



*Qualifying with the Faculty*

## **EXAM RULES AND REGULATIONS**

**Completion of the Examinations Enrolment Form signifies that you have read and agree to adhere to the following Rules and Regulations**

Any enquiries should be addressed to

**The Examinations Secretary  
The Faculty of Astrological Studies  
BM Box 7470  
London WC1N 3XX**

email: [exams@astrology.org.uk](mailto:exams@astrology.org.uk)

website: [www.astrology.org.uk](http://www.astrology.org.uk)

## *Qualifying with the Faculty*

To gain the Faculty's Diploma you will need a total of 360 credits – 180 for completing the modules and 180 for passing the exams.

You will gain 20 credits on completion of each module and 60 credits when you pass each of the three interpretation examinations, as follows:

### *Foundation Course leading to the Certificate*

<b>Module 1</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 2</b>	<b>20 credits</b>	
<b>Module 3</b>	<b>20 credits</b>	
<b>Certificate Interpretation Exam</b>	<b>60 credits</b>	

### *Diploma Level One*

<b>Module 4</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 5</b>	<b>20 credits</b>	
<b>Module 6</b>	<b>20 credits</b>	
<b>Intermediate Interpretation Exam</b>	<b>60 credits</b>	

### *Diploma Level Two*

<b>Module 7</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 8</b>	<b>20 credits</b>	
<b>Module 9</b>	<b>20 credits</b>	
<b>Advanced Interpretation Exam</b>	<b>60 credits</b>	

When you have achieved the 360 credits listed above you will be awarded the Faculty's Diploma and entitled to use the letters D.F.Astrol.S after your name.

## **Module Credits**

You will automatically receive 20 credits when you complete each module, whether studied at Classes, by Distance Learning or at Summer School. These module credits represent the continuous assessment component of our qualification procedure.

Modules studied by Distance Learning are completed when **every** exercise in that module has been attempted and sent to your tutor for feedback. Your tutor may ask you to re-work

## ***Exam Rules and Regulations – from June 2007 onwards***

and re-submit one or more of your exercises, if they think this would help you improve your grasp or understanding of a particular topic.

Modules studied at Classes or Summer Schools are completed when you have presented the exercises or presentation set by your tutor and attended a minimum of 75% of the classes.

Your general progress through each module will be recorded by your tutor and taken into consideration by the Board of Examiners when you submit your Interpretation Exams at each level.

If you do not complete your module within the time allowed, or meet the necessary class attendance requirement, you will need to enrol on that module again at a future date and complete it in order to gain your 20 credits.

Module credits will ***expire after 6 years*** unless you validate them by passing the relevant exam at that level. In other words, if you have obtained all Foundation Course module credits, you will need to pass the Certificate Interpretation Exam **within six years of completing Module Three** in order to validate these credits. The same system of validation applies to Levels One and Two of the Diploma course. When you have obtained all the Diploma Level One module credits, you will need to pass the Intermediate Interpretation Exam within six years of completing Module Six. When you have obtained all the Diploma Level Two module credits, you will need to pass the Advanced Interpretation Exam within six years of completing Module Nine.

### **Exam Credits**

You will receive 60 credits when you pass each of the interpretation exams – Certificate, Intermediate and Advanced.

### **Working towards your qualification**

You are required to take the exams in the correct order, either at the completion of each level or at the end of your studies.

### **Gaining your Certificate**

You may apply for the Certificate Interpretation Exam before you have completed Modules One, Two and Three, but you must have gained all 60 Foundation level module credits before you submit your completed Certificate Interpretation Exam for marking.

Although the Certificate is a significant achievement in itself, it is ***not*** a professional qualification. The Faculty reserves the right to withdraw your Certificate if you are found to be advertising your professional astrological services on the basis of your Certificate only, without having first gained the Faculty's Diploma.

## **Intermediate Interpretation Exam**

You are not eligible to apply for the Intermediate Interpretation Exam unless you are already a Certificate holder.

You may apply for the Intermediate Interpretation Exam before you have completed Modules Four, Five and Six, but you must have gained all 60 Diploma Level One module credits before you submit your completed Intermediate Interpretation Exam for marking.

## **Advanced Interpretation Exam**

You are not eligible to apply for the Advanced Interpretation Exam unless you are already a Certificate holder and have passed the Intermediate Interpretation Exam.

