CISI Candidate Policy 7: Trainers Sitting CISI Examinations

This policy relates to the restrictions on trainers / tutors taking examinations.

7.1 Annual restriction

New tutors / trainers nominated by a CISI training provider must make a single attempt at any CISI examination in which they will be involved in delivering training for the qualification to candidates. Other trainers / tutors may be given an annual opportunity to sit the examination of any subject for which they train, unless there is a sample paper available*, in which case the trainer may not sit the live examination after his or her single attempt. Where there is no sample paper there must be a 12 month gap between sittings of the same subject.

7.2 Exam conduct

The purpose of trainers / tutors taking the exam is to seek to demonstrate their own competence by attempting to pass it. Their conduct at the examination centre must demonstrate a genuine attempt to pass the examination.

7.3 Trainer identification

All trainers / tutors **must be** identified separately to the CISI at the time of booking and no later than ten working days before the exam. A trainer / tutor may only be permitted one attempt at the examination and will be asked to comply with all normal invigilation requirements including evidence of identity (ID). The CISI will consider that trainers who, for whatever reason, have sat an examination without disclosing they are a trainer / tutor have behaved inappropriately and as such will be subject to the penalties described in section 5 of the *Examination regulations* and the CISI Candidate Policy 5: Inappropriate Candidate Behaviour.

7.4 Trainers sitting examinations

The CISI reserves the right to exclude any of its training providers from nominating trainers to sit any examination should the CISI regulation set out in paragraphs 7.1 to 7.3 above be infringed.

7.5 The CISI achievement awards

Trainers / tutors, as identified, are not eligible to receive the CISI awards for best performance in any examination.

*Sample papers are examination standard tests available on the CISI Website. These papers are updated at the same time as the live examination.