

Access to Information Agreement (MEMBERSHIP)

Unsuccessful Membership Examination Candidates may make a written request for the College to provide information, and access to certain documents relating to unsuccessful examination component(s).

The purpose of releasing such information and providing access to such documents is to assist unsuccessful Candidates identify areas of weakness or poor performance such that these can be addressed by unsuccessful Candidates who elect subsequently to reattempt the Membership Examinations. Details of a passed examination component will not be released.

The following conditions apply to the release of the examination information:

1. Candidates must make written request for examination information and access to papers (separate from the signing of this agreement). Written request must be made to the Examinations Officer between ten and sixty days after the date of notification of their examination results.
2. The earliest the request for examination information and access to papers is able to be received by the College Office is ten days after the date of notification of examination results (except in extenuating circumstances at the discretion of the Chief Examiner).
3. The following examination information will be made available to candidates:
 - (a) The mean mark for each question in the Written Papers, the overall mean mark for the Practical examination (where applicable) and the overall mean mark for the Oral examination.
 - (b) Examiners written comments (if any) for the Written and Practical Components of the Examination. These may be general comments which pertain to the Component as a whole or may be specific comments addressing particular questions where the Candidate's performance was unsatisfactory; and
 - (c) Examiners written comments regarding any areas of deficiency in the Candidate's performance in the Oral.
4. Access to the candidate's Written component examination papers, the Practical written examination papers and material (if available) will be granted only under the following conditions:
 - (a) Candidate's access to Examination papers will be supervised by, and in the presence of a member of the Board of Examiners or a nominee of the Chief Examiner;
 - (b) The candidate's nominated mentor may attend the viewing of papers with the candidate.
 - (c) The candidate's access will be limited to 120 minutes at a single sitting.
 - (d) Candidates are not permitted to use any method or media to record or recreate the Examination papers or other examination material, e.g. photocopying, photographing or voice recording. Candidates are permitted to make hand written notes during the period of access.
 - (e) Candidates wishing to view their papers, must do so by 31st October in the year that the examination was completed.

I have read, understand, and agree to abide by the aforesaid conditions relating to access to information and Examination documentation detailed above.

MEMBERSHIP Subject: _____

Candidate's name:

Witness name

Signature

Signature

Date

Date

NB By signing of this agreement you are NOT making a written request for examination information or access to papers. Separate written request must be made to the Examinations Officer between ten and sixty days after the date of notification of your examination results.