

Certification Services Division
Newton Building, St. George's Avenue
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PSL/55 ISSUE 5 dated 1st January 2011

EXTENSION OF LATEST RETEST DATE FOR FAILED PCN EXAMINATIONS

INTRODUCTION - FAILED EXAMINATION RETESTS

A candidate who fails to obtain the pass grade for any examination part (general, specific or practical), may be re-examined twice in the failed part(s), provided the re-examination takes place not sooner than one month, unless further training acceptable to BINDT is satisfactorily completed, nor later than twelve months after the original examination.

A candidate who achieves a passing grade of 70% in each of the examination parts, (general, specific or practical), but whose average score is less than the required 80%, may be re-examined a maximum of two times in any or all of the examination parts in order to achieve an overall average score of 80%, provided the re-examination takes place not sooner than one month, unless further training acceptable to BINDT is satisfactorily completed, nor later than twelve months after the original examination.

A candidate who fails all permitted re-examinations shall apply for and take the initial examination according to the procedure established for new candidates

In extenuating circumstances, PCN may grant an extension of up to six months to the latest retest date given on the PCN examination results notice. This document sets out the procedure for making applications for such extension.

NOTES. Please read these notes carefully before completing the application form attached.

1. In order to obtain this dispensation you must submit a separate application (form attached) in respect of each examination retest for which deferment is sought, together with the current fee for each application (details of charges are given in document PSL/35).
2. The fees charged regarding deferred retest applications are in respect of increased administration involved at PCN Central Records Office and are NOT refundable under ANY circumstances. Additionally, the normal examination fee must still be paid to the AQB. It should be noted that dispensation for deferred retest is not automatically given. The form and cheque (drawn on a £ Sterling account and made payable to "British Institute of NDT") must be sent DIRECTLY to PCN at Newton Building, St George's Avenue, Northampton, NN2 6JB, and NOT directed through the Authorised test centre.
3. Applications must be received at the PCN Central Records Office at least four weeks prior to the latest retest date stated on the examination results notice (this is usually 12 calendar months from the date of the initial examination). Applications for extension to latest retest date will NOT be considered after the latest retest date given on the result notice except in extreme extenuating circumstances - in which case the application must be considered by a PCN Appeals Panel.
4. Any extension of the latest retest date is a PCN concession which may be refused and, in the event that no extension is granted, applicants who have not passed the examination retest by the latest date given on their examination result notice will be considered 'initial candidates' for certification in that sector, method and level.



The British Institute of Non-Destructive Testing is an accredited certification body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.



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PSL/55 - APPLICATION FOR EXTENSION OF LATEST RETEST DATE

This application for extension of latest retest date is to be submitted to the PCN Central Records Office at Newton Building, St George's Avenue, Northampton NN2 6JB at least four weeks prior to the latest retest date given on the initial examination results notice (which is normally 12 calendar months from the date of the initial examination). Applications received AFTER the normal latest retest date will NOT be accepted.

Authorised Qualifying Bodies are NOT permitted to accept retest examination bookings after the normal latest retest date unless a letter of dispensation, granted by PCN Central Records Office, is produced at the time of booking.

APPLICANT'S PERSONAL DETAILS:

1. FULL NAME: _____

2. HOME ADDRESS: _____

POST CODE: _____ TELEPHONE: _____ FAX: _____

3. EMAIL ADDRESS: _____

4. PCN NUMBER (if known) _____

5. PLEASE EXPLAIN WHY AN EXTENSION TO THE LATEST RETEST DATE IS REQUESTED

(use separate sheet if necessary):

EXAMINATION DETAILS:

6. DATE OF FAILED INITIAL EXAMINATION: _____

7. TEST CENTRE CONCERNED: _____

8. EXAMINATION RESULTS NOTICE NUMBER: _____

N.B. This can be found on the third line down on your results notice.

EMPLOYER'S DETAILS:

9. Please give the name of your supervisor or manager who may be contacted in connection with this application:

NAME: _____ POSITION: _____

COMPANY: _____

ADDRESS: _____

_____ POST CODE: _____

TELEPHONE: _____ FAX: _____

APPLICANT'S DECLARATION:

I understand that any extension of the latest retest date given in the relevant PCN requirements is a concession which may be refused and, in the event that no extension is granted, and if I have not passed the examination retest by the latest date given on the examination results notice, I will be considered an 'initial candidate' for certification in that sector, method and level.

The extension of latest retest date application fee at the current rate (see PSL/35) is enclosed herewith. I understand that this is not refundable under any circumstances.

SIGNATURE OF APPLICANT: _____ DATE: _____

This completed application should be forwarded to the PCN Central Records Office, Newton Building, St George's Avenue, Northampton, NN2 6JB, United Kingdom (EMAIL: pcn.cro@bindt.org) (FAX: +44(0) 1604-893-868), together with a copy of any PCN examination result notice pertaining to this application.

PAYMENT

Method of payment (either credit/debit card or a cheque payable to BINDT):				Tick box if cheque enclosed:	
For payment by credit card (tick relevant box):	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Switch	
Card number:					
Card valid from (if a Switch card, issue date):		Card expires end:			
Name on card:			Security code (last 3 figures on the security strip on the reverse of the card)		
Signature of above named individual:					
Address of credit card holder (if different from that in Part 1 of this form):					
Please debit the above credit/debit card for the amount shown (applicants must enter the correct amount, which can be ascertained from document PSL/35):			£	:	(including VAT)

FOR PCN USE

DATE RECEIVED: _____ APPLICATION No: _____

INVOICE/FEE INFORMATION: _____

EXTENSION GRANTED: _____ NEW LATEST RETEST DATE: _____

SIGNATURE: _____ DATE: _____

NAME: _____ POSITION: _____

REMARKS: _____

ACTION COMPLETED DATE: _____ INITIALS: _____

REMARKS: _____

PSL/55 ANNEX A - STANDARD LETTERS IN CONNECTION WITH EXTENSIONS TO LATEST RETEST DATE

1. APPLICATION APPROVED

Our ref: 241106/PSL55

Date

NAME & ADDRESS

EXTENSION OF LATEST DATE FOR PCN EXAMINATION RETEST

Thank you for your completed application form (PSL/55) requesting an extension to the latest date for failed PCN examination retest.

An extension has been granted and you are required to apply to a PCN Authorised Qualifying Body for examination retest to take place on or before the date given below. No further extension will be allowed.

NEW LATEST RETEST DATE: _____

FOR SECTOR: _____ METHOD: _____ LEVEL: _____

You must now make a written application for retest, supported by a copy of this letter, to an appropriate PCN AQB not less than 21 days prior to the above date.

Yours faithfully,

2. APPLICATION NOT APPROVED

Our ref: 241106/PSL55

Date

NAME & ADDRESS

EXTENSION OF LATEST DATE FOR PCN EXAMINATION RETEST

Thank you for your completed application form (PSL/55) requesting an extension to the latest date for failed PCN examination retest.

Your application has not been approved and you should make arrangements to take your retest examination before the date given on the initial examination result notice. Failing this, you will be considered an initial candidate for PCN certification in the sector, method and level concerned.

Yours faithfully,