

Certification Services Division  
Newton Building, St. George's Avenue  
Northampton, NN2 6JB  
United Kingdom

Tel: +44(0)1604-893-811.  
Fax: +44(0)1604-893-868.  
E-mail: pcn@bindt.org



### PCN Supplementary Examination / 56 day rule

PCN document ref: PSL/67

From time to time PCN receives requests from certificate holders who wish to be allowed to attempt a supplementary examination *within the 56 days prior to certificate expiry*. We are not inflexible, but it is important that PCN certificate holders understand the reasons for the 56 day rule, and the implications for them if it is relaxed or waived. The first thing to note are the relevant extracts from PCN/GEN clause 18:

- Holders of Level 1 or 2 certification who wish to add an additional category (where appropriate) at the same level will be required to attempt a supplementary examination comprised of specific theory and/or specific practical parts.
- Supplementary examinations may only be attempted 56 days or more prior to the expiry of the certificate to be supplemented. This is to allow sufficient time for the publication of results and the retest of failed supplementary examinations.
- One retest of a partly failed supplementary examination will be allowed between thirty days and one year after the initial attempt. Failure of such a retest will result in the candidate being required to pass the whole of the supplementary examination to gain the certification sought.
- In the event of partial failure of a supplementary examination where the retest cannot be completed (for whatever reason) prior to expiry of certification, the candidate will not be allowed a retest of the attempted supplementary examination.

From the above, it can be seen that if the candidate fails a supplementary examination attempted within the 30 days prior to expiry of the certificate to be supplemented, it will be impossible to allow a retest since the certificate concerned will have lapsed – and you cannot supplement a non-existent certificate. The failing candidate will then have to apply for a late recertification – with an associated financial penalty.

Moreover, taking into account the fact that up to 21 days *could* elapse between the date of the supplementary examination and the publication of results (this is unusual, but permissible), it can be seen that a supplementary examination conducted up to 51 days prior to certificate expiry may present similar problems for the candidate.

Therefore, we prefer to see the 56 day rule applied, *but we are prepared to waive it under certain extenuating circumstances*, and provided the candidate confirms in writing that he or she understands the consequences of failing the supplementary examination allowed within 56 days prior to certificate expiry as detailed above, and is aware that no complaint or appeal in this event will be accepted by PCN.



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.



Applicant's declaration:

I, (name): \_\_\_\_\_, PCN number:

fully understand the consequences as detailed above in the event that I am permitted to attempt a supplementary examination for a certificate that is currently within the 56 days prior to its date of expiry. I further accept that a complaint or appeal will not be accepted by PCN should I fail the supplementary examination and am denied a retest because the certificate concerned has since expired.

Signature: \_\_\_\_\_ Date:

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This completed declaration is to be presented to the examining PCN Authorised Qualifying Body with the completed examination application form PSL/57B. The AQB concerned is hereby given the authority to conduct the supplementary examination within 56 days of certificate expiry, retaining this signed document with the examination records.

AQB Name: \_\_\_\_\_ Examination Result reference: \_\_\_\_\_