

Helpsheet for:

Online Registration for the Oral Examination, and Booking your Appointment

You are now ready to move onto the final stage of your qualification, which is the **Oral Examination**. You will register for, and book, your Oral Examination online through the BOHS Courses website.

This helpsheet will guide you on how to register for and make and booking for the **Oral Examination**.

Step 1:- Registering for the Oral Examination

1. **Login** to the BOHS Courses website using the username and password you created previously, by clicking on **Login** in the top right hand corner.
2. Type the course code into the **Search courses** box which is located on the main screen. The course code for the Oral Examination is **ORALEXAM**. Enter this code and click **Search**.
3. The **Book your Oral Examination** option will appear. Read the information provided, before clicking on the  logo to proceed to enrolment.
4. You will see the **Enrolment Screen**. Enrolment for the **Oral Examination** is through payment of the fees. A PayPal facility is provided in order to make the payment. **Please note that you do not have to have a PayPal account in order to use this facility; you can also use the 'Pay by Debit/Credit card' option.**
5. Once you paid the fee through the PayPal facility, you will be enrolled as a candidate. You will now be able to follow the onscreen instructions to book your appointment for the Oral Examination. You will also be able to access guidance information, to help you prepare.

Step 2:- Returning to the Oral Examination Page

It is likely that you will want to return to the page several times, in order to view guidance information to help you prepare for the exam.

These instructions will help you to navigate to this page.

1. **Login** to the BOHS Courses website using the username and password you created in step 1, by clicking on **Login** in the top right hand corner.
2. On the left hand side, under the **Navigation** menu, click on **My Courses**. All courses that you are registered for will be listed here. Click on the course name to take you into the course page.

If you have any questions during this process, please contact Val Pollard
professional@bohs.org or 01332 250708