

CISI Candidate Policy 11: resitting units previously passed

This policy relates to those candidates wishing to retake an examination for a unit that they have previously passed. This applies particularly where employers may require candidates to demonstrate more up to date knowledge by achieving a more recent examination pass.

11.1 Rationale

It is the CISI's policy that once a candidate has passed an examination, the examination 'pass' remains with that candidate indefinitely.

However, occasionally, candidates may wish to refresh their knowledge and demonstrate this objectively through resitting an exam that they have formerly passed.

It may also be a condition of employment for some candidates that they can demonstrate up to date knowledge via a more recent examination pass.

Whilst the CISI can accommodate such requests, it reserves the right to protect the integrity of its examinations from inappropriate multiple exposure of live questions to any one individual.

Accordingly, the following conditions outlined below apply.

11.2 Candidates wishing to resit who have passed more than 1 year previously

Candidates who have previously passed an exam unit more than one year previously to the date on which they wish to re-sit the exam will be allowed to book on without needing to seek approval from the CISI.

Should the candidate be unsuccessful in their resit, their previous pass is still upheld. Should they wish to attempt a further resit/s, the CISI Candidate Policy on Multiple Sittings will apply.

11.3 Candidates wishing to resit who have passed within the last year

Candidates who have previously passed an exam unit within the previous year (from the date on which they wish to resit will need to seek permission from the CISI in the usual way and should contact Customer Support on: +44 20 7645 0777; alternatively, candidates can email Customer Support on customersupport@cisi.org.

The CISI reserves the right to refuse entry to an examination to any candidate who has previously passed the same examination

11.4 Certification

Candidates successfully re-sitting a unit will automatically receive the accompanying A5 certificate and updated A4 qualification certificate where appropriate.