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**BCS Group Operations
E-reader Policy
January 2018**

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1. Policy

This policy outlines the acceptable use of e-readers for BCS open book examinations.

2. Definition of an e-Reader

An e-reader is any device that can display text on a screen. Also known as an e-book reader or e-book. Common Types: Kindle, Nook, Cybook and eGriver. In addition, BCS will allow the use of iPads or other BlackBerry devices such as iPhones. These devices must be used solely for the display of the reference materials and no other application or programme can be used during the examination.

3. Definition of an Open Book Exam

An open book examination is an examination where a candidate may bring in reference materials into the examination. The reference materials may be limited to named items, i.e. text books identified by titles or there may be no restrictions on materials that can be brought into the examination. The details may vary between qualifications and what can and cannot be taken into the examination will be specified in the specific invigilator guidelines.

4. Full list of BCS Open Book Exams

- BCS Practitioner Certificate in Business Analysis Practice
- BCS Practitioner Certificate in Benefits Management and Business Acceptance
- BCS Practitioner Certificate in Data Management Essentials
- BCS Practitioner Certificate in Integrating off the Shelf Software Solutions
- BCS Practitioner Certificate in Modelling Business Processes
- BCS Practitioner Certificate in Requirements Engineering
- BCS Practitioner Certificate in Systems Developments Essentials
- BCS Practitioner Certificate in Systems Design Techniques
- BCS Practitioner Certificate in Systems Modelling Techniques

The BCS Intermediate Certificate in EU Code of Conduct examination is a partially open book examination, so candidates can take in a copy of the EU Code of Conduct Best Practice Guidelines only.

5. Whose responsibility is it to check that the e-reader is acceptable?

The BSD Examination Provider will be responsible for training its invigilators to ensure that the candidates are provided with the correct information. Invigilators will be responsible for remaining vigilant and ensuring that candidates are not accessing web browsers during the examination or taking notes of the examination questions. BCS will accept no responsibility if the Examination Provider's Intellectual Property Rights are compromised. BCS strongly recommends that invigilators advise all candidates to disable web enabled access prior to the examination.

6. Candidate Disclaimer

BCS will provide a candidate disclaimer form which needs to be completed by all candidates using e-readers prior to the exam start time. If a candidate has undertaken fraudulent activity, then BCS reserves the right to invalidate the result. Candidates should refer to the [Fraudulent Activity Policy](#) for further information.

7. Review and Monitoring

BCS's E-Reader Policy for open Book Examinations is reviewed on an annual basis in line with departmental quality standards and regulatory criteria.

All departmental procedures, policies and working instructions are reviewed and updated on an annual basis.

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