



Supplementary Procedure Policy

For Membership examinations only

A Membership candidate may be offered a supplementary examination according to the conditions set down under 12.9.2.

A supplementary examination will be offered in one component of the examination only; that is either (a) the written papers or (b) the oral component of the examination. The entire component of the examination must be completed.

The supplementary examination must be taken within two calendar years of the date of offer of the supplementary.

The Supplementary Examination Fee will be 25% of the membership examination Fee in the year the Supplementary Examination is taken. The Supplementary Examination Fee will apply at the discretion of the Chief Examiner.

A candidate wishing to take advantage of a supplementary examination must notify the College in writing on or before the closing date for lodging an application for Membership examination.

The supplementary examination will be prepared and graded in the same manner as any other College Membership examination. A pass will be awarded if the candidate achieves at least 70% in the supplementary examination, or at least 55% in the supplementary examination AND at least 70% in the other component that was passed at the previous attempt AND the overall average of the supplementary mark and the previously passed component is at least 70%. If these conditions are not met, the candidate will fail. A second supplementary will not be allowed from a supplementary examination; rather the candidate must sit all examination components again.

These regulations are at the discretion of the Chief Examiner.