

Operating Procedures 0344-04 (411) and 0344-05 (511) Floristry Practical Exams

There are two exam series each year – January and July when centres can register their candidates to sit the practical exam 0344-411 or 0344-511.

Time prior to exam (approx.)	By whom	Action
5-6 months	City & Guilds	Posts out the Candidate Number Request Forms for all approved Centres to complete and return. This informs City & Guilds of approximate numbers of candidates taking the practical exam and if the centre is able to host the exam.
4-5 months	City & Guilds	Sets up regional exam centres to host the exam and contract examiners. Informs centres of the regional exam centre for their candidates with contact details.
3-4 months	Centre	Registers candidates for the exam with City & Guilds using the Walled Garden and pays the exam fee.
3 months	Centre	Contacts their regional exam centre with a list of candidate names and enrolment numbers. The regional exam centre will confirm payment details for the local exam fees and may be able to provide directions and a list of local accommodation if required. Exam materials fee will be charged to each individual centre directly by the regional exam centre who is responsible for purchasing all the required exam materials.
10 weeks	Exam centre	Informs each centre of local exam fees for candidates, to include the fee to cover costs of holding exam (if applicable) and cost of supplying materials. These fees must be the same for all candidates taking the exam at that exam centre and must not be higher for external candidates.
8 weeks	Candidates	Pay local exam fee to exam centre as indicated
6 weeks	Exam centre	Ensures all arrangements are made: invigilator(s) booked, exam materials to be ordered, two rooms are available one for the exam and one for the examiners to verify the candidate portfolios. Invigilators must be arranged by the exam centre as City & Guilds will not provide any external invigilation for these practical exams.
2 weeks	City & Guilds	Send exam papers to each registered centre. City and Guilds informs centres of the assignment work to be sampled for each candidate.
2 weeks	Centres not hosting the exam	Exam papers can only be sent by City and Guilds to the centre that the candidate is registered with.
Exam date	Exam centre	Exams take place. Examiners to verify portfolios whilst candidates take the practical exam.
+42 days	City & Guilds	Sends certificates to centres.