

## Entry form BCS Higher Education Qualifications

### Join BCS – Register online!

To apply for BCS Higher Education Qualifications you must be a BCS student member. If you are not yet a BCS member, you can apply for membership and exam entry online at [www.bcs.org/heq](http://www.bcs.org/heq) **If you are already a BCS member, please go to Step 3.**

**Step 1:** Join BCS at [www.bcs.org/join](http://www.bcs.org/join)

**Step 2:** Register for secure area access

**Step 3:** Complete the online Exam Registration form

For help, please contact the BCS Customer Service team on +44 (0) 1793 417424 or via [www.bcs.org/contactbcs](http://www.bcs.org/contactbcs)

Please note we do not issue membership cards to students but they can be purchased by contacting the Customer Service team.

Have you sat any BCS Higher Education Qualifications before? Yes  No

BCS reference (if known):

### Entry closing dates

Can be found at [www.bcs.org/heq](http://www.bcs.org/heq)

**1. Your details** - Details need to be candidates own information. These details will be used to generate your membership record.

Please write clearly in BLOCK CAPITAL letters using black or blue ink.

Title (Mr/Ms etc)     First names:

Last/family name:

Date of birth:        
DD MM YY

Telephone:

Mobile:

Your personal email address:

**This email address will be used to notify you when your results are available, and to contact you in the event of any issues.**

**Only personal email addresses accepted.**

Your alternative email address:

Your home address (and country if not UK):

Country:

Post code:

### If different from the above:

Term-time address (college addresses are not accepted):

Country:

Post code:

Send all communications to:  Home  Term-time Address

**2. Course details (Mandatory)** Please fill this out in full. This will delay your application if left blank.

This information helps BCS to monitor the performance of your Approved Centre.

Your entry form will not be processed unless this section is complete.

Are you currently enrolled on a course of study towards BCS Higher Education Qualifications?

Yes – please give details below.

No – please go to part 3.

Name of Approved Centre \_\_\_\_\_

**3. Examination entry (Mandatory)** Which examinations do you wish to sit?

**Note: Exemptions** - see <http://www.bcs.org/category/18018>

Have you applied/are you planning to apply for exemption from any part of the Examination?  Yes  No

You may not enter for any BCS Higher Education Qualifications module(s) from which you are seeking exemption.

**Please complete this section for the modules you wish to take at the next examination session.**

Read fee list carefully at [www.bcs.org/heqfees](http://www.bcs.org/heqfees)

**Certificate in IT**

Please select from the following list  
(All 3 required for the Certificate in IT):

Information Systems  Mar  Sept

Software Development  Mar  Sept

Computer &  
Network Technology  Mar  Sept

**Diploma**

Please select from the following list  
(3 plus the core module required for  
the Diploma examinations):

Compulsory core module:  
Professional Issues in Information  
Systems Practice  Mar  Sept  
Computer Networks  Mar  Sept  
Database Systems  Mar  Sept  
IT Project Management  Mar  Sept  
Object Oriented

Programming  Mar  Sept

Systems Analysis  
& Design  Mar  Sept

Principles of  
Internet Technologies  Mar

IT Service Management  Mar

Software Engineering 1  Mar

Principles of User  
Interface Design  Mar

**Professional Graduate Diploma**

Please select from the following list of  
modules (4 required for the Professional  
Graduate Diploma examinations):

Advanced Database  
Management Systems  Mar  Sept

Computer Services  
Management  Mar  Sept

Management  
Information Systems  Mar  Sept

Software Engineering 2  Mar  Sept

Knowledge Based Systems  Mar

Network Information Systems  Mar

Programming Paradigms  Mar

Systems Design Methods  Mar

Web Engineering  Mar

Realising the User Interface  Mar

IT and the Environment  Sept

**Number of modules chosen**

(Certificate in IT):

A \_\_\_\_\_

**Entry fee per module** (see fee list)

B \_\_\_\_\_

Certificate in IT subtotal:  
(A x B = C)

C \_\_\_\_\_

**Number of modules chosen**

(Diploma):

D \_\_\_\_\_

**Entry fee per module** (see fee list)

E \_\_\_\_\_

Diploma subtotal:  
(D x E = F)

F \_\_\_\_\_

**Number of modules chosen**

(Professional Graduate Diploma):

G \_\_\_\_\_

**Entry fee per module** (see fee list)

H \_\_\_\_\_

Professional Graduate  
Diploma subtotal: (G x H = I)

I \_\_\_\_\_

**Examination Subtotal** (C + F + I): J \_\_\_\_\_

#### 4. Examination venues

Please indicate which examination venue you wish to attend from the lists below.

