



THE INSTITUTION OF FIRE ENGINEERS
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Guidance for Candidates Booking Examinations March 2020

Introduction

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

Completing the Examination Booking 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 Examination Booking 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 Examination Booking Form and tick the box on page one of the Examination Booking Form to confirm your acceptance of the terms and conditions. ***The IFE is not able to accept bookings without this confirmation from candidates.***

Information provided to the IFE

When you complete the Examination Booking Form, you will be asked to provide your consent for the IFE to hold your personal information. The IFE holds minimal personal information about you and the information is held only to enable us to provide your examination service. Please see the privacy policy on the *FAQs, Policies and Procedures* page of the website - <http://www.ife.org.uk/Qualification-FAQs> for information on how we will use the information that you provide to us.

Examination Fees

All bookings and payments must be received at IFE Head Office before the closing date of **8 December 2019**. Payment must be made in Pound Sterling.

Examination entry fees for March 2020 are as follows:

Qualification	Price per Examination (Single Unit)	Price for 4 units (where candidates sit all four units in the same examination session)
Level 2 Certificate in Fire Science, Operations and Safety	£45.50	N/A
Level 2 Certificate in Passive Fire Protection	£45.50	N/A
Level 3 Certificate in Fire Science, Operations, Fire Safety and Management	£32.50	£110.50 (saving of £19.50)
Level 3 Certificate in Passive Fire Protection	£75.00	N/A
Level 3 Diploma in Fire Science and Fire Safety	£75.00	£255 (saving of £45)
Level 4 Certificate in Fire Science and Fire Safety	£86.50	£294.10 (saving of £51.90)

Please note: 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 additional costs when you submit your booking. 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.

Payment of Examination Fees

No booking will be processed unless it is accompanied by the appropriate fees. If you choose to submit a booking and advise that a cheque/banker's draft or payment via BACS is to follow, then your booking will not be processed until payment has been received. Payment made in this manner must be received before the final closing date of **8 December 2019**.

If payments are rejected (for example, if the credit/debit card declines) the IFE will make contact immediately to ensure that the details provided are correct or 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 centre.

The IFE would prefer payment to be made by card or cheque/banker's draft. Although BACS payments are accepted, this method of payment can take longer to appear on a bank statement and this will delay the booking process; however, if this is the only method of payment open to you, the bank details are as follows. Please be aware that candidates paying via this method from countries outside of the UK will be liable for bank charges; these charges will be applied when the money is transferred and therefore it will be necessary to cover these charges before sending any money.

<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>

*Please note that the IFE does **not** accept payment through Western Union.

Candidates are strongly advised to submit their booking forms as soon as possible and, at the latest, by the closing date of **8 December 2019**.

Late Examination Entries

The Institution will endeavour to accept and process late bookings up to and including **6 January 2020**. However, a **late entry fee of £62** will be applied to all bookings submitted after the closing date of **8 December 2019**. Candidates who choose to submit a booking after the **8 December 2019** deadline are agreeing to pay the late entry fee. Please note that the late entry fee will **NOT** be applied to candidates who are waiting for results from the October 2019 examination session.

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 centres will be able to accommodate changes or additional candidates.

Examination Centres

For a list of provisional exam centres, please see the Examination Booking 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, the IFE will endeavour to inform those affected as promptly as possible.

It may also be possible to place a candidate at a centre 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

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. Candidates who wish to apply for reasonable adjustments will need to complete and submit an application for reasonable adjustments **at the time that they apply to take examinations** and by **27 January 2020** at the latest.

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 submitted my Examination Booking Form?

If you have submitted your booking directly to IFE head office, we will email you to confirm that your booking has been received and is being progressed. For candidates who apply via their local branch or Fire and Rescue Service, the IFE will acknowledge the booking with the organisation that submitted the booking.

Please note: During the period when Examination Booking Forms are being submitted to the IFE and are being processed (ie September to December), the IFE receives a large number of emails each day and it can take up to a week for the IFE to acknowledge receipt of bookings.

If you receive any notification from the IFE that the booking cannot be processed, please respond immediately. If you do not contact us, we will not be able to process the booking.

Candidates who supply an email address will receive basic details about their booking when this is processed by the IFE (ie examination and venue choice). We will then send full booking information including details about the venue by mid-February. If candidates have not received this information by the end of February, they should contact the IFE (if they booked directly with the IFE), their Branch Manager (if booking was made via the branch) or their employer (if booking was submitted by their employer).

Further Information

Please see the IFE website for further information. The website is updated regularly with information related to the March 2020 examinations provided on the March 2020 examinations page – <https://www.ife.org.uk/March-2020-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
- Booking Examinations
- Preparing to take Examinations
- After the Examinations
- 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