

# Examination Regulations

## 1 Entry Requirements

### 1.1 Eligibility

**1.1.1** Candidates applying to sit the examination must be over the legal minimum age for the retail purchase of alcoholic beverages in the country where the examination is being held, or be preparing for the examination as part of a recognised full-time programme of study, or have obtained consent from their parents or legal guardians.

**1.1.2** There are no restrictions on entry to the WSET® Level 2 Award in Wines and Spirits through overlaps with other qualifications or parts of qualifications.

**1.1.3** Candidates who are under the legal minimum age for the retail purchase of alcoholic beverages in the country where the examination is being held will not be allowed to sample any alcoholic beverage as part of their course, but this is not a barrier to successfully completing the qualification. Similarly, candidates who choose not to taste alcohol for health, religious or other reasons will not find this a barrier to successfully completing the qualification.

### 1.2 Recommended prior learning

**1.2.1** There are no requirements for candidates to have previous knowledge or previous experience of alcoholic beverages.

**1.2.2** The indicative levels of literacy and numeracy required for the examination are as follows:

**literacy:** Level 2 of the UK basic skills national standards, or equivalent level of literacy in the language used for the examination.

**numeracy:** Level 2 of the UK basic skills national standards, or equivalent.

## 2 Format and Results

**2.1** The WSET® Level 2 Award in Wines and Spirits assessment is a closed-book examination of 60 minutes duration and consists of 50 multiple-choice questions worth one mark each.

**2.2** Results for successful candidates will be issued to APPs within two weeks from receipt of completed scripts.

**2.3** Results are graded as follows:

Mark of 85% and above	Pass with distinction
Mark of between 70% and 84%	Pass with merit
Mark of between 55% and 69%	Pass
Mark of between 45% and 54%	Fail
Mark of 44% and below	Fail unclassified

## 3 Reasonable Adjustments

**3.1** Examination candidates who have special examination requirements, which are supported by independent written assessment, are requested to notify the examinations officer at their APP of any such requirement at the time of enrolment. Further guidance for examination officers and candidates is available from WSET® Awards as required.

**3.2** It is the policy of WSET® Awards that such candidates should not be placed at a disadvantage in the examinations. Candidates are responsible for informing their APP of any such requirement at the time of enrolment.

## 4 Resits

**4.1** Candidates may apply to resit the examination if they are unsuccessful. There is no limit on the number of attempts that may be made.

**4.2** Candidates who have passed are not permitted to retake to improve their grade.

## 5 Examination Conditions and Conduct

**5.1** It is a condition of entry that candidates agree to the following specific conditions for the closed-book examination.

- At the start of the examination all candidates must supply the invigilator with proof of identity in the form of photographic ID.
- The examination is to be completed in a maximum of 60 minutes.
- No reference is to be made to any material, in whatever form, other than the examination question paper and answer sheet.
- Once the invigilator has declared that examination conditions are in place, no communication of any kind between candidates is permitted until they have left the examination room or the invigilator has announced the end of the examination.
- During the examination candidates are only permitted to have the following items with them; pens, pencils, erasers, drinking water and a small handbag or shoulder bag so long as it only contains personal items.
- It is prohibited for candidates to take any photographs of the examination room or examination materials.
- The use of electronic devices of any kind is prohibited.
- The use of dictionaries of any kind is prohibited.
- The use of audible 'alarms' on any clock or watch is prohibited.
- Candidates may not leave the room until the first 15 minutes of the examination time have elapsed.
- Candidates who arrive after the published start time will NOT be allowed to sit the examination if any other candidate has already left the examination.
- Candidates who arrive late may be allowed to enter the room at the discretion of the invigilator and only if other candidates are not compromised. Under normal circumstances we would not expect any candidate to be allowed to start the examination if they arrive more than 30 minutes after the published start time.
- Candidates may not leave, and then return to, the examination room once the examination has started unless they can be accompanied by an invigilator at all times while they are out of the examination room.
- Candidates who complete the examination early may leave the examination room up until the last 10 minutes providing they do not disturb other candidates; no re-admission is permitted.
- Invigilators have no authority to comment upon, interpret, or express an opinion on any examination question.
- Any candidate who is suspected of misconduct will be advised to leave the examination room immediately and their examination paper will be submitted to the Examination Panel to determine its validity and any future ban on sitting papers.
- No examination question papers are to be removed from the examination room; candidates who fail to submit the question paper with their answer sheet will be deemed guilty of misconduct.
- It is prohibited for candidates to reveal the content of examination papers to others, or reproduce it in any way.

**5.2** Candidates also agree to abide by the Invigilator's instructions. Failure to do so may render a candidate's results invalid.

**5.3** Examination papers and answer sheets are the property of WSET® Awards and will not be returned to candidates.

## **6 Examination Feedback, Enquiries and Appeals**

**6.1** Candidates requiring feedback and/or an enquiry (re-mark) on their examination paper should contact their APP and request an Application Form for Feedback and Enquiries Against Examination Results. The form must be completed and submitted to WSET® Awards along with the appropriate fee within six weeks of the date of the examination. Any request received outside this time-frame will not be reviewed. Feedback and enquiries will be issued within two weeks of receipt by WSET® Awards.

**6.2** Any candidate dissatisfied with the result of an enquiry of an examination paper should contact the APP and request an Appeal against Examination Results Application Form, which must be completed and returned to WSET® Awards, together with the appropriate fee, no more than 10 working days following notification of the enquiry decision. Appeals received outside this time-frame will not be reviewed. Appeals will be issued within two weeks of receipt by WSET® Awards.

## **7 Student Satisfaction**

**7.1** Should any student have concerns that their APP is not providing the service that they expect, or is behaving in a way that is inconsistent with the standards required in terms of administration, tuition or examinations they should first take this up with their APP. If this does not lead to a satisfactory resolution, candidates are asked to contact our APP Administration Team, [appadmin@wset.co.uk](mailto:appadmin@wset.co.uk). Please note that all complaints will be dealt with confidentially, but WSET® Awards cannot act on anonymous complaints.

## **8 WSET® Awards Regulations**

**8.1** WSET® Awards reserves the right to add to or alter any of these regulations as it thinks fit.