

Higher Education Qualifications Application for Exemption Form

This form is for any person who wishes to apply for exemption from individual Higher Education Qualification examinations. You **must** be a member of BCS before you can register to take these examinations.

A. YOUR DETAILS

Title: (Mr/Mrs etc)	Surname:	Forename(s):
Former surname(s) (where relevant):		
Email:		
Date of birth (for identification purposes only):		
Have you taken a BCS HEQ examination before? Please delete as appropriate Yes / No		
If a BCS member, please provide your membership number		

B. PROVIDE THE DETAILS OF THE QUALIFICATIONS YOU HOLD WHICH YOU WISH TO USE AS EVIDENCE FOR EXEMPTION (refer to guidance below)

Full title of your qualification	Date Awarded	Awarding Organisation

C. PAYMENT

Payments can be made using a credit/debit card by calling customer service +44 1793 417 424,

All fees are listed on the [BCS Qualifications Price List](#).

Payment is only required for you are applying for the individual exemption route. Any exemptions that are listed on the Accredited Prior Learning List is free of charge.

D. WHICH MODULES DO YOU WISH TO APPLY FOR EXEMPTION FROM?

The Certificate in IT (please select one of the three modules for exemption)	Information Systems	
	Software Development	
	Computer and Network Technology	
The Diploma in IT Examination (please select two modules for exemption) *Professional Issues in Information Systems Practice is a Core Module which you cannot be exempt from	Computer Networks	
	Database Systems	
	Principles of Internet Technologies	
	Object Oriented Programming	
	IT Project Management	
	Software Engineering 1	
	Systems Analysis and Design	
	Big Data Management	
	Web Application Development	
	Smart Systems	
	User Experience	
The Professional Graduate Diploma in IT Examination (please select two modules for exemption)	Advanced Database Management Systems	
	Computer Services Management	
	IT & The Environment	
	Management Information Systems	
	Network Information Systems	
	Programming Paradigms	
	Software Engineering 2	
	System Design Methods	
Web Engineering		

E. SIGNATURE

I certify that I am the person named on this form, all the information is accurate and that I wish to apply for exemption from one or more HEQ modules. 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:

F. 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](#).

G. GUIDANCE

There are two routes to apply for exemption:

ROUTE 1

You have passed a qualification within the last five years that is listed on the Accredited Prior Qualification List. If you apply for exemption using this route you will need to provide us with a certified copy of your certificate and result transcript along with a letter on headed paper by a responsible person in your organisation such as your manager or Head of HR.

The award of an Accredited Prior Learning (APL) credit against an individual module only exempts you from taking that module, it does not exempt you from any other components of the program unless specifically stated. We would expect you to apply for the APL as part of the registration process, but we reserve the right to award this retrospectively at our sole discretion.

ROUTE 2

You have passed a qualification within the last five years that covers a minimum of 80% of the relevant HEQ syllabus. If you apply for exemption using this route you will need to provide us with a certified copy of your certificate and result transcript.

The following rules apply:

- BCS Level 4 Certificate in IT/100/6190/2 - **only 1 out of 3** modules can be exempt;
- BCS Level 5 Diploma in IT/100/6190/3 - **only 2 out of 4** modules can be exempt;
- BCS Level 6 Professional Graduate Diploma in IT/100/6191/5 - **only 2 out of 4** modules can be exempt;
- BCS Levels 5 and 6 Professional Project – no exemptions apply.

If your application is successful and you are granted exemption, you will not be required to sit for that exam module. The exemptions will not appear on your certificate, but will be listed on your result transcript

Please return this completed form and associated documentation to exams@bcs.uk.

Please allow a minimum of six weeks from the date of application for a decision to be made.

If you need any help completing this form, please contact us at +44 1793 417 424 or www.bcs.org/contactbcs.