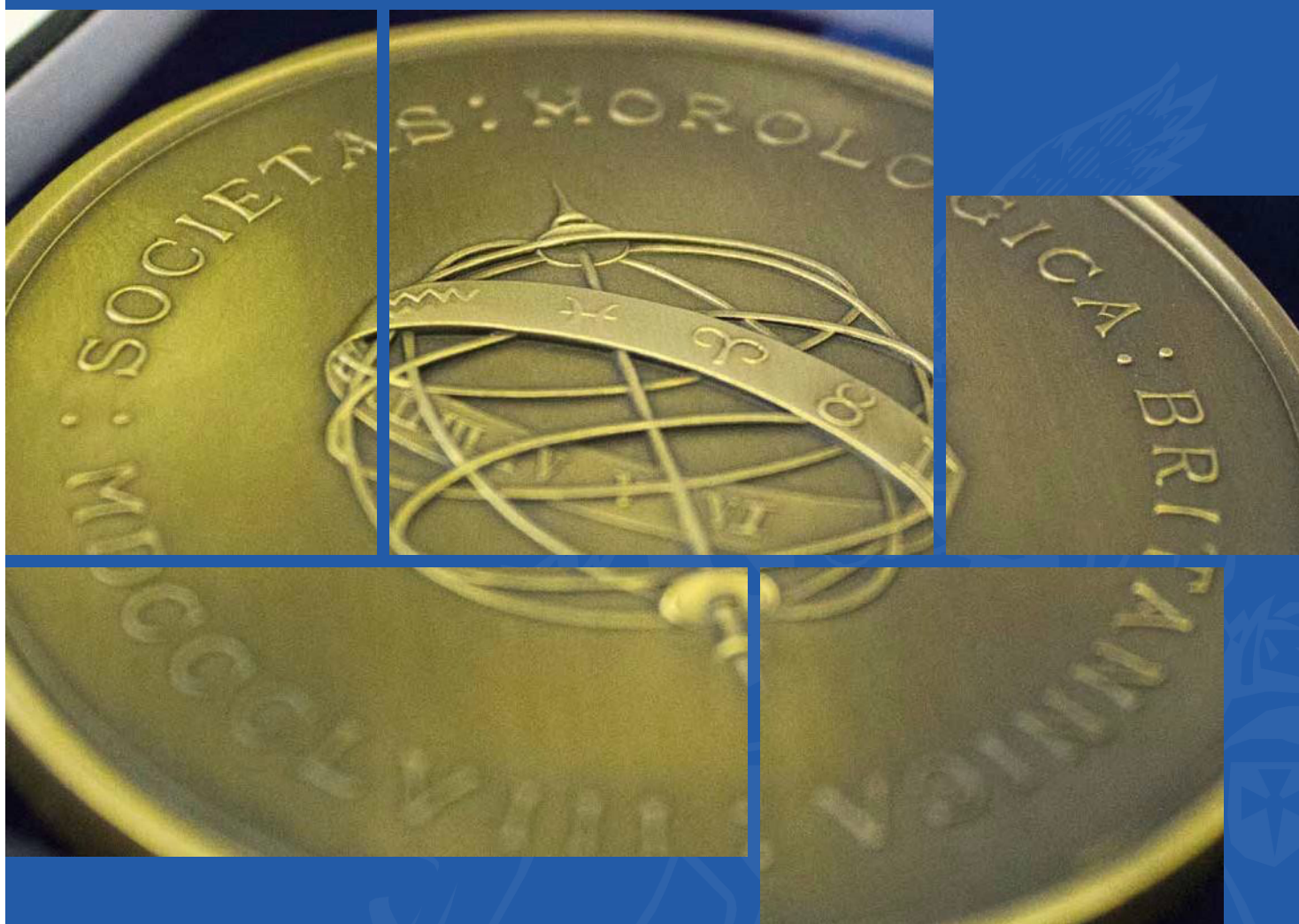




BRITISH
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EAL/BHI Examinations Handbook Part 1 - Examinations Guide

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Founded in 1858, the British Horological Institute is the professional body for clock and watch makers and repairers in the UK. It provides information, education, professional standards and support to its members around the world.

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A word from our Chairman

Welcome to the latest edition of the Level 3 British Horological Institute EAL/BHI Examinations Guide. Like the training material (BHI Technician Grade DLC), this guide has been revised and updated to explain what to expect during the exams. We have also provided a summary of the Syllabus to help you check you have covered the necessary work as you begin to revise and prepare for your exams.

When enrolling on the DLC, or even as you progress through your course, you should also purchase **Tutor Feedback**. The exercises at the conclusion of each lesson can then be submitted for assessment to exam standard, with the added benefit of feedback by a BHI Professional Tutor. This facility is an excellent way of preparing for your examinations and is most effective when supplemented by our **DLC Workshop Courses**. Including these two options in your studies greatly improves your exam technique, knowledge and skills. It also provides a foundation for your continued professional development (CPD).

By attending our **DLC Workshop Courses**, you will meet others who are following the DLC. Our vocational short courses are specifically designed to assist with your exam preparation and are presented by BHI Professionally Qualified Tutors. While our short courses are primarily designed to support your studies they do aim to set the foundations for the development of those necessary workshop skills which are essential to becoming a skilled and successful horologist.

