

Certificate in Clock and Watch Servicing, Unit 2 Technician Grade, Basic Practical Workshop Processes 15th November 2006

Important notes - please read carefully

1. You will be known to your Examiners by your examination number only; your work must be indelibly marked with your Examination Number at the position shown on the drawing. (scratched, fine permanent marker, metal etching pen) You must also use the tie on label, securely fastened to your work, to give your examination number.

In previous years some unidentified work has been received; please ensure that your time and effort are not wasted in this way.

2. The package containing your work must be clearly marked "Practical Examination" with your Examination Number on the outside of the package.

It should be addressed:-
The Examinations Secretary
British Horological Institute
Upton Hall
Upton
Newark
Notts,
NG23 5TE
United Kingdom.

The date of arrival of the package will be recorded, the package will be opened by the Examinations Secretary and must **only** contain the test piece, your declaration and the postcard which enables the Institute to inform you when the piece has arrived. The declaration will be retained at Upton Hall and the Practical Piece forwarded to the Examiner for marking.

3. Practical Pieces, whether or not completely finished, are to arrive at the Institute on or before the date given on the drawing; candidates, whose work is received late will be penalised, dependent on the degree of lateness. (1 - 2 days: 5%; 3 - 5 days: 10%; over 5 days piece will not be accepted). In order for you to know when your test piece has been received please ensure that the enclosed card is completed and sent with the test piece. The card will be returned to you giving the date of receipt at Upton Hall. In case of loss or delay in transit, it is advisable to request evidence of posting from the Post Office. In the event of any delay arising between the date of despatch and arrival at Upton Hall please inform the Institute and include evidence of posting.

4. You must complete and sign the declaration at the bottom of this page and return it with your work. All components, including any screws, taper pins etc., are to be produced by the candidate, unless the Institute indicates otherwise.
5. An Examiner may contact you, either during or after the Examination, to enquire about the various processes you have undertaken when making the Practical Test Piece.
6. Examiners consider the accuracy of a number of dimensions and some elements of workmanship and surface finish. This “sampling” process cannot consider every point of accuracy or quality of construction. If it is evident to the Examiner that a candidate’s work includes a **serious error** in the accuracy, workmanship or finish of an aspect **not** being routinely checked five marks will be deducted from the total score.
 E.g. components fastened with Loctite or Superglue instead of rivetting
 soldering to repair component broken during construction
 excessive error in dimension (over 1mm)
7. No electrolytic treatment, such as the plating of components, is permitted.
8. Your test piece will be retained by the Institute for a number of years.

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Candidate's Declaration:-

I declare that the whole of the work in producing this Practical Test Piece is my own work, not aided or advised by any other person. Moreover, my signature is given in the knowledge that if it is found, at any time, that a false declaration has been made, any “Pass” or “Pass with Merit” achieved in this and other Horology Examinations may become null and void.

Candidate’s Name Examination Number

Signed

Date.....

Signature of College Lecturer.....

Date.....

Make sure that your examination number is on the package and your work.