TCE Candidate Handbook

TELECIS ACADEMY · CANDIDATE DOCUMENT
TCE-CH-01 · REV 1.1
Issued to every candidate at enrolment

Everything a candidate agrees to, is entitled to, and can rely on — in one document. The handbook consolidates the published pages at telecis.com/academy/: the framework, the policies, the specimen papers, and the rules for carrying the credential. Where this document and the site differ, the site is current.

1 · THE CREDENTIAL

LEVEL	FORMAT	PREREQUISITE	ASSESSMENT	FEE	VALIDITY
TCE-Core	Online · self-paced (≈8 h)	Open to all	Proctored examination — 60 questions · 90 min · 75% pass	Complimentary	24 months
TCE-Advanced	In person · 2 days · lab	Current TCE-Core	Written examination (75%) + assessed practical	Per cohort, published at enrolment	24 months
TCE-Specialist	In person · 1 day · by vertical	Current TCE-Advanced	Examination + installation-history review	Per cohort, published at enrolment	24 months

Certificates are issued digitally with a unique credential ID of the form `TCE-YYYY-NNNNN`, entered on the public verification register, which publishes with the first certified cohort (four facts: holder, level, endorsement, validity window). Examination blueprints — domains and weightings — are published in full on each course page; the blueprint is the syllabus.

2 · ENROLMENT

Eligibility	TCE-Core is open to all; working familiarity with commercial AV installation is assumed. Advanced requires a current Core; Specialist requires a current Advanced plus an installation history in the vertical, submitted at enrolment.
Included attempts	Enrolment includes the first attempt and two further attempts, each after a 14-day interval.
Transfers	Paid enrolments transfer to a colleague or a later cohort up to seven days before the cohort begins; cancellation terms are stated per cohort at enrolment.
Conduct Agreement	Signed once, at first enrolment: integrity in the examination, and honest representation of the credential afterwards.

3 · THE EXAMINATION

- Closed book, under identity verification — proctored online (Core) or invigilated in person (Advanced, Specialist).
- No unauthorised material or devices; no communication during the paper; no recording or reconstruction of items.
- The practical (Advanced) is assessed against a published rubric — the commissioning record produced is part of the assessment.
- Results are reported by domain, so a near-miss is a study plan rather than a mystery.

> **Misconduct** — impersonation, unauthorised material, collusion, item disclosure, or falsified prerequisites or history — voids the paper, bars re-enrolment for twelve months, and places any credential already held under revocation review. Item disclosure is treated most seriously: it devalues every honest holder's credential.

4 · ACCOMMODATIONS

Request adjusted conditions at enrolment: extended time (+25% / +50%), separate or quiet delivery, screen-reader-compatible delivery of the online examination, scheduled breaks that stop the clock, and case-by-case lab adjustments agreed with the instructor. Documentation is reviewed privately, retained only as long as the adjustment requires, and appears nowhere on the certificate or the register. The standard is never adjusted — the conditions are.

5 · RESULTS, RETAKES & APPEALS

Pass mark	75% throughout, criterion-referenced — set against what a competent engineer must know, not against a curve.
Retakes	Two further attempts included, each after a 14-day interval, prepared against the domain-level result report.
Appeal window	14 days from issue of the result.
Grounds	Marking error · delivery irregularity · an agreed accommodation not provided.
Process	Independent re-mark by a second examiner; written outcome with reasons within ten business days; the re-marked result stands. One appeal per attempt, no fee.

6 · VALIDITY, RENEWAL & LAPSE

Every credential is valid for 24 months. Renewal takes either route: the complimentary **delta examination** (30 questions on what has changed), or **installation evidence** — two TELECIS installations completed inside the validity window, each submitted on the signed TELECIS Commissioning Record. A credential past its window verifies as lapsed, plainly. Within six months of expiry, either renewal route restores it; beyond six months, the current examination is re-sat in full.

7 · REVOCATION

Rare by design, and published in full at telecis.com/academy/policies/. Grounds: misconduct discovered after award; falsified evidence or history; sustained misrepresentation of the credential after written notice. Process: written notice stating grounds → fourteen days to respond → decision by the programme lead with an independent reviewer. A revoked credential is removed from the register, and the register says so.

8 · CARRYING THE CREDENTIAL

Signature	N. Sharma · TCE-Advanced (TELECIS Certified Engineer) · TCE-YYYY-NNNNN
First use in text	The level with the programme name: TCE-Advanced (TELECIS Certified Engineer); thereafter the level alone.
Endorsements	Written as issued: TCE-S · Medical — never abbreviated into a level not held.
Company materials	State the count while current (“four TCE-Advanced engineers on staff”); the credential belongs to the engineer, not the company.
Marks	TCE and TELECIS™ set in text, per the Trademark Notice; no logo lock-ups or redrawn marks.

9 · THE REGISTER & YOUR DATA

The register is public by design and built on consent, consistent with India’s Digital Personal Data Protection Act and the data-protection law of the regions the programme serves. It publishes four facts only: name as certified, level, endorsement, validity window — no contact details, no employer, no photograph. You may decline or withdraw listing at any time; the

credential remains fully valid and verification proceeds by email with your per-request consent. Corrections and removals on request.

> **Contact** — enrolment, accommodations, appeals, policy questions, verification: **sales@telecis.com**, answered in writing within one business day. The programme pages: telecis.com/academy/.