Following on from your success at the Level 3 Exams, we look forward to welcoming you to the **BHI Professional Grade DLC** (at Level 4 and level 5). The BHI is currently revising and updating the Professional Grade DLC - please check our website for latest announcements - www.bhi.co.uk and the Horological Journal.

In recognition of the horological heritage skills at risk that are covered in our Level 4 and 5 courses we can run some courses with less than the minimum 3 students. Please contact us to express interest in a particular course - or even suggest a heritage 0skill course that is not listed.

It is my hope that you will be inspired to gain our Accredited Qualifications and join the many eminent Horologists as a Member (MBHI) and eventually become a Fellow of The British Horological Institute (FBHI). Indeed, as your career progresses, we hope you will offer your services as a BHI Technical Writer, Tutor and eventually becoming an Examiner.

Finally, may I remind you to regularly check your emails and the BHI website (www.bhi.co.uk) for updates on the Exam arrangements.

Robert Loomes FBHI
Chairman BHI

EXAMINATIONS GUIDE:

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INTRODUCTION

The BHI was formed in 1858 to raise standards in British horology, and very soon it set up classes in watch and clock making, eventually leading to the exams we know today. In 2002, the BHI formed a strategic partnership with EAL, the leading awarding body for industry training. This partnership placed the BHI qualifications within the UK Government Qualifications and Credit Framework (QCF) and appears on the Register of Regulated Qualifications (RRQ)¹ maintained by the Office of Qualifications and Examinations Regulation (Ofqual).²

The training and suite of examinations offered by the British Horological Institute (BHI) sets the benchmark for clock and watchmakers in the UK. Our qualifications lead to nationally recognised status as an accredited practitioner in the horological industry. The status associated with passing a BHI exam is not restricted to the UK. Indeed, many clock and watchmakers from around the world choose to follow our DLC, attend our DLC Workshop Courses short courses and sit our examinations.

1. The RRQ is a list of accredited awarding institutions and organisations and includes the qualifications they offer; it also includes a list of other recognised organisations who meet the standards set by the QCF.

2. Ofqual is the regulator of qualifications, examinations and assessments in England and Northern Ireland (Wales and Scotland are regulated by their national governments). By monitoring awarding organisations, assessments and examinations, and taking the necessary action to ensure that all qualifications meet the needs of learners, higher education institutions and employers, Ofqual ensures that qualifications and assessments, including the BHI's, meet the highest quality standards.

QUALIFICATIONS

The BHI currently offers three separate diploma qualifications:

- **Diploma in Clock and Watch Servicing (Level 3)**
RRQ Qualification Number 600/1726/0.
To gain this qualification purchase the Technician Grade DLC and pass the examinations
- **Diploma in the Servicing and Repair of Clocks/Watches (Level 4)**
RRQ Qualification Number 600/3441/5.
To gain this qualification purchase the Technician Grade and Combined Intermediate/Final Grade DLC and pass the examinations
- **Diploma in the Repair, Restoration and Conservation of Clocks/Watches (Level 5)**
RRQ Qualification Number 600/3272/8.
To gain this qualification purchase the Technician Grade and Combined Intermediate/Final Grade DLC and pass the examinations

Professional Membership of the BHI

- The Level 4 diploma meets the criteria for the Member (MBHI)
- The Level 5 diploma meets the criteria for the Fellow (FBHI)

WHAT IS INVOLVED?

General

The BHI has been successfully providing correspondence courses to the watch and clock industry since 1858 - over 166 years - and is the only complete course of international standing. The BHI qualifications have been developed to fulfil the following objectives:

- To provide a series of national qualifications with accredited national standards, recognisable to centres, students and employers within the UK horological industry.
- To prepare candidates for employment at all levels within the horological industry; making, servicing, repairing clocks and watches including, restoring and conserving historic timepieces.
- To give all candidates, irrespective of their prior horological knowledge and ability, the opportunity to acquire a formal qualification which is appropriate to their needs.

These objectives are sufficiently flexible to meet the current and future needs of horology in the fields of design, manufacture, servicing, repair, restoration, and conservation. Our qualifications are academically rigorous, recognised by today's employers and are relevant to current industry requirements. Employers can be confident that potential employees holding an accredited BHI qualification possess an in-depth theoretical knowledge and have undergone rigorous practical training and testing to gain their qualifications.

The national Qualifications and Credit Framework (QCF) system allows students the flexibility to study and gain qualifications at their own pace. It is unit based; each unit carries a credit value with a nationally recognised level of achievement. Levels 3, 4 and 5 apply to the **EAL/BHI Diploma Qualification**. One credit roughly equals 10 learning hours which helps students assess how much study and learning time they may need to gain their desired qualification.

Note:

- **Our vocational training is flexible to suit your needs**
- **You may enter each exam unit at your own pace**
- **The BHI do not impose a time limit on how long you take before sitting any examinations.**
- **There are no deadlines to completing each Diploma Award**
- **The DLC tutor feedback option lasts for 2 years from date of purchase which can be added at any point during your training.**
- **Registered DLC Students can find added content in the BHI Student web pages**

To achieve the **EAL/BHI Level 3 Diploma** qualification in one year, you should plan to devote not less than 420 hours of study which is about 8 hours per week.

