select **1 module** 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 select **2 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 select **2 modules** from which you are seeking exemption.

Professional Graduate

Diploma in IT modules (please tick)

- Advanced Database Management Systems
- Computer Services Management
- IT & The Environment
- Knowledge Based Systems
- Management Information Systems
- Network Information Systems
- Programming Paradigms
- Software Engineering 2
- System Design Methods
- Web Engineering
- Realising the User Interface

Please supply documentation to demonstrate how you have covered 80% of our syllabus.

For exemptions not covered by the APL list please visit the syllabus and exemptions pages on the BCS website to review the syllabi. It is important that you select modules for exemption that closely match your prior learning.

4. Documentation

You are required to supply copies of the following documentation with this application to exams@bcs.uk to help with the assessment

PLEASE DO NOT POST ORIGINAL DOCUMENTATION

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

BCS require properly certified documents. Certification should take the form of a written statement such as "I certify that this is a true and accurate copy of the original" and should be signed, dated and should indicate the position of the person (within the college/company) responsible for certifying the documents. Documents should ideally be certified by the issuing institution but where this is not possible, this can be done by your current college or employer. The statement of certification should be accompanied by an official college/company stamp and where this is not possible, the documents should be accompanied by a letter on official letter headed paper.

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 (exams@bcs.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		

5. 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

Are you applying for exemption for membership purposes Yes No

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

6. 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. **See BCS website for current fees.**

MEMBERSHIP SUBTOTAL:

EXEMPTION FEE:

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 know your personal information is important to you. We will process this information to assess your application and communication with you about the decision. We may pass this information to a subject matter expert to help us with this assessment. We will keep your information safe and never share it with a third party other than the subject matter expert without your permission in accordance with our Data Privacy Policy which can be viewed [here](#).

7. 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:

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