



Fit to Sit Policy



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1. Introduction

This document sets out the principles and procedures relating to the Fit to Sit Policy for STEP and CLTI learners.

The purpose of this policy is to ensure that learners are in an appropriate physical and mental condition to undertake examinations and assessments, and to provide a clear framework for managing situations where a learner declares they are not fit to sit.

The policy aims to promote fairness, consistency, and transparency in decision-making, safeguarding both the integrity of the assessment process and the wellbeing of learners.

The procedures outlined herein apply to all learners registered with CLTI, regardless of their mode of study, level, or location.

2. Completing an assessment

By completing an assessment with CLTI, all students are declaring themselves 'fit to sit'.

Examinations completed online will require learners to tick a declaration box on the assessment platform confirming they are fit to sit the examination.

Assignments submitted online will require learners to confirm they are fit to sit by ticking the declaration box at the time of submission.

By accessing and completing an online multiple-choice examination (such as the STEP Certificate in Anti-Money Laundering), learners are declaring themselves fit to sit.

A learner who has signed or declared themselves fit to sit may not submit an application for mitigating circumstances unless:

- they are affected by unforeseen circumstances beyond their control after signing the fit to sit declaration but before the end of the examination; or
- they are subsequently diagnosed as having been suffering from a condition at the time of the assessment, which they were unaware of at the time, and this is supported by evidence
- at the time of signing the fit to sit declaration, they were suffering from a condition that impaired their ability to make a rational judgement about their fitness to take the assessment.

In all cases, the learner must believe that these circumstances adversely affected their performance, and they must provide objective and authoritative evidence of the condition.

This guidance should be read in conjunction with the Mitigating Circumstances [Policy](#) and Appeals [Policy](#).

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