



THE INSTITUTION OF FIRE ENGINEERS
FOUNDED 1918 • INCORPORATED 1924

Terms and Conditions for Examination Candidates – March 2019

Candidates booking IFE examinations agree to be bound by the Terms and Conditions set out below.

1. Candidates must provide true and accurate information when they complete the Examination Booking form. This information will be used for administration activity relevant to the examination(s) booked and to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (eg address) provided. Full details of the IFE Awarding Organisation's Privacy Policy can be found at www.ife.org.uk/Qualification-FAQs
2. Candidates must submit their examination entry fee at the same time as they submit their booking form. Bookings will not be processed until payment has been received.
3. Candidates must submit their entries by the closing date of **30 November 2018**. Candidates may cancel their entries with full refund up until **7 January 2019**. Examination fees will not be refunded after this time.
4. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s).
5. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they comply with these rules.
6. Candidates must conduct themselves in an appropriate manner during the examination. The IFE reserves the right to disqualify any candidate who does not comply with the examination rules or who is identified by the examination centre as committing malpractice. In this instance, fees will not be refunded.
7. Candidates are responsible for ensuring that they arrive at the examination venue on time. Candidates must arrive at least 30 minutes before the examination commences. Candidates who are late may not be allowed to take the examination.