At **EAL/BHI Levels 4 and 5 (BHI Professional Grade DLC)** students are expected to develop specialist skills and expertise. The lessons and practical exercises are, therefore, more demanding of study time and commitment.

To achieve the **EAL/BHI Level 4 Diploma** qualification over one year, prepare to commit not less than 1300 hours of study - about 25 hours per week. -

To achieve the **EAL/BHI Level 5 Diploma** qualification over one year, (providing you have passed the common units in level 4)* you should be prepared to commit not less than 400 hours of study, which is about 8 hours per week.

*Some examination units are common to the higher diploma levels which means, for example, a Level 3 D1 pass is also counted as a Level 4/5 D1 pass.

Remember:

You may study each level at your own pace; there are no imposed deadlines to achieving success.

If you have purchased Tutor Feedback with your DLC this facility expires two years from date of purchase.

For **EAL/BHI Levels 4 and 5** we provide separate Exam Guides which include guidance on compiling Records of Repairs (Part 2) and assembling the Level 5 Portfolio (Part 3).

As your studies progress from Technician Grade level 3 towards the higher qualifications, you can opt to follow either a clock or a watch pathway. Some exceptional students follow both pathways, often taking several years to complete their **Level 4 and 5 Exams** before achieving their well-deserved FBHI accolade.

Students may sit the exams at any level. However, we advise students to only enter exams when they are confident that they will be successful. Making use of **Tutor Feedback**, attending our **DLC Workshop Courses** will greatly assist you to assess when the time is right for you enter the exams. We provide advice on your progress via our professional tutors.

All exam units are separately examined and certificated by one of five different methods:

- Written paper (including Technical Drawing);
- Servicing test;
- Making a practical test piece;
- Completing a record of repairs;
- Assembling a portfolio of work done (including evidence of new components made).

To gain a BHI Diploma qualification, you must satisfy the BHI's Examinations Board that you have;

- (1) acquired the necessary breadth of knowledge and
- (2) developed excellent practical skills.

The following pages contain a summary of the units that comprise each Diploma level and outline the type of examination.

Units Required for Each Qualification

Diploma in Clock and Watch Servicing (Level 3)

Unit No. Mandatory Units

- D1 The Theory of Clock and Watch Servicing (Theory Examination)
- D2 Constructing Clock Components (Practical Test Piece)

Clock Pathway

- D3 Servicing and Correcting Faults in a Single Train Clock movement (Servicing Test)

Watch Pathway

- D4 Servicing and Correcting Faults in a Quartz Watch (Servicing Test)

Diploma in the Servicing and Repair of Clocks / Watches (Level 4)
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Unit No. Mandatory Units:

- D1 The Theory of Clock and Watch Servicing (Theory Examination)
- D5 Constructing Clock and Watch Components (Practical Test Piece)
- D6 Drawing Clock / Watch Escapements (Drawing Escapements Examination)

Clock Pathway:

- D3 Servicing and Correcting Faults in a Single Train Clock Movement (Servicing Test)
- D7 The Practical Servicing of Clocks (Record of Repairs)
- D8 The Recoil Escapement, Design and Construction (Servicing Test)
- D9 Servicing and Correcting Faults in a Striking Clock Movement (Servicing Test)
- D10 The Practical Servicing of Complex Clocks (Record of Repairs)
- D11 The Theory of Complex Clocks & their Repair, Restoration & Conservation (Theory Exam)

Watch Pathway:

- D4 Servicing and Correcting Faults in a Quartz Watch (Servicing Test)
- D14 The Practical Servicing of Quartz and Mechanical Watches (Record of Repairs)
- D15 Servicing and Correcting Faults in a Manual Winding Watch Movement (Servicing Test)
- D16 Servicing and Correcting Faults in an Automatic Watch (Servicing Test)
- D17 The Practical Servicing of Complex Watches (Record of Repairs)
- D18 The Theory of Complex Watches & their Repair, Restoration & Conservation (Theory Exam)

Diploma in the Repair, Restoration and Conservation of Clocks / Watches (Level 5)

Unit No. Mandatory Units:

- D1 The Theory of Clock and Watch Servicing (Theory Examination)
- D5 Constructing Clock and Watch Components (Practical Test Piece)
- D6 Drawing Clock / Watch Escapements (Drawing Escapements Examination)

Clock Pathway:

- D7 The Practical Servicing of Clocks (Record of Repairs)
- D8 The Recoil Escapement, Design and Construction (Servicing Test)
- D9 Servicing and Correcting Faults in a Striking Clock Movement (Servicing Test)
- D10 The Practical Servicing of Complex Clocks (Record of Repairs)
- D11 The Theory of Complex Clocks & their Repair, Restoration & Conservation (Theory Exam)
- D12 The Dead Beat Escapement, Design and Construction (Practical Test Piece)
- D13 The Practical Restoration and Conservation of Clocks (Portfolio)

Watch Pathway:

