



Information and Rules for Candidates taking IFE Examinations in October 2016

INTRODUCTION

This document provides information and rules for candidates who have booked examinations in October 2016. Candidates should read this document before taking the IFE examinations. They should familiarise themselves with the rules set out below and should ensure that they are aware of their own responsibilities.

PREPARING FOR EXAMINATIONS

Candidates are responsible for:

- knowing the correct date, time and location of their examinations
- making their own travel arrangements
- ensuring that they have relevant examination booking information (including any letters relating to reasonable adjustments) and identification to take to their examination centre
- payment of any additional examination fees charged by their branch/the examination centre
- familiarising themselves with the examination format

Examination timetable: the October 2016 examination timetable is available on the IFE website and a copy is provided in this booklet.

Confirmation: Candidates should receive confirmation of their booking and examination centre information from the IFE in mid-September. If candidates have not received confirmation they should contact either IFE or their Branch Manager (if application was made via the branch) or their employer (if application was made via their employer).

Candidates who have requested alternative assessment arrangements through the IFE's Reasonable Adjustment procedures will receive information from the IFE about the arrangements that are acceptable and have been agreed.

Examination format: Candidates are advised to review the examination syllabus and past papers/sample questions on the IFE website so that they are aware of the examination format and requirements. Candidates should also read the Candidate Guide which is available on the *Preparing for Examinations* page of the IFE's website. This guide provides information about instructions used in examination questions, common errors and the level of difficulty of different qualifications.

ARRIVING AT THE EXAMINATION VENUE

Candidates are responsible for:

- arriving at least 30 minutes before the time stated for the start of the examination
- presenting the letter from the IFE confirming their examination(s)
- presenting other forms of identification when requested by the examination centre
- providing their own pens and pencils and (where applicable) mathematical equipment such as basic calculators and ensuring that it complies with the IFE examination rules
- ensuring that they do not take unauthorised belongings into the examination
- arriving at least 40 minutes before the start of the examination if non-standard arrangements such as additional time have been agreed or if arrangements need to be discussed with the examination centre

Rules for Candidates

Late arrivals: Candidates may be allowed to enter the examination room at the discretion of the Examination Centre Manager (or Senior Invigilator) for up to 30 minutes after the examination has started. However, no extension of time at the end of the examination will be given. After 30 minutes, candidates will not be permitted to