



**FSEB**

**Fire Services  
Examinations  
Board**

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To: Chief Fire Officers/Firemasters  
cc: Local Board Secretaries

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Our Ref DJS/MA

24 August 2004

Dear Sir

## IMPORTANT NOTICE

### RE-SIT EXAMINATIONS – CLOSING DATE FOR ENTRIES

Some concern has been raised over the timescales between issuing the examination results for candidates undertaking the 'final examinations' and the closing dates for entering the re-sit examinations, as outlined in my letter of the 27 October 2003.

For the forthcoming written examinations in September and October, it is hoped that the Leading Firefighter results will be released by the last week in November and the Sub-Officers' in the first week of December latest. The result letters will be forwarded to brigades together with an entry form for each candidate, where applicable, to enter the first re-sit examinations. Candidates will be asked to complete and return their entry form **immediately** to their brigade to ensure that the **24 December** closing date can be met.

Therefore it is important that when the results are forwarded to brigades the individual result letters are forwarded on to candidates as soon as possible. The envelope, containing the examination results and individual letters, will be addressed to each individual Chief Officer. However, with the brigades approval I am prepared to mark them for an individual attention if this can help accelerate the process for the candidates to receive their results.

If you wish to be undertaken, please advise me as soon as possible in order that our database can be updated. Currently we already operate this process for some brigades, but it will mean that all future correspondence from the Board will then be marked for the attention of that Officer.

### Candidate Appeals

A candidate who exercise their right to appeal which is subsequently upheld will still be allowed to submit a late entry for their re-sit examination.

### Re-sit Papers

I have been asked to clarify who may enter the re-sit examinations. Candidates have to be in the current '3 attempt cycle' and as long as they have passed at least ONE paper will be allowed to enter and re-sit their outstanding papers. This includes any papers that they may not have previously entered for.

For example, a candidate who first entered their Leading Firefighters' written examination in 2003 and passed Paper 1 had three papers to pass to complete their examination. In 2004, the candidate enters Papers 3 and 4 (but not Paper 2) and passes Paper 3 only. The candidate has Papers 2 and 3 to pass to complete their examination and can take both at the 1st Re-sit examination in March. In this scenario, this will be the last opportunity for this candidate to pass their outstanding papers to complete their Part I examination.

If you have any queries on any of these points, then please either contact myself direct or any member of the Fire Team.

### Fire Team

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Yours sincerely

D J Stanley  
SECRETARY