



British Society of Echocardiography

Terms and Conditions- BSE Written Exam

The candidate agrees to the terms and conditions below by registering for the written exam.

1. **To pursue the written (theory) examination for BSE level II accreditation**, a candidate must:
 - a. Have an active (paid) BSE membership.
 - b. The membership account must be populated with the candidate's full name as it appears on their government photo identification.
 - c. The membership account must include a complete postal address, contact telephone number and a current email address.
 - d. The candidate is responsible for updating the data on their BSE profile before registering interest to take the written exam.
 - e. The candidate must read the relevant accreditation pack before exam registration.
2. **Pre-registration** is a compulsory step to register interest in taking the exam; this must be completed after becoming a paid BSE member and completing the online pre-registration form. Through pre-registration, the candidate grants the BSE permission to share personal data with Pearson VUE testing services.
 - a. Pre-registration must be completed within the advertised registration period.
 - b. Requests after registration closing dates will not be accepted.
 - c. Payment is not expected at the point of pre-registration.
3. **Special accommodations:** additional time, nursing or relief breaks, could be permitted if the candidate:
 - a. Provides documentation from a governing body to confirm the details and reasoning for the special accommodations.
 - b. The documentation must be submitted within the pre-registration window to allow time for BSE to approve and for Pearson VUE to accommodate the request.
 - c. The candidate must immediately contact the Accreditation department if a diagnosis has been made post-pre-registration.
 - d. All queries will be directed to accreditation@bsecho.org, quoting the five-digit BSE ID number.
4. **Registration through Pearson VUE:** upon successfully transferring data to Pearson VUE, the candidate will receive automated messages to create a Pearson VUE account and then book the exam.
 - a. Candidates must read the booking instructions and book the exam within the registration booking window.
 - b. Late registrations will not be accepted.
5. **Fee payment:** the appropriate fee must be paid in full when booking the exam. The reduced rate only applies to candidates who have taken the second attempt after an unsuccessful first attempt (physical).
6. **Cancellations:** cancellations made less than seven working days before the exam will not be eligible for a refund. Cancellations must be made more than seven working days before the exam through Pearson VUE.