You may apply for the Advanced Interpretation Exam before you have completed Modules Seven, Eight and Nine, but you must have gained all 60 Diploma Level Two module credits before you submit your completed Advanced Interpretation Exam for marking.

## ***Enrolment Procedure and Submission Dates***

Details of the Enrolment procedure and submission dates are included with the exams themselves. Please refer to the Example Certificate, Intermediate and Advanced Interpretation Exams on the Exams pages of the website at [www.astrology.org.uk](http://www.astrology.org.uk).

You are strongly advised to read the relevant example paper carefully before you apply for an exam, so that you know exactly what to expect. You will be required to adhere strictly to the instructions and guidelines contained in the exam paper.

## **Exam Extensions**

If for any reason you miss the two Exam Seasons offered originally with your exam paper you are eligible for a TWO WEEK extension after your deadline – i.e. two weeks after the relevant Equinox date. This allows you to continue working on the paper you were sent initially and have two extra weeks to submit it for marking. This applies to all three exam papers - Certificate, Intermediate and Advanced.

On receipt of your completed form and fee, you will be contacted by the Exam Secretary who will confirm your application and extension deadline. The Exam Extension Form is available on the Faculty's website or the option to extend can be purchased through the Online Booking Centre, also available through the website. The Exam Extension fee is £40. All exam extension fees are payable in advance and are non-refundable, except in exceptional circumstances, which must be explained in writing to the Faculty.

The Exam Extension policy came into force from 1st January 2010 onwards.

**Important:** The exam extension application form and fee must be sent TWO WEEKS prior to the expiry of your original deadline. Only one extension per exam is allowed. If you have not completed and submitted the exam by your exam extension deadline, you will need to enrol on a new exam paper at the fee payable at the time. No further extensions will be allowed under any circumstances.

## *Exam Marking Guidelines*

### **Marking Procedure**

Your examination papers will be marked anonymously by two examiners under the supervision of the Chair of the Board of Examiners.

### **Pass Marks**

The marking structure for examinations is **Distinction** (85% and above), **Pass** (70-84%) or **Fail** (less than 70%). No exact marks are issued.

In the case of a **Pass or Distinction**, you will receive an Examiners' Report on your paper, and be allocated 60 credits.

If you fail an examination, you will receive a **Failure Statement** from the Chair of the Board of Examiners explaining why you have failed and providing suggestions to enable you to meet the required standard at your next attempt. You will then need to apply for a new (and different) examination paper and your application must be accompanied by the current Examination Fee.

## *Awards and Prizes*

The following awards will be presented, at the discretion of the Board of Examiners, as follows:

### **Certificate**

- **The Lindsay Radermacher Award** - for achieving an exceptionally high standard in the Certificate Interpretation paper.
- **The Faculty Scholarship** – for consistently excellent work in the three Foundation Course modules and Certificate Interpretation paper.

### **Diploma**

- **The Fiona Griffiths Award** – for achieving an exceptionally high standard in the Intermediate Interpretation Examination paper.
- **The Margaret Hone Award** – for achieving an exceptionally high standard in the Advanced Interpretation paper.
- **The Faculty Gold Medal** – for consistently excellent work throughout the Foundation and Diploma course modules and in the three interpretation exams.

### **Conduct**

All exam papers must be your own, unassisted, work. Submission of your Enrolment Form and fee constitutes a declaration that you agree to, and will abide by, this rule. If the Board of Examiners has any reasonable indication that you have failed to comply with this regulation, your paper will be disqualified.

## **Appeals**

If you are dissatisfied with the mark/feedback you have received on any of your examination papers you may make a formal written appeal to the Chair of the Board of Examiners. Your appeal must be made within six weeks of receiving your result. The appeals procedure allows for the re-marking by different tutors and examiners of failed papers on receipt of an additional marking fee (which will be refunded if re-marked papers are subsequently passed). The decision of the Chair of the Board of Examiners after the re-marking is final.

## **Copyright**

The Faculty owns the copyright on all examination papers supplied and received.

**The Faculty reserves the right to change these regulations at any time.**

If you have any general questions about the information contained in this document, please don't hesitate to contact me at: [examchair@astrology.org.uk](mailto:examchair@astrology.org.uk) or, for technical questions relating to paper submission, please contact the Examinations Secretary, at: [exams@astrology.org.uk](mailto:exams@astrology.org.uk).

**Glòria Roca, D.F.Astrol.S**  
**Chair of the Board of Examiners**