- |                                  |           |                                  |                                  |                                |
|----------------------------------|-----------|----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> London  | Mauritius | <input type="checkbox"/> Reduit  |                                  |                                |
| <input type="checkbox"/> Swindon | Sri Lanka | <input type="checkbox"/> Colombo | <input type="checkbox"/> Jaffna  | <input type="checkbox"/> Kandy |
|                                  | Nigeria   | <input type="checkbox"/> Lagos   | <input type="checkbox"/> Abuja   | <input type="checkbox"/> Kano  |
|                                  | Pakistan  | <input type="checkbox"/> Lahore  | <input type="checkbox"/> Karachi |                                |
|                                  | Ghana     | <input type="checkbox"/> Accra   |                                  |                                |

**For all other countries** please indicate your location below and we will advise the nearest venue.

Please note that all exam venues not listed above attract the non-standard venue one-off surcharge for each student. Details may be found on the BCS website [www.bcs.org/heqfees](http://www.bcs.org/heqfees)

Please enter your location \_\_\_\_\_

#### 5. Payment of fees

Payment must be in pounds sterling (£) and for the correct amount calculated as the **Grand total**.

Exam subtotal: J

Exam venue surcharge subtotal (if applicable): K

Membership annual fee: L Annual [       ] or Full course (4 years) [       ]

Grand total (J+K+L):

#### 6. Payment of fees (continued)

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

- Cheque** (please make cheques payable to British Computer Society – any other wording is not accepted by our bank)
- Credit/Debit card\***

\*For security reasons to pay by credit/debit card please contact our Customer Service team on +44 (0) 1793 417424.

#### 7. Your personal information

##### HOW WE USE YOUR DATA

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](#). We may also use this information to conduct market research and advise you of any products or services which we think may interest you.

You can opt out of emails either by logging into the MyBCS Portal at [mybcs.bcs.org](http://mybcs.bcs.org) or by contacting us at [www.bcs.org/contactbcs](http://www.bcs.org/contactbcs)

Please return this completed form to [exams@bcs.uk](mailto:exams@bcs.uk) or post to:

**HEQ department - BCS, The Chartered Institute for IT, North Star House, North Star Avenue, Swindon, Wiltshire. SN2 1FA, United Kingdom**

**Tel: +44 (0) 1793 417424.**

## 8. Declaration – to be signed by all candidates

I declare that BCS:

- a. may use and process my personal information to administer this Entry application form, for legal and regulatory compliance and for the other purposes mentioned in this form and for those of other related BCS activities; and
- b. may use, process and disclose my personal information, including any sensitive personal data as defined in the Data Protection Act 1998 (such as membership status and the results of my assessments, exams and project submissions for BCS qualifications) to my Approved Centre for the purposes of the on-going development and maintenance of BCS qualifications, to the UK Visa & Immigration or other government agencies for crime prevention or so that BCS or they may check and monitor my attendance and progress on the course at my Approved Centre running BCS qualifications.

I acknowledge that for the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal information that I provide to you is BCS, The Chartered Institute for IT.

Please read this declaration carefully before signing. You may contact customer services for further information if you do not understand any part of the declaration.

- Please check all details carefully, as later amendments cannot be guaranteed.
- Please ensure that you have attached the correct fee.
- Return this form to BCS office (see address below) by the correct closing date. (Entry closing dates can be found at [www.bcs.org/heq](http://www.bcs.org/heq)).

By signing this Entry application form:

I certify that I am the person named on this form and all the information is accurate. I understand that by signing this form I express my free consent to the processing of my data in accordance with the BCS Privacy and that BCS may share my data with other third parties to ensure my application is reviewed appropriately. I understand that I can withdraw my consent to the processing of my data at any time by contacting BCS.

Signature

Date

PRINT NAME