- D14 The Practical Servicing of Quartz and Mechanical Watches (Record of Repairs)
- D15 Servicing and Correcting Faults in a Manual Winding Watch Movement (Servicing Test)
- D16 Servicing and Correcting Faults in an Automatic Watch (Servicing Test)
- D17 The Practical Servicing of Complex Watches (Record of Repairs)
- D18 The Theory of Complex Watches & their Repair, Restoration & Conservation (Theory Exam)
- D19 The Practical Restoration and Conservation of Watches (Portfolio)
- D20 Servicing and Correcting Faults in a Chronograph Movement (Servicing Test)

ACCREDITED PRIOR LEARNING

The BHI is aware of the number of training opportunities in the UK allied to the art and science of horology. Some may give partial exemption to our examinations.

If you believe you may have exemption by successfully passing examinations other than our EAL Accredited examinations and would like us to advise and assess your qualifications please contact us by email at education@bhi.co.uk.

Examination Unit by Number & Description:

Unit D1: Theory of Clock and Watch Servicing

Examination Method: Written paper

During a 2.5-hour theory exam at an Examination Centre you answer questions about clock servicing, watch servicing, escapements and workshop processes.

Unit D2: Construction of Clock Components

Examination Method: Making a practical test piece

During a specified period of two weeks, candidates are required make a test piece. This is a small assembly of clock components, to specifications supplied by the BHI. The work is carried out in your own workshop or by permission, in your employer's workshop.

Unit D3: Servicing and Correcting Faults in a Single Train Clock Movement

Examination Method: Servicing test

During an 8-hour servicing test at an Examination Centre you service a single train clock with introduced faults.

Unit D4: Servicing and Correcting Faults in a Quartz Watch

Examination Method: Servicing test

During a 6-hour servicing test at an Examination Centre you service a quartz watch with introduced faults.

Unit D5: Constructing Clock and Watch Components

Examination Method: Making a practical test piece

During a specified period of three weeks, candidates are required make a test piece. This is a small assembly of clock components, to specifications supplied by the BHI. The work is carried out in your own workshop or by permission, in your employer's' workshop.

Unit D6: Drawing Clock/Watch Escapements

Examination Method: Create an A3 size drawing and print it to a specified scale

This unit comprises a course work drawing to be handed in by a pre-set date and a 3-hour drawing examination at an Examination Centre. The A3 drawings may be created manually or by using CAD.

Unit D7: The Practical Servicing of Clocks

Examination Method: Completing a record of repairs

You prepare a record of repairs giving details of eight clocks that you have serviced, including at least one example of: clocks with a pendulum and clocks with a balance; and both single and two train clocks. You may, if you wish, use three train clocks in your selection of clocks.

Unit D8: The Recoil Escapement, Design and Construction

Examination Method: Designing and making a practical test piece

During an 8-hour test at an Examination Centre you make recoil escapement pallets to specifications supplied.

Unit D9: Servicing and Correcting Faults in a Striking Clock Movement

Examination Method: Servicing test

During a 16-hour, over two days, test at an Examination Centre you service a striking clock movement with introduced faults.

Unit D10: The Practical Servicing of Complex Clocks

Examination Method: Completing a record of repairs

You prepare a record of repairs giving details of ten more complex clocks that you have serviced, including at least one example of: clocks with a pendulum and clocks with a balance; single, two and three train clocks, and a repeating clock; and a clock with a torsion pendulum.

Unit D11: The Theory of Complex Clocks and their Repair, Restoration and Conservation

Examination Method: Written paper

This is a 2.5-hour theory exam at an Examination Centre.

Unit D12: The Dead-Beat Escapement, Design and Construction

Examination Method: Making a practical test piece

During a specified period of three weeks, candidates are required to make a test piece (a small plate with escape wheel and pallets) to specifications supplied using their own workshop or by permission, employer's workshop.

Unit D13: The Practical Restoration and Conservation of Clocks

Examination Method: Assembling a portfolio of work done (including the details of new components made).

You prepare a portfolio of work done giving details of five clocks that you have restored or conserved. It is expected that each clock requires new components, which you have made using advanced repair techniques.

Unit D14: The Practical Servicing of Quartz and Mechanical Watches

Examination Method: Completing a record of repairs

You prepare a record of repairs with specified repair processes giving details of ten watches that you have serviced, including four quartz and six mechanical movements. At least five of the movements must be cased.

Unit D15: Servicing and Correcting Faults in a Manual Winding Watch Movement

Examination Method: Servicing test

During a 7-hour test at an Examination Centre you service and correct a manual winding watch movement with introduced faults. Spare parts will be available.

Unit D16: Servicing and Correcting Faults in an Automatic Watch

Examination Method: Servicing test

During an 8-hour servicing test at an Examination Centre you service and correct an automatic watch with introduced faults. Spare parts will be available.

Unit D17: The Practical Servicing of Complex Watches

Examination Method: Completing a record of repairs

You prepare a record of repairs with specified repair processes giving details of fifteen watches that you have serviced, including two complex quartz watches, four automatic watches, five mechanical watches smaller than 7 ligne, and a chronograph. At least five of the movements must be cased.

