

PLEASE READ THE TERMS AND CONDITIONS IN FULL

Assessment eligibility:

The BSE Practical Competence Assessment is available **ONLY TO MEMBERS WHO HAVE SUCCESSFULLY COMPLETED THE WRITTEN PART OF THE EXAM**, with a current membership.

Please note that there is a compulsory booking fee of £20 to pay upon registering for a practical assessment. The booking fee is non-refundable and non-transferable under no circumstance.

Assessment places are allocated on a *first come, first served* basis. Once the capacity threshold of a venue has been reached, candidates' names will be placed on a waiting list. Registration will close once the Practical assessment registration reaches maximum capacity.

BSE reserves the right to reject registrations that are not eligible for the assessment.

Cancellations:

- Cancellations with less than one week's notice (7 calendar days or less) will be classed as a no-show and automatically fail.
- Appeals may be considered by the Accreditation Committee in cases of extenuating circumstances.
- All cancellations must be made in writing to accreditation@bsecho.org stating name, membership number, date and time of confirmed assessment and reason for cancellation.

Personal Property:

- BSE accepts no liability for the loss of belongings whilst at the assessment venue.
- You will only be permitted to carry your logbook, a bottle of water and any device needed to assist your assessment. These items can be placed in a simple carrier for ease of movement between stations. Mobile Phones (even switched off) are not allowed on your person during the assessment.
- Cloak room facilities vary from venue to venue, we advise candidates pack belongings appropriately. Please keep your photo ID with you at all times.
- All items are left in the designated areas entirely at the owner's risk. Please do not bring any other valuables.

Logbook and Digital Cases

- Your logbook reports and digital cases must fulfil the requirements and timelines detailed in the relevant [Accreditation pack](#).
- By registering on to the practical assessment, you have accepted the following:
 1. You have read the accreditation pack and understand the requirements of achieving BSE accreditation.
 2. You have paid the relevant fees and your membership is up to date.
 3. You have passed the written exam and your work is ready for submission on the date for which you have registered.
 4. You understand that the exam fees and booking fee (£20) paid are non-transferable and non-refundable.

Accommodation and Travel:

- All participants are responsible for their own travel and accommodation if required.