

Multiple Sittings Policy

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Multiple Sittings Policy

This policy sets out the requirements for candidates who sit computer-based multiple-choice question (MCQ) examinations in the same subject on more than one occasion.

1 Introduction

The CISI is committed to ensuring that candidates have the best possible opportunity to pass their examinations, with sufficient time to study and prepare.

The questions used in CISI examinations are confidential, and the CISI reserves the right to protect the content of its examinations by minimising the repeated exposure of live questions to any individual.

The CISI allows candidates to attempt any examination subject multiple times. However, if a candidate sits an examination multiple times in a short space of time, a 'rest period' is required. This maintains the integrity of the examination content and allows the candidate time for further study and preparation.

Please note: The fees and charges for all examinations and re-sits are published in the [price list](#) on the CISI website.

2 Restrictions in a 12-month period

A candidate may attempt the same examination subject up to six times in any 12-month period.

A candidate may attempt the same examination subject up to three times within any 12-month period, before a six-week rest period is enforced. The rest period will start from the date of their third examination sitting.

After the six-week rest period, a candidate is permitted to take further attempts of the same examination, providing that they do not exceed six sittings in any 12-month period.

If a candidate has more than six attempts at the same examination subject within a 12-month period, which are booked under multiple accounts, this breaches the Multiple Sittings Policy. In this situation, the CISI reserves the right to merge accounts that belong to the same candidate and to review their examination results. This could lead to examination results being invalidated.

3 Employer-endorsed waiver of the six-week rest period

Under exceptional circumstances, the CISI will consider allowing a candidate to make a fourth attempt at passing the exam **before** the six-week rest period is complete. This will be considered on a case-by-case basis. The designated contact for CISI bookings within a candidate's firm must complete a Waiver Request Form and send it to multiplesittingwaiver@cisi.org with details of why the waiver is being requested.

Please note: If the waiver is granted and the candidate is unsuccessful in their fourth exam sitting, a six-week rest period will be enforced after the fourth attempt. Further waiver requests will not be accepted.

4 Candidates who have previously passed the examination and trainers

The CISI reserves the right to refuse entry to an examination to any candidate who has previously passed the same examination. Candidates who are trainers are also subject to the CISI Trainers Sitting Exams Policy.

WAIVER REQUEST FORM (MULTIPLE SITTINGS POLICY – MCQ EXAMS)

Please read the Multiple Sittings Policy before completing this form.

This form **MUST** be completed by the candidate's line manager, training manager or Human Resources. Once complete it, please send it to multisittingwaiver@cisi.org.

The waiver request will be considered and, if granted, will be processed within seven days of receipt.

Your Name	
Organisation	
Job Title	
Telephone Number	
E-mail Address	
Candidate Name	
Candidate Number	
Candidate Date of Birth	
Exam Title	
Preferred Date of Next Sitting (if waiver is granted)	
Please provide details of why the waiver is being requested.	

Please provide details of how your organisation is providing support for the candidate (e.g. training course, one-to-one sessions, etc.)

Signature	
Print Name	
Date	