Unit D18: The Theory of Complex Watches and their Repair, Restoration and Conservation

Examination Method: Written paper

This is a 2.5-hour theory exam at an Examination Centre.

Unit D19: The Practical Restoration and Conservation of Watches

Examination Method: Assembling a portfolio of work done (including the details of new components made)

You prepare a portfolio giving details of five items that you have restored or conserved. It is expected that each watch requires new components, which you have made using advanced repair techniques.

Unit D20: Servicing and Correcting Faults in a Chronograph Watch

Examination Method: Servicing test

During a 16-hour two-day exam at an Examination Centre, you service and correct a chronograph movement with introduced faults. Spare parts will be available.

Please Note:

*D20 Exam candidates **must have passed Unit D16: Servicing and Correcting Faults in an Automatic Watch** or have proven industry experience or have successfully completed BHI Courses: **Servicing & Correcting Faults in a Manual Winding Watch** (Course L4/5MWW) and **Servicing & Correcting Faults in an Automatic Watch** (Course L4/5AWW) prior to entering Exam Unit D20.*

This restriction is necessary due to the high value and complexity of the chronograph watch which is provided for the exam.

EXAMINERS AND EXAM ASSESSMENT

The BHI Examinations Board comprise experienced horologists who are recognised specialists in their field.

EAL provides both external validation of the qualifications and quality control of the Institute's procedures. It also acts as the awarding body and issues the Diplomas.

The BHI Examinations Board:

- set the papers and create the detailed marking schemes
- appoints and oversees the work of qualified examiners
- monitors the invigilation of exams
- conducts internal validation of assessments and marking
- administers the appeals process

How is your exam work assessed?

General information for all levels of examinations:

Examinations at levels 3 comprise:

- written theory papers
- practical servicing tests
- construction of test pieces.

Examinations at levels 4 and 5 comprise:

- written theory papers
- practical servicing tests
- construction of test pieces
- Records of Repairs
- Portfolio

All papers, test pieces and portfolios are independently assessed by two examiners and monitored by a Senior Examiner. Each year, assessments are checked against archived examples to ensure standards remain consistent.

Note Procedures and forms for Record of Repairs and Portfolios are contained in Parts 2 and 3 of the Examinations Guide and apply only to the Professional Grade DLC i.e. Levels 4 and 5.

Theory Papers

On the exam papers is an indication of the maximum mark allocated to each question.

The mark awarded by The Examiners reflects the extent to which the candidate has demonstrated their familiarity and understanding of the subject. It is the technical content of the answer, which is assessed, not the presentation. However, it is important that theory papers are legible, marks are neither awarded nor deducted in respect of the accuracy of a candidate's spelling or grammar. The Exam Board strongly advise candidates use appropriate sketches to amplify and clarify their answers.

Exam technique is a skill that can be developed by making use of Tutor Feedback as you progress through the DLC lessons for Tutor Feedback.

Mathematical questions

When answering mathematical questions, your answer should be laid out in a clear and logical manner.

Calculators will be provided, but the approach you take to answering the question must be clearly shown. A well laid-out answer clearly showing the correct logical steps, but with an incorrect result due to a small mathematical error, may well score sufficient marks to achieve a pass.

For short questions, examiners award one mark for each wholly correct answer; a partially correct answer can be awarded a half mark. Submitting your **DLC lessons** for **Tutor Feedback** is an excellent way of developing the necessary skills.

Practical servicing tests

In the examination of these units the emphasis is on the assessment of your ability to service clocks or watches - the core business of all horologists at some time in their career.

The nature and details of these tests is made clear in the relevant syllabi. During a practical servicing test, you are provided with a clock or watch movement, in which faults have been introduced. Candidates should consider and then repair and service the movement as appropriate. On completion of the exam the movement must be fully assembled and in good working condition.

For example, in Exam Unit D3 Servicing a Single Train Clock, two broad (but essential) components of servicing are scrutinised by the examiner as follows:

- Critical: the functioning of the movement and the external appearance. After servicing, the movement must be in good working condition to gain marks.
- Technical: the examiner makes a further assessment of your work by means of a detailed marking scheme. The scheme covers analysis of lubrication and the quality of the repair. It also includes a number of general criteria (of importance to the customer) relating to the final work, such as cleanliness and lack of fingerprints.

Candidates will lose marks for any damage caused to the movement or the replacement of components that were previously in good condition. Attending our **DLC Workshop Courses** is an excellent way of developing these skills.

Making practical test pieces

Candidates are required to make components or parts in their own workshops within a stipulated period of time (the exception being D8 where the work must be carried out at an approved examination centre). Each practical test piece is assessed against three broad criteria: accuracy; quality of workmanship; and quality of finish.

Accuracy: Key dimensions, fits and operation are checked for accuracy and tolerance. Maximum marks being awarded if the test piece is within the specified tolerance. The more out of tolerance the lower the mark.

Quality of workmanship: The Examiners inspect the piece to establish if the candidate has demonstrated an ability to achieve high standards of workmanship.

For example, the Examiners ask questions such as: cylindrical components have parallel sides and sharp internal corners, square shoulder and correct chamfer; are working clearances and fit correct; where required, have parts been hardened and tempered?

