



THE INSTITUTION OF FIRE ENGINEERS  
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## Guidance for Candidates Applying to Enter Examinations March 2015

### Introduction

Candidates are advised to read the information in this guidance document **before** completing the Application Form. The guidance provides information on the application process and relevant timelines.

### Completing the Application Form

Please complete all of the information required on the form. Please write clearly as the information provided will be used by the IFE in order to communicate with you and to process your examination arrangements.

The IFE recommends that you retain a copy of your completed Application Form as the form includes a summary of the examinations that you have entered and the times when the examinations will take place. It also includes the Terms and Conditions for examination candidates.

### Terms and Conditions for Candidates

You must read the Terms and Conditions prior to submitting your application form and tick the box on the form to confirm your acceptance of them. ***The IFE is not able to accept applications without this confirmation from candidates.***

### Payment of Examination Fees and Charges

All applications and payments must be received at IFE Head Office before the closing date of 30 November 2014. Payment must be made in Sterling.

Examination entry fees for March 2015 are as follows:

Examination	Price per Unit	Price for 4 units (sitting in the same examination session)
Level 2 Certificate	£33.50	N/A
Level 3 Certificate	£22.50	£65
Level 3 Diploma	£55	£145
Level 4 Certificate	£65	£175

The prices given above are for the cost of the examination only. Examination venues and/or organisers may add additional charges to cover the costs of running and managing examination venues.

If you are booking through your local IFE branch, the branch will make you aware of the extra costs when you submit your application. For candidates who do not enter via their branch or through their employer, the IFE will endeavour to inform you of any additional charges as soon as possible.

No application (non- Branch/FRS bookings) will be processed unless it is accompanied by the appropriate fees. If you choose to submit an application and advise that a cheque/bankers draft or payment via BACS is to follow, then your application will not be processed until payment has been received. Payment made in this manner must be received before the final closing date of 30 November 2014.

If any payments are rejected, we will make contact immediately to request an alternative method of payment. If no further payment is received, the IFE will cancel the examination entry and no examination papers will be provided to the examination venue.

The IFE would prefer payment to be made by card or cheque/bankers draft, as BACS payments can take up to 40 days to appear on a bank statement, which will delay the application process; however, if this is the only method of payment open to you then the bank details are as follows:

<p>Bank Name: Lloyds TSB Account Number: 00314939 Sort Code: 30-94-97</p> <p>IBAN No: GB32 LOYD 3094 9700 314939 Swift Transfer No: LOYD GB 21029</p> <p>*Please use your candidate number as a reference when making payment, if you do not have a candidate number please use your name.</p>
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\*Please note that we **do not** accept payment through Western Union.

Candidates are strongly advised to submit their Application Forms as soon as possible and, at the latest, by the closing date of 30 November 2014.

### Late Entries

The Institution will endeavour to accept and process late applications up to and including 22 January 2015. However, a late entry fee of £50 will be applied to all applications submitted after the closing date of 30 November 2014. Candidates who choose to submit an application after the 30 November deadline are agreeing to pay the late entry fee.

Candidates should note that the IFE is **not** able to guarantee that candidate requirements submitted as late entries can be met as not all examination venues will be able to accommodate changes or additional candidates.

### Examination Venues

For a list of provisional exam venues, please see the examination application form.

Please be aware that this list is not definitive as sometimes venues change due to unforeseen circumstances; for example, there may be a maximum capacity which limits the amount of candidates that a centre can accept. Wherever there are changes to venues, we will endeavour to inform those affected as promptly as possible.

It may also be possible to place a candidate at a venue that does not appear on the list; however, this can sometimes lead to additional charges for the candidate(s). Candidates should contact the IFE if they wish to discuss alternative venue options – [exams@ife.org.uk](mailto:exams@ife.org.uk)

## Applying for Reasonable Adjustments

Candidates who have disabilities or particular assessment needs such as dyslexia are able to apply for reasonable adjustments. All requests should be submitted using the appropriate form. Please see the IFE website for more information on the Reasonable Adjustment policy and on how to apply - <http://www.ife.org.uk/Qualification-FAQs>

## What happens after I have applied?

If you have submitted your application directly to IFE head office, we will email you to confirm receipt. Once your application has been processed, we will send written acknowledgement via email to all those who supplied an email address on their application form detailing the examination(s) booked and the examination centre chosen. For candidates who apply via their local branch or Fire & Rescue Service, the IFE will acknowledge the booking with the organisation that submitted the applications.

*Please note:* During busy times, entries can take up to four weeks to acknowledge.

***If you receive any notification from the IFE that the application cannot be processed, please respond immediately. If you do not contact us, you are at risk of not being entered for your requested examination.***

Examination confirmation letters will be posted to all candidates along with information about the exam venue that they have been allocated by mid-February 2015. We urge every candidate to read this letter carefully and to advise us of any discrepancies immediately.

## Further Information

Please see the IFE website for further information. This website is updated regularly.

Information related to the March examinations will be provided on the March 2015 examinations page – <http://www.ife.org.uk/March-2015-Examinations>

Information on policies and procedures is available at: <http://www.ife.org.uk/Qualification-FAQs>

Candidates are also advised to refer to the Frequently Asked Questions (FAQs) for information on:

- IFE Qualifications
- Applying for Examinations
- Preparing to take Examinations
- After the Examination
- Examinations and Membership

If you have any further questions that are not answered on the website, please e-mail the examinations team at: [exams@ife.org.uk](mailto:exams@ife.org.uk)