



BRITISH
HOROLOGICAL
INSTITUTE

Examination Unit Registration Form 2019 Overseas Candidates

This form is for BHI members who reside outside the UK (overseas) and have already registered or are simultaneously registering for the level of diploma qualification (Level 3, 4 or 5) at which they want to enter exam units in 2019. You can apply to enter exams units on this form.

You can find information on diploma qualifications and examination units, including the different levels and pathways in the Examination Guide and Handbook and at www.bhi.co.uk.

Please print, complete and send this form to: Examinations, BHI, Upton Hall, Newark, Nottinghamshire, NG23 5TE, United Kingdom, or email a scanned version to maxine@bhi.co.uk.

Units D9, D11, D16, D18 and D20 can only be taken in the UK (Please use the UK form)

1. Personal details

BHI Membership number:		Date of birth:		Gender:	
Title:	First name:	Other initials:			
Last name:					

Please note that your name and initials will eventually appear on your certificate exactly as written above.

Following your application, we will communicate with you about the exams, for example to send you exam materials such as theory and practical test papers – please tell us below where you want them sent.

Address:					
Town:		County:			
Postcode:		Country:			
Phone:		Home	Work	Mobile	
Email:					

2. Particular assessment requirements (see Examinations Handbook)

Please tick where appropriate and enclose supportive information.

None:	<input type="checkbox"/>	Physical or mental disability:	<input type="checkbox"/>	English as a second language	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Details:			

3. Ethnicity

Please tick and enclose supportive information where appropriate.

<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White and Black African
<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – White and Asian
<input type="checkbox"/>	Asian or Asian British – any other Asian background	<input type="checkbox"/>	Mixed – Any other mixed background
<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>	White – British
<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>	White – Irish
<input type="checkbox"/>	Black or Black British – any other Black background	<input type="checkbox"/>	White – any other White background
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other ethnic origin group:
<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	Prefer not to say
Details, if required:			

Page 1/4. Please complete all sections.

4. Your level and pathway

<input type="checkbox"/>	I am already registered, or	
Register me as an examination candidate for the following:		
<input type="checkbox"/>	Diploma in Clock and Watch Servicing (Level 3) at £45.00	
<input type="checkbox"/>	Diploma in the Servicing and Repair of Clocks/Watches (Level 4) at £45.00	
<input type="checkbox"/>	Diploma in the Repair, Restoration and Conservation of Clocks/Watches (Level 5) at £45.00	
Levels 4 and 5 only. I will follow the:		
<input type="checkbox"/>	Clock pathway, or the	<input type="checkbox"/> Watch pathway

5. Your units

I want to enter the following examination units in 2019. Please tick as appropriate.

Units D9, D11, D16, D18 and D20 can only be taken in the UK (Please use the UK form)

<input type="checkbox"/>	D1: The Theory of Clock and Watch Servicing (Theory Examination)	<input type="checkbox"/>	D11: The Theory of Complex Clocks and their Repair, Restoration and Conservation (Theory Examination)
<input type="checkbox"/>	D2: Constructing Clock Components (Practical Test Piece)	<input type="checkbox"/>	D12: The Dead Beat Escapement, Design and Construction (Practical Test Piece)
<input type="checkbox"/>	D3: Servicing and Correcting Faults in a Single Train Clock Movement (Servicing Test)	<input type="checkbox"/>	D13: The Practical Restoration and Conservation of Clocks (Portfolio)
<input type="checkbox"/>	D4: Servicing and Correcting Faults in a Quartz Watch (Servicing Test)	<input type="checkbox"/>	D14: The Practical Servicing of Quartz and Mechanical Watches (Record of Repairs)
<input type="checkbox"/>	D5: Constructing Clock and Watch Components (Practical Test)	<input type="checkbox"/>	D15: Servicing and Correcting Faults in a Manual Winding Watch Movement (Servicing Test)
<input type="checkbox"/>	D6: Drawing Clock/Watch Escapements	<input type="checkbox"/>	D16: Servicing and Correcting Faults in an Automatic Watch (Servicing Test)
<input type="checkbox"/>	D7: The Practical Servicing of Clocks (Record of Repairs)	<input type="checkbox"/>	D17: The Practical Servicing of Complex Watches (Record of Repairs)
<input type="checkbox"/>	D8: The Recoil Escapement, Design and Construction	<input type="checkbox"/>	D18: The Theory of Complex Watches & their Repair, Restoration & Conservation (Theory Examination)
<input type="checkbox"/>	D9: Servicing and Correcting Faults in a Striking Clock Movement (Servicing Test)	<input type="checkbox"/>	D19: The Practical Restoration and Conservation of Watches (Portfolio)
<input type="checkbox"/>	D10: The Practical Servicing of Complex Clocks (Record of Repairs)	<input type="checkbox"/>	D20: Servicing and Correcting Faults in a Chronograph Movement (Servicing Test)

6. Where your exam units will take place

Please tell us below where the examinations will take place, eg school, college, invigilator address:

Address:			
Town:		County:	
Postcode:		Country:	
Phone:	Home	Work	Mobile
Email:			

7. Your invigilator's details (see Examinations Handbook)

Please tell us who you suggest as your invigilator and give us her or his details, including an email address where we can contact him or her. Please note: it may be necessary to send examination materials by Registered/ Signed For post.

Address:			
Town:		County:	
Postcode:		Country:	
Phone:	Home	Work	Mobile
Email:			

My suggested invigilator is (please tick one and complete):

<input type="checkbox"/>	A Justice of the Peace or the equivalent (give details):	
<input type="checkbox"/>	An accredited member of the BHI (MBHI or FBHI) with BHI membership number:	
<input type="checkbox"/>	A teacher in a recognised educational establishment, namely:	
<input type="checkbox"/>	Another, namely (give details of qualification or status):	

Page 3/4. Please complete all sections.

8. Payment

Registration and Examination Units:		Cost (£)
Registration Fee (if not already registered)	at a cost of £45 per Diploma (See section 4):	
Number of Units (Excluding Servicing)	at a cost of £180 per unit:	
Number of Servicing Units	at a cost of £210 per unit:	
Unit D3: Refundable Deposit	at a cost of £60:	
Unit D4: Refundable Deposit	at a cost of £60:	
Unit D15: Refundable Deposit	at a cost of £60:	
Material for making a practical test piece. (You can order a small pack of materials consisting of brass, carbon steel or guage plates. Please note that this does not include tools)		
Number of Unit D2 Materials	at a cost of £15 per pack:	
Number of Unit D5 Materials	at a cost of £15 per pack:	
Number of Unit D12 Materials	at a cost of £15 per pack:	
Additional jewel(s) I am aware that I will be provided with a jewel for Unit D5, nevertheless I would like to order the following:		
Number of Additional Jewels	at a cost of £5 per jewel:	
Total:		

I will pay using the payment method as shown below:

Preferred Payment Methods	
<input type="checkbox"/>	I paid the total by bank transfer on (date): <input type="text"/> into the BHI bank account NatWest Bank, Account Number: 97129380, Sort Code: 60-20-15, IBAN GB18 NWBK60201597129380, BIC NWBK GB2L Please state 'Exams' and 'Your Name' on your transfer
<input type="checkbox"/>	I wish to pay by card. (Debit and credit cards accepted. We will email you a link so that you can pay online)
Alternative Payment Methods	
<input type="checkbox"/>	I enclose a cheque for the total in UK £ sterling made payable to 'BHI Ltd'

9. Additional Information (if required)