Quality of finish: Examiners inspect various aspects of the visible and hidden surface finishes such as: the absence of scratches and other marks; the quality and depth of bluing; the quality of polished surfaces – not forgetting the lack of fingerprints!

Submitting your **DLC lessons** for **Tutor Feedback** is an excellent way of developing these skills. Our **DLC Workshop Courses** will help you to further develop and refine your skills.

Technical drawings

Using British Standard BS 8888 for technical drawing and other relevant material, you are required to draw one of the following, specified on the day of the exam: Students should be aware while this paper is generic and subtle changes are made each year.

- Recoil Anchor Escapement;
- Graham dead beat escapement;
- Club toothed lever escapement – wheel and pallet action; or
- Club toothed lever escapement – safety action.

The exam drawing contributes a maximum of 75% to the total mark and the coursework drawing 25%. Marks are awarded by considering page layout, how closely you have followed the conventions of the latest version of BS 8888. The Examiners will check that candidates have followed the instructions and that their printed work is accurate and true to scale.

Records of Repairs and Portfolios

Candidates studying Levels 4 and 5 will find information on completing their record of repairs and assembling a portfolio in Parts 2 and 3 of the EAL/BHI Examinations Handbook.

Pass marks

The pass mark for each individual unit is 50%. Candidates who gain a pass mark of 75% or greater will be awarded a 'Pass with Merit'.

To be awarded any of the three diplomas, candidates must achieve a 'Pass' or 'Pass with Merit' in each relevant unit.

Note: The results of candidates whose work falls on the cusp of the unit 'Pass' or 'Fail' mark or the border between 'Pass' and 'Pass with Merit' are scrutinised particularly carefully and will, as a matter of policy, be re-marked by a Senior Examiner.

Exam papers

Theory paper answer booklets, technical drawings, record of repair documents and practical test pieces are **not returned** to candidates.

Level 5 candidates may request the return of their portfolio documentation (on payment of the return postal cost).

However, these documents will not be returned until the relevant full qualification has been awarded by EAL and the annual EAL audit has been completed.

HOW TO ENTER

Entry forms

For the May 2024 exams:-

During the period 1 November 2023 to 31 January 2024, examination entry forms are available for downloading from the BHI website (www.bhi.co.uk).

Payment of fees – go to www.bhi.co.uk for current fees.

Note: Examination fees are subsidised for registered DLC holders – please refer to our website www.bhi.co.uk/exams.

Please also note:

- An EAL registration fee is due on entry of each of the three qualifications i.e. Level 3, Level 4, Level 5.
- Please read the exam entry forms carefully and particularly note the fees that are payable.
- Exam entry fees are reviewed annually.

Entries must arrive at The BHI on or before the advertised closing time and date, accompanied by the appropriate fee(s). Entries received after the closing date may be accepted but only at the discretion of the BHI Chief Examiner and on payment of an additional late entry fee.

Refunds

No refund of fee(s) can be made if you are subsequently not present for the examination without a valid reason.

Reporting to the Upton Hall exam centre

- You must plan your journey so that you have arrived at the Centre not less than one hour before the exam start time.
- Please note that you must then report to the Exam Monitor not less than 45 minutes before the exam start time.
- After reporting to the Exam Monitor, you must report to the exam room 20 minutes before the start of the theory exam and 30 minutes before to the start of the workshop exams.

If you have not reported to the Exam Monitor by the stipulated time without a valid reason, you will be classed as a late arrival and **will not be admitted to the exam room**.

Candidates sitting exams outside the UK must make their own arrangements and inform the BHI – refer to page 22 to of this guide.

EXAM ENTRY CONDITIONS:

1. Examination fees are subsidised for registered DLC holders – please check www.bhi.co.uk/exams for current prices.
2. Entries received at Upton Hall after the closing date for entries will be subject to an additional fee.
3. Late Entries may be accepted up to 4 weeks after the closing date for entries.
4. Acceptance of Late Entries is subject to space being available.
5. No refund of fees can be made if the candidate is not present for the examination without good reason.
6. Candidates are expected to arrange for their own workshop facilities to make the Practical Test Piece.
7. Papers for the Practical Test Piece will be forwarded on the day of the examination by email only to the email address given on your entry form. It is essential that any special instructions, e.g. dispatch to an alternative email address, are clearly stated on your exam entry form.
8. If there is a delay in receiving your practical paper, contact the Examinations Secretary immediately by email to education@bhi.co.uk.
9. The Institute cannot accept any responsibility for delay in the receipt of examination materials, when sent to an Examination Centre or the candidate's address.
10. If certificates have been issued by EAL previously, the same format will be used for future certificates. A variation of initials and names from year to year will incur an additional fee.
11. Theory Answer Booklets, Drawings and Practical Test Pieces are not returned to candidates.

WHAT TO EXPECT AT UPTON HALL EXAM CENTRE

An examination centre may make a slight adjustment to the time of examinations. You will be advised of any such change by the Institute or your Exam Centre staff.

You must arrive not less than one hour before the exam start time so that you can report to the Exam Steward not less than 45 minutes before the exam start time.

