

CRAFT CERTIFICATION SCHEME TEST

APPLICATION PROCESS AND BOOKING TERMS AND CONDITIONS

Application and Testing Process :

- Candidates who wish to have their walling skills examined for certification by the Association should read and fully familiarise themselves with the DSWA/Lantra Awards Accredited Craft Certification Scheme booklet (<https://www.dswa.org.uk/wp-content/uploads/2022/06/1-CCS-booklet-updated-Jan-2022-FINAL-web.pdf>) before completing this form.
- It is the candidate's responsibility to ensure the test requirements are understood.
- Application and payment must arrive no less than four weeks, prior to the test date.
- Payment can be made via the DSWA website, directly above this form, using PayPal or credit/debit cards.
- Mark sheets are not issued to Examiner(s) until fees and forms have been received and processed.
- Tests will take place on pre-arranged test days, usually with a minimum of six candidates: the group can include candidates for all levels of test, including Level 3 and Master Craftsman.
- Tests for Level 3 and Master Craftsman are two part tests.
Part A must be completed and passed before an application can be accepted for Part B. All timed tests (Part B) will be taken as part of organised test days.
- Personal data will be stored in a computerised system. An individual may obtain a copy of their personal records by submitting a written request, together with a fee of £5, to DSWA.

Payment Terms

Payment is due at the time of booking. Online payments can be made by credit card or PayPal using the online PayPal portal. Application and payment must arrive no less than four weeks, prior to the test date.

Our Cancellation Policy

DSWA reserve the right to cancel a Test Day at short notice. This should be taken into account if you are travelling a distance to attend and / or you have booked local accommodation. Although we will refund Test fees where DSWA has had to make the decision to cancel a course, we cannot reimburse any loss incurred for accommodation or travel costs.

Our Refund Policy

- If you need to cancel a Test Booking please contact us immediately at training@dswa.org.uk.
- If there is more than 2 weeks before the Test date, you can transfer to a different Test .
- If cancellation is made more than 6 weeks before the Test date, a full refund or opportunity to transfer to another course date will be made.
- If cancellation is made between 6 weeks and 2 weeks before the Test a 50% refund or opportunity to transfer to another Test date will be made.
- If cancellation is made within 2 weeks of the Test date, no refund will be made and the booking is not transferrable.