

BCS The Chartered Institute for IT
Candidate Guidance for Online Oral Examinations
V1.3 May 2024

Contents

1. Introduction	3
2. What to expect when taking an online examination	3
3. Starting the exam	3
4. Format of the exam	4
5. Results	4

1. Introduction

The Business Analysis (BA) and Solution Development (SD) oral examinations are internationally recognised certifications. To take the oral examination, you need to have sat and passed:

- Two core modules.
- One knowledge-based specialist module.
- One Practitioner- based specialist module.

2. What to expect when taking an online examination

To ensure the smooth running of the exam, there are several steps to take prior to the day. This is to ensure that you are fully able to access the examination and will not encounter technical difficulties that may impact your experience.

Your responsibilities are to ensure:

- You have the relevant IT equipment to carry out the exam.
- You can access Microsoft Teams software.
- You have run the compatibility/connectivity checks.
- You are in a suitable location to take the exam - the room should be quiet and free from any background distractions, and you should be alone.
- Be logged in 15 minutes before the exam starts.
- You have suitable photographic ID (driver's license, passport, staff identification)
- The room you are being examined in has no exam materials - the examiner will ask you to sweep your screen around the room.
- Your mobile phone is switched off and put away and there are no other electronic devices nearby.

3. Starting the exam

When commencing the exam, there are key points to consider should technical issues arise:

- If connection can't be made within 10 minutes of the start time, you will need to contact BCS on +44 (0) 1793 417 716 or eprofessional@bcs.uk. If out of UK working hours, you must email the relevant details regarding why you were unable to complete your exam to eprofessional@bcs.uk including your full name and allocated exam time and date.
- If the examiner(s) are unable to contact the candidate, they will inform BCS.
- If visual connection is lost for the examiner(s) for 5 minutes or more, the examination will be terminated.
- If a candidate, goes offline for more than 2 minutes once the exam has commenced, then exam conditions have been broken and the exam will be terminated.
- If the examiner(s) loses both visual and audio connection the exam will be terminated.
- If you lose connection and unable to reconnect, you must call the BCS office immediately on +44 (0) 1793 417 716. If out of UK working hours, you must email the

relevant details regarding why you were unable to complete your exam to eprofessional@bcs.uk including your full name and allocated exam time and date.

- If connection is poor and affecting the ability to converse (time lags for example) to such a degree that the examiner(s) decides your performance is being affected, then the exam will need to be rescheduled.

4. Format of the exam

The oral examination will take the following format.

1. You will log into Microsoft Teams using the log-in link provided in the joining instructions.
2. Once you are logged in you will remain in the virtual lobby until you are invited into the exam session by the examiner(s).
3. The exam sessions are run with either one or two examiners.
4. The examiner(s) will introduce themselves and ask you to show them your photographic ID.
5. You will be asked to sweep your laptop around the room so that the examiner(s) can check your environment is suitable and no exam material is visible.
6. The examiner(s) will inform you that the session is being recorded. The recordings are not available to review by the candidate.
7. The examiner(s) will commence the exam by asking you about your experience.
8. The examiner(s) will then start the questioning.
9. The oral examination will finish.
10. You will leave the session.

5. Results

Results will be issued within 2 weeks of the exam date; feedback will be provided for failed candidates.

Please Note:

The interview will be conducted in accordance with the Data Protection Act 2018 and the interview and any related personal data will be processed in accordance with BCS data privacy policy available on our website via the following link: [BCS Privacy Policy](#)

BCS, 3 Newbridge Square, Swindon, Wiltshire, SN1 1BY

T +44 (0) 1793 417 417 F +44 (0) 1793 417 559

Email certifications@bcs.uk

Website www.bcs.org

© BCS (Reg. Charity No. 292786)