



Studying at the LCT Network Academy

- Our Evening classes are intensive courses that will require a minimum of 4 – 6 hrs of home study a week in addition to the class time. All students who enrol on an Evening Course are agreeing to undertake this commitment.
- All of our Cisco evening classes will follow a format of mini lectures and lab work. There will not be any time in class to read the online materials. These must be studied outside of the allotted class time.
- All study materials are made available online but it is recommended that you buy the course book at the beginning of the course. Students without Internet access should buy the course book regardless. A discount voucher for Cisco Press course books is available at the Network Academy.
- All Cisco classes have accompanying chapter tests to be done outside of class time. These are a very useful part of the course and at least 70% of the available exams must be attempted to be eligible to take the final theory exam.
- A good command of English and GCSE equivalent Maths are essential.
- You must attend 70% of the class sessions to become eligible to sit the end of course exams.

LCT Cisco Network Academy Exams Policy

- Chapter exams may be taken away from the Network Academy or at the beginning of class (between 17:45 and 18:00).
- All exams including the final and skills test (other than invigilated exams - which have to be arranged outside the normal class time) are free of charge.
- To become eligible for the final theory exam at least 70% of the online chapter assessments have to be taken prior to being admitted for the theory final
- The final exam and skills test (SBA) have to be passed with a mark of 70% or above and a pass grade for the written assignment has to be achieved to become eligible for a pass mark
- Enrolment on a Cisco course, entitles a student to have two attempts at the final skills test and the theory exam
- The dates for the theory exam and the skills test will be announced by the lecturer and will normally take place in week 11 and 12 of the course
- Retests must take place one week after the final week (i.e. the 13th week of the course).
- LCT reserves the right to change the date for the final exam or the skills test by giving a minimum of 2 weeks notice.
- The final theory exam and the skills test have to be taken in exam conditions, any attempt to cheat in the exam will be considered as grounds for disqualification from completing the exam and, possibly, all future courses at LCT Network Academy.
- Voucher exams have to be taken in exam conditions at the Network Academy on the advertised date.
- Any exams or skills tests which have to be taken outside the advertised times including retests taken after the 13th week of the course will incur an administration charge of £35. Students will only be admitted to the exam on producing a receipt for the full amount.