

# Non Standard Venues Policy

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This document forms part of our Management Systems and compliance is mandatory for all staff and contractors. If you find any weaknesses in the document or examples of non-compliance, please report it to the Compliance Team at [infosec@bcs.uk](mailto:infosec@bcs.uk)

## 1. Purpose

This policy is intended to set out our position with regards to non-standard venues for BCS examinations and outlines how a candidate may request for an examination to be held in countries where there are currently no other examination venues.

## 2. Scope

This policy covers all HEQ examinations that are not at standard venues. A non-standard venue is any venue which does not appear on this list:

<https://www.bcs.org/qualifications-and-certifications/higher-education-qualifications-heq/register-for-an-exam/>

Wherever possible, standard venues must be used.

## 3. General Guidelines for Candidates

Once you have confirmed that your venue is not on the above list of Standard venues you may apply for a nonstandard venue (NSV) by following the steps below:

- Complete the “Higher Education Qualifications Non Standard Venue Request Form”, please email [exams@bcs.uk](mailto:exams@bcs.uk) to obtain a copy of this form.
  - Please ensure that the form is fully completed and that your venue does not already appear on the standard venue list. Submit your completed form to [exams@bcs.uk](mailto:exams@bcs.uk)
1. Upon receipt, BCS will confirm the request is suitable and that BCS does not already have a NSV in the requested area.
  2. If the NSV is already available in your chosen area, you will be notified of the details and will need to make contact with the venue direct to book and pay for your seat to sit your exams.
  3. BCS will continue to take your payments for the exams, but no longer be responsible for taking the venue payments for any candidate sitting at a NSV.
  4. If BCS advise there is not a venue already booked in your chosen area, you will be advised to source a suitable venue yourself, and as above will need to book and pay for the venue direct.
  5. When sourcing your own venue, you need to make contact your local British Council in the first instance.
  6. If the British Council is not available in your area, you will need to look at local universities/schools, or exam centres, please note a place of work will not be accepted as a suitable venue to sit the HEQ exams.
  7. Once you have sourced the information of a potential venue, you must email [exams@bcs.uk](mailto:exams@bcs.uk) and provide us with their contact details, BCS will then check the venue for suitability, and request they complete one of our venue recognition forms. This form captures all the details we need to be to use them as a suitable venue.

8. Upon receipt of the completed venue recognition form from the venue, BCS will start to process your booking, and ensure payments have been made to both BCS for the exams, and venue payments have been made.
9. If the venue is not suitable the candidate will be advised and sourcing an alternative will be subject to the timeframes being adhered to.

**Points to note:**

- Candidates must still pay BCS for the exams (Certificate exams £45.00 per module / Diploma exams £50.00 per module / PGD exams £90.00 per module).
- Failure to make the payments prior to the exams will result in you not being able to sit for exams in this session.
- Any non-British Council venue requests received will be vetted for suitability against the completed venue recognition form.
- Candidates are responsible for payment of all fees associated with the use of a NSV including any cancellation or refund policies and arrangements directly with the venue.
- Requests for bookings for NSV must be received within the timeframes stated on the website for each exam session.
- BCS will monitor requests for NSV and if there is a justification for adding it to our list of standard venues we may do so at our discretion.

## 4. Monitoring and Review

This policy will be reviewed on an annual basis or following any feedback received. If you have any questions relating to this policy and/or would like to provide feedback for the next review, please discuss with the owner of this document.



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