At the centre you will be required to provide the Exam Steward and Invigilators with proof of identity such as a passport, driving licence or other photo ID.

After reporting to the Exam Steward, report to **Theory exam room not less than 20 minutes before the stated start time. For the practical exams in the Workshops, you MUST be present 30 minutes before the start of workshop exams for workshop briefing, orientation and familiarisation.**

As may be necessary, further details will be provided as part of your confirmation of Exam Entry, e.g. changes of HMG health regulations. You are advised to regularly check the BHI website and your email for any late changes.

For all written and drawing examinations you may only take writing and drawing equipment into the Examination Room. Four-function calculators will be provided. **Mobile phones, cameras, smart watches and the like are not permitted. These items must be switched off and placed in a sealed envelope on your desk.**

For practical servicing examinations you are provided with a clock or watch (as appropriate) which has a number of introduced faults. Spare parts and test equipment will be available.

You are **not allowed** to bring clocks, watches, movements, components, etc., into the examination room. Your confirmation of exam entry includes a list of equipment and tools available in the examination room. You may bring any supplementary hand tools with you on the day of the exam.

Please note that for **health and safety** reasons all supplementary tools, toolboxes or equipment you bring into the examination room at the Upton Hall Workshops must be contained within your allocated bench area. The allocated Bench area is 1200mm by 600mm. **The use of adjacent benches and circulation areas is not permitted for accommodating supplementary tools and equipment which MUST be stored on or under the allocated bench.**

All electrical equipment you bring with you must carry be accompanied by a current Portable Appliance Test (PAT Certificate).

For examination units D6 and D8 an A3 printer will be available at your Exam Centre and we will confirm the file format, printer make, model and printer driver software which you must install on your computer and be familiar with before the exams. **It is important that you correctly configure your computer before the exam.** This is necessary as your finished work must be printed true to scale.

It is your responsibility to ensure the specified printer software is correctly configured so that your finished work is printed true to scale.

Alternatively, you may prefer to complete examinations D6 or D8 by hand. In which case, drawing boards and paper can be provided on prior request.

In the practical exams our invigilators cannot assist you in the use of workshop equipment, machinery, timing machines and tools. They will ask you to stop if equipment is being used incorrectly or dangerously.

Our invigilators will provide paper, parts and spares in accordance with the exam questions.

SPECIAL NEEDS

Exam Centres will use their reasonable endeavors to accommodate applications from candidates with special needs or particular assessment requirements.

However, there is no guarantee that the BHI will be able to make any arrangements if applications are late or not accompanied by the required additional information as outlined below

For UK candidates with Special Needs, we remind you that Upton Hall is Grade II listed. This means the BHI can only make allowances for what is reasonably practicable within the statutory constraints of our Grade II* listed building.*

Special provision

Special provision, needed for example because of the effect of a disability or learning difficulty or because English is not your first language, can be arranged. **Special Provision must be requested and agreed at least four weeks before the exam.** Special Provision if granted may take the form, for example, of extra time.

If you seek special provision, you must provide documentary evidence of the condition and **submit it with your exam entry form.** This evidence must include a specialist's report, describing your condition with recommendations for suitable provision.

A specialist is, for example, an educational psychologist, a qualified specialist teacher or a medical practitioner.

The BHI will endeavour to do what is 'reasonable' in terms of accommodating candidates with special needs. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

Notification of the special provision will be sent to you not less than one month before your examination date. A copy of the notice is also sent to your examination centre.

Special consideration

Special consideration can be requested after your exam if it is felt that, due to sudden illness, injury or indisposition, you have underachieved during the exam. In the case of a theory, technical drawing or practical servicing test exam, this request must be submitted not less than **seven days after the date of the examination.** In the case of a practical exam which requires a practical test piece to be constructed, the request must be made immediately after the onset of the difficulty. All such requests to be submitted complete with supporting evidence such as medical or other reports. The Examinations Board will subsequently determine the special consideration to be granted and will inform you accordingly.

NON-UK RESIDENTS

Although the EAL/BHI diploma awards are UK qualifications, like our DLC courses, they are generally open to candidates from other countries and can be taken in your country of residence.

The exceptions, which must be taken in the UK are:

- Unit D9: Servicing and Correcting Faults in a Striking Clock Movement
- Unit D11: The Theory of Complex Clocks and their Repair, Restoration & Conservation
- Unit D16: Servicing and Correcting Faults in an Automatic Watch
- Unit D18: The Theory of Complex Watches and their Repair, Restoration & Conservation
- Unit D20: Servicing and Correcting Faults in a Chronograph Watch

When you apply to enter an exam outside the UK, it is your responsibility to identify a suitable invigilator, for example a Justice of the Peace (or equivalent); an accredited member of the BHI Member (MBHI) or Fellow (FBHI), a teacher in a recognised educational establishment, someone of standing working in the industry, etc. You must submit full details of your proposed invigilator for approval by the BHI Exam Board including name, address, telephone numbers, email and qualifications at the time of submitting your entry for the exam.

