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| **Higher Education Qualifications**  **Entry Form – November 2020**  This form is for any person who wishes to enrol for Higher Education Qualification examinations. We will not be able to process your application unless ALL sections are completed. You **must** be a member of BCS before you can register to take these examinations.  If you need any help while completing this form, please contact us at +44 1793 417 424 or email us at [www.bcs.org/contactbcs](http://www.bcs.org/contactbcs). |  |

**A. YOUR DETAILS**

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| --- | --- | --- | --- |
| **Title:**  (Mr/Mrs etc) | **Surname:** | | **Forename(s):** |
| **Former surname(s) (where relevant):** | | | |
| **Postal address:** | | | |
| **Daytime telephone:** | | | **Email:** |
| **Date of birth (for identification purposes only):** | | | |
| **Have you taken a BCS HEQ examination before?** Please delete as appropriate **Yes / No** | | | |
| **If you are an existing BCS member, please provide your membership number** | | | |
| **Name of your Approved Training Centre** | |  | |

**B. WHERE DO YOU WISH TO SIT THE EXAMINATIONS?**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Standard Venues** |  | **Standard Venues** |  | **Standard Venues** |  | Other – (Non-Standard Venue) |  | City/Country |  |
| Abuja, Nigeria |  | Columbo, Sri Lanka |  | London, UK |  |  |  |  |  |
| Kano, Nigeria |  | Jaffna, Sri Lanka |  | Ghana Accra |  |  |  |  |  |
| Lagos, Nigeria |  | Kandy, Sri Lanka |  | Ghana Sunyani |  |  | | | |
| Port Harcourt, Nigeria |  | Reduit, Mauritius |  |  |  |  | | | |

Non-Standard Venue - If your country is not listed above, please indicate your city and country, and we will endeavour to accommodate as requested.

There will be additional fee of £80 per module if you wish to sit the examination at a non-standard venue. [www.bcs.org/heqfees](http://www.bcs.org/heqfees)

**C. WHICH MODULES DO YOU WISH TO SIT?**

Tick all that apply.

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| **Qualification** | **Module** | **September Entry** |
| **The Certificate in IT**  (All three modules must be taken) | Information Systems |  |
| Software Development |  |
| Computer and Network Technology |  |
|  |  |  |
| **The Diploma in IT Examination**  (Mandatory Core plus 3 modules)  Principles of User Interface Design and IT Service Management are to be retired. November 2020 is the last session these modules are available, with May 2021 offered as a resit only. | Professional Issues in Information Systems Practice  **MANDATORY CORE** |  |
| Computer Networks |  |
| Database Systems |  |
| Principles of Internet Technologies |  |
| Object Oriented Programming |  |
| IT Project Management |  |
| IT Service Management |  |
| Software Engineering 1 |  |
| Systems Analysis and Design |  |
| Principles of User Interface Design |  |
|  |  |  |
| **The Professional Graduate Diploma in IT Examination**  (4 modules plus professional project to gain PGD in IT)  Realising the User Interface and Knowledge Based Systems are to be retired. November 2020 is the last session these modules are available, with May 2021 offered as a resit only**.** | Advanced Database Management Systems |  |
| Computer Services Management |  |
| IT & The Environment |  |
| Knowledge Based Systems |  |
| Management Information Systems |  |
| Network Information Systems |  |
| Programming Paradigms |  |
| Software Engineering 2 |  |
| System Design Methods |  |
| Web Engineering |  |
| Realising the User Interface |  |

**D. FEES AND PAYMENT**

The fee varies depending on which level you are taking:

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| **Written Examination Fees** | **Price Per Module** |
| Certification in IT | £40.00 |
| Diploma in IT | £45.00 |
| Professional Graduate in IT | £85.00 |
| Sitting in a non-standard venue surcharge | £80 per module |
| Membership fee (Annual) | £20.00 |
| Membership fee (Full Course – Four Years) | £30.00 |

If you are also applying for a membership with this registration form, the fee for that should also be included in your payment. Full details of this can be found on our website [here](https://www.bcs.org/get-qualified/international-higher-education-qualifications-heq/become-an-heq-student-member/).

Payments must be made in pounds sterling (£) and can be paid by cheque, credit or debit card. All cheques should be made payable to the “**British Computer Society**” and should be sent in with this form (if posted). And marked for the attention of the HEQ department, all card payments must be made by calling us on **+44 1793 417 424**.

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| **Exam modules total:** |  |
| **Membership fee:** |  |
| **Non-standard venue charge:** |  |
| **Total payment to be made:** |  |

Entry closing dates for applications can be found at [www.bcs.org.uk/heq](http://www.bcs.org.uk/heq)

**E. HOW WE USE YOUR DATA**

We know your personal information is important to you. We will process this information to assess your application and communication with you about the decision. We may pass this information to a subject matter expert to help us with this assessment. We will keep your information safe and never share it with a third party other than the subject matter expert without your permission in accordance with our Data Privacy Policy which can be viewed [here.](https://www.bcs.org/category/7426) We may also use this information to conduct market research and advise you of any products or services which we think may interest you. You can opt out of emails either by logging into the MyBCS Portal at mybcs.bcs.org or by contacting us at [www.bcs.org/contactbcs](http://www.bcs.org/contactbcs).

**F. SIGNATURE**

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| I certify that I am the person named on this form and all the information is accurate. I understand that by signing this form I express my free consent to the processing of my data in accordance with the BCS Privacy and that BCS may share my data with other third parties to ensure my application is reviewed appropriately. I understand that I can withdraw my consent to the processing of my data at any time by contacting BCS.  **Signature: Date:** |

**Please return this completed form and associated documentation to** [**exams@bcs.uk**](mailto:exams@bcs.uk) **or to:**

BCS, The Chartered Institute for IT

HEQ Department

3 Newbridge Square

Swindon, Wiltshire

SN1 1BY

United Kingdom