









## **Appendix 1 Examination Policy**

1. The examination pass mark is 60%.
2. A candidate who has passed the examination (and meets all other MBL requirements) shall receive a certificate issued by MBL certifying that he/she has passed within 28 working days of the examination date.
3. Candidates must write clearly and legibly. No marks will be awarded in respect of any part of a candidate's script which is incomprehensible and/or illegible.
4. Examination scripts will be first marked by an examiner following which a meeting of the MBL Examination Board will be convened to consider the results of all candidates.
5. All scripts achieving below 61% of the available marks will be reviewed by an independent moderator. In addition, there will be a review and moderation of a sample of scripts by the moderator.
6. A candidate who fails the examination may resit it by arrangement with MBL.
7. A candidate may sit the F&BS examination three times after attending the F&BS course. A candidate who does not pass within three sittings will be required to re-take the F&BS course before sitting the examination again.
8. A candidate who has any special needs arising from disability, illness or any other circumstance, must identify those needs in writing at least 7 working days PRIOR to the examination. Such application must be accompanied by appropriate written medical evidence, which must not be more than 12 months old at the date of the application. We will endeavour to afford such special facilities as are appropriate in the circumstances.
9. Candidates who submit themselves for the examination will be deemed fit to sit the examination and that all relevant circumstances and requests for special facilities have been notified to MBL in advance of the sitting.
10. All candidates have a right of appeal against the decision of the Examination Board other than against its academic judgment in respect of which the decision shall be final.
11. The Examination Board will consider and in its discretion take account of any evidence relating to any medical condition or other adverse personal circumstances affecting the candidates during the examination, or other factors occurring or to do with the conduct of the examination itself which may have materially affected the performance of a candidate.
12. All applications for concessions must be submitted in writing within **five working days** following the sitting of the relevant examination and be accompanied by supporting evidence.
13. If the written evidence submitted in accordance with paragraph 12 above is accepted the candidate will be treated as not having sat the relevant examination, and will be given the opportunity to attempt the examination again as a first attempt.
14. All appeals must be submitted in writing within **five working days** following the publication of

results for the examination together with all supporting evidence.

15. On receipt of an appeal the PSC Course Director will, within a reasonable time, appoint a second independent moderator who will make a decision on the merits of the appeal and inform the candidate in writing of the outcome.

**MBL (Seminars) Limited**