Terms and Conditions for the BBTS Specialist Certificate in Stem Cell Transplantation Science

Eligibility

This Specialist Certificate is open to:

- UK HCPC/ ROI ACSLM registered scientists working in stem cell laboratories in either a hospital or blood centre setting.
    - It is expected that applicants will have at least two years post registration experience before sitting the examination.
- Non-registered scientists and those working outside the UK with relevant experience in stem cell transplantation science are welcome to apply and will be considered on a case-by case basis, subject to approval by the Chief Examiner for the programme.
    - A statement of current practice must be submitted and include:
        - Reason for applying
        - Detailed description of stem cell science practice experience
        - Current duties
        - Any previous relevant experience

    - Where English is an additional language a test certificate* is required:
        - International English Language Testing System (IELTS Academic *or* General).
            - Minimum Score: 7.0 with no element below 6.5

    Or

        - Test of English as a Foreign Language (TOEFL iBT)
            - Minimum score: 100/120
            - TOEFL test scores undertaken in the United Kingdom are not accepted

    * The test certificate supplied must be less than 2 years old
- All applicants must be a BBTS member at time of application and examination (including any resit period)

Application and Enrolment

Application forms must be

- Completed in full.
- Submitted electronically via email during the enrolment period to michaela.cheetham@bbts.org.uk
    - Enrolment periods are displayed on the BBTS website.
    - BBTS will not consider any application received outside of this period.

Enrolment

- Applicants meeting the eligibility criteria receive a provisional place.
- Completion of enrolment requires payment of programme fees (see fees and finance section).
    - Places cannot be confirmed until payment is received.
- Place transfers are not permitted; all applicants must be approved via completion of the application form.

Examination, Marking and Results

- The Specialist Certificate is regulated by the Professional Education Committee (PEC), who appoint the programme committee, exam board and Chief Examiner
- The written examination
    - Applicants are registered for the examination at the point of enrolment
    - Takes place online over the second weekend each November

        - The BBTS recognises that religious practice can make attendance at the examination an extra consideration for some faiths; as such we ensure that the examination dates do not fall on any significant religious holiday
        - The BBTS is not able to make realistic alternative arrangements based on an individual's religious preferences
- Exam paper format is subject to change but due notice will be given
- The examination consists of 3 papers taken online.
    - Paper 1 Multiple Choice Questions (45 min)
    - Paper 2 Short Answer Questions (75 min plus 15 mins preview/reading time)
    - Paper 3 Long Answer Questions (120 min plus 15 mins preview/reading time)
    - Questions and answers are based on UK guidelines and practice.
- Exam papers are double-blind marked and collated to a PEC approved marking scheme
    - Students receive a final overall percentage score and average scores for each paper
    - The pass mark is 60%
- Grades awarded:

Final overall percentage score	Grade awarded	Additional information
≥75 %	Distinction	AND must achieve ≥60% in papers 1, 2, 3
60-74.8 %	Pass	AND must achieve ≥40% in papers 1, 2, 3
57.5 – 59.8 %	Borderline	A third independent review is triggered; AND must achieve ≥40% in papers 1, 2, 3
<57.5%	Fail	N/A
	Automatic Fail	<40% in *any* one paper. All papers will be marked

* 'Rounding up' is permitted to 0.1% only

- Borderline exam papers are reviewed by a third independent marker; their decision is final
- Results are moderated and ratified by the BBTS exam board
- Candidates will be informed by email/post of their examination results 12 weeks post examination date.
    - Successful candidates will receive their Specialist Certificate award.
        - Re-sitting the exam to attain a better mark is not permitted.
        - A list of successful candidate names will be published in Bloodlines.
    - Unsuccessful candidates will receive instructions on the resit process.
        - Students who fail the examination are enrolled for the re-sit the following May
        - The student must confirm their intention to re-sit
        - Only one re-sit is permitted (no fee)
        - Re-sit results are capped at 60% (pass mark)
            - This is the maximum mark overall that will be awarded for a re-sit for this qualification

Feedback

- An examination report will be prepared by the Chief Examiner for PEC, and published in BBTS Bloodlines.
- All students can request written feedback on their examination performance.
    - Feedback requests must be received in writing by the BBTS office within four weeks of the examination results being issued.
    - Candidates who fail their first attempt are not eligible for specific feedback on their examination answers
- Exam papers remain the property of the BBTS and will not be returned to candidates.

Programme withdrawal/ deferral

Student withdrawal from the programme:

- Students may withdraw at any point from the course.
- The BBTS Education Officer must be informed as soon as possible.
- Fees are not refundable (see fees and finance section).

Student deferral:

- Students may defer the examination once to the following November provided extenuating circumstances* criteria is met.
- Deferral requests can only be made by submitting an extenuating circumstances claim to the Education Officer. The request will be reviewed by the Chief Examiner for the programme.
- Approved deferred students must
    - Maintain BBTS membership throughout their deferral period
    - Advise BBTS of any change in employer, supporting manager or contact details
    - Complete the deferral period within a maximum of 24 months from original registration date

*BBTS defines extenuating circumstances as: 'circumstances which are beyond the control of the candidate, which could not reasonably have been foreseen or prevented by the candidate and which would substantially impact on a candidate's performance in assessment'

The grounds on which extenuating circumstances can be claimed are normally limited to:

- a serious illness which would detrimentally affect performance
    - on the day of the exam
    - in the revision period leading to the exam
- the death of a close family member or personal friend which would detrimentally affect performance
    - normally in the period leading up to the date of the exam
- other serious circumstances, which could not have been foreseen or prevented, and which would detrimentally affect performance

Applications for extenuating circumstances:

- Must be made at the earliest opportunity and before the examination date
- Must be submitted via the BBTS 'Extenuating Circumstances Application Form (ECAF1)'
    - Available on request from michaela.cheetham@bbts.org.uk
- Evidence is required with independent verification for all claims
    - e.g. medical note and/ or supporting statement from the relevant employer

Students must plan for the demands of employment, home life, study workloads and other commitments

Extenuating circumstances will not be granted for any of the following reasons (this list is not exhaustive)

- Study related circumstances
- Inadequate planning, organisation or management
- Timetabling of examinations
- Misreading of assessment dates and times
- Personal computer, internet or printer problems
- Difficulty with the English language
- Personal illness or disability where reasonable adjustments are already in place
    - Specific requirements must be highlighted to BBTS at application (if known) or as soon as diagnosed (if new)
    - A previously undisclosed disability or long-term medical condition cannot be taken into account once the examination is taken

- Minor illnesses/ injuries e.g.
    - Cold, sore throat, cough, hay fever
    - Sprains (other than in the writing hand /arm)
    - Accidents / illness affecting relatives or friends (unless serious or if the student is the sole carer)
- Normal examination stress or anxiety
- Normal domestic or personal disruptions including
    - Holidays
    - Social occasions (e.g. weddings, christenings, religious celebrations)
    - Moving house
    - Financial difficulties
    - Normal work patterns and pressures of employment
    - Transport problems
    - Change of job
- Pregnancy (unless unexpected complications occur)
    - BBTS should be informed as soon as possible of pregnancy and expected date of delivery so reasonable adjustments can be made (where necessary/ possible)

Failure to attend the exam without permission* from BBTS will incur:

- an automatic fail grade (The individual will need to re-apply during the next enrolment period if they wish to gain the qualification (full fees to apply)

*If you experience extenuating circumstances immediately prior to the examination (e.g. the evening before/morning of the examination) it is recognised that you may not be able to contact BBTS office staff until after the examination. Under these conditions you must contact the BBTS office by telephone at the earliest opportunity. A written application for extenuating circumstances must be submitted within 2 weeks of the examination date.

Appeals

Candidates may appeal against the examination result awarded.

- Appeals must be made in writing (email accepted) to the BBTS Office within four weeks of result notification (issue date of the student result email)
    - Reason(s) for the appeal must be stated along with the relevant 'grounds' for appeal in line with the guidance available; this will be emailed out upon initial appeal request.
    - Appeals are reviewed by the Chief Examiner and PEC
    - Appeal decisions will be returned to the student by email within 8 weeks of the date of initial appeal
    - Students have the right to a final appeal to the President of the BBTS

Requests for re-marking of papers will be considered by PEC and subject to a charge (borderline result papers are not eligible for this service).

Fees and Finance

Programme fees: **£295**

- This includes the course text book, study guide, examination fee (plus one resit fee if necessary) and certificate.

Additional costs <u>not</u> included in the course fees:

- BBTS membership

BBTS reserves the right to withdraw students from the course where:

- Course or membership fees remain unpaid

- There is no response to repeated correspondence from BBTS

Course Withdrawal Refund Policy:

- Programme Fees are not refundable unless the withdrawal occurs *before* the programme start date i.e. learning materials have not been dispatched to the student.

Bribery Act

Students receiving the Services under this Agreement, shall:

- comply with all applicable laws, statutes, regulations and sanctions relating to anti-bribery and anti-corruption, including but not limited to the Bribery Act 2010 and any guidance provided from time to time
- comply with any policies and procedures relating to anti-bribery and anti-corruption which are provided
- not engage in any activity, practice or conduct which would constitute an offence under sections 1,2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the United Kingdom
- promptly report to the BBTS any request or demand for any undue financial or other advantage of any kind received in connection with the performance of this Agreement

Record Retention

Student data is collected for the sole use of education purposes

- Student records held by BBTS:
- Application form and data collected within
    - Examination papers
    - Examination results
    - Documents to support extenuating circumstances (where claimed and submitted to BBTS by individual students)
- All personal data is stored digitally, where possible, and securely on BBTS premises
- All student records are retained for a minimum of six years following course registration
    - After this time records undergo secure disposal
- All claims brought with respect to the programme must be made within 6 years of the date of student's original registration
- NB. these terms exclude personal data required for BBTS membership records