We have the following procedures for examinations conducted outside the UK:

Written paper examinations including technical drawing: Exam papers, together with information about the conduct of the examinations, will be sent by post or email to the invigilator prior to the exam. The invigilator is responsible for postal and customs arrangements when returning items to the BHI.

Practical servicing tests: Papers for practical servicing tests, together with the relevant clock or watch, will be emailed or posted to the invigilator. The invigilator is required to return the relevant clock or watch to the BHI together with a signed declaration to the effect that the exam has been conducted in accordance with the EAL/BHI regulations. The invigilator is responsible for postal and customs arrangements when returning items to the BHI, including adequate insurance.

Making practical test pieces: Instructions will be emailed directly to candidates on the morning of the commencement of the examination. You have the option to order material kits from the BHI at the time you complete and submit your examination entry form. Price information is provided on the entry form.

Timing of exams: Start times are to BST (British Summer Time),

Deposits: Overseas candidates receiving clocks or watches from the BHI for the purposes of practical tests and their assessments are required to pay a deposit. This is a contribution towards the costs of loss or damage in transit. The deposit will be refunded when the clock or watch has been received at Upton Hall and inspected by the Examiners.

Note: D3 Carriage clock value for transportation insurance purposes is £1000.

Records of repairs and portfolios: Candidates studying Levels 4 and 5 will find information on completing their record of repairs and assembling a portfolio in Parts 2 and 3 of the EAL/BHI Examinations Handbook.

Interviews with a member of the Examinations Board: Interviews may be necessary for overseas candidates who take the exam units D10, D13, D17 and D19. These may be conducted remotely. If interviews are necessary, we shall inform you prior to the examinations. The interview will be with a representative of the Examinations Board, who will discuss your Record of Repairs D10 or D17 and if submitted, your Portfolio D13 or D19.

The examination centre in the UK is Upton Hall, the headquarters of the BHI. Upton is near Newark in Nottinghamshire. The BHI can provide very basic overnight accommodation on a first come first served basis.

RESULTS PROCEDURE

We endeavour to dispatch all results during early August.

You will receive a statement of your unit exam results for the current year, together with a summary of your exam record to date as may be appropriate.

If you have successfully completed one of the three BHI diploma examinations, the results document also details the level of your overall award, Pass or Pass with Merit.

You will be invited to receive your Diplomas and if awarded, prize(s) at the BHI Awards Ceremony which usually takes place at Upon Hall in the autumn.

Alternatively, you can choose to receive them by post.

APPEALS PROCEDURE

If you believe that there is an error in your results, you can appeal to us for a unit (or units) to be re-assessed. Candidates who believe that a mistake has occurred in the marking of a unit – be it a written paper, drawing, practical test piece or portfolio – can appeal by requesting a reassessment.

The appeal process should not be entered into lightly. If you are thinking about an appeal on the grounds that you only just failed a unit by a few marks, or indeed only just missed out on a 'Pass with Merit', you ought to remember that your work will already have been additionally assessed by a Senior Examiner.

- **An appeal must be received by the BHI within 21 days of the results being published.**
- **You must clearly state the grounds upon which the appeal is being lodged.**
- **The appeal request must also be accompanied by payment of the relevant fee.**
- **In the event of a successful appeal, this fee is refundable.**

The BHI Chief Examiner is responsible for administering the appeal process and will arrange for the candidate's work to be re-assessed by two other members of the Examinations Board. They will be examiners who were not responsible for the original assessment. These three individuals constitute the Appeal Panel. The role of the Appeal Panel is to consider if the outcome of the initial assessment was correct.

The total mark will be checked against the sum of marks awarded for the separate criteria by each Examiner. Your relevant theory paper or practical test piece or practical servicing test will then be reassessed.

When the Appeal Panel has completed its deliberations, the Chief Examiner will notify you of the decision. The fee for the Appeal will be returned if it is found that as a result of the Appeal Process the outcome of the examination is changed i.e. result revised from Fail to Pass or Pass to Pass with Merit.

The BHI, having followed this appeal process, will have been deemed by EAL to have fulfilled its duty to the candidate and no further appeals will be considered.

BHI SERVICE STATEMENT

The BHI works closely with the awarding body EAL to ensure the provision of quality examinations for clock and watchmaking.

The Institute is committed to providing at all times a service which is open and informative, efficient, courteous and cost-effective.

The BHI will endeavour to acknowledge all correspondence concerning examinations within ten working days of receipt.

Complaints concerning examinations will be acknowledged within ten working days. Your complaint will be investigated by a panel, drawn from the Examinations Board, who will notify you of their decision as soon as is practicable or within 21 working days whichever is the sooner.

All candidates are made aware of the costs of entry for an exam unit at the time of their application, including prices for overseas units and appeals.

For 2024 we expect to send results by early August 2024

HOW TO CONTACT THE BHI

Please regularly check your emails and the BHI website (www.bhi.co.uk) for updates on the Exam arrangements.

To contact us, or if you are looking for general help or advice on the BHI exams, please email our BHI Education Secretary by email at education@bhi.co.uk

If urgent, telephone +44 (0)1636 817604.

Alternatively, you may prefer to write to us:

British Horological Institute
Upton Hall
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BRITISH
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Training Clock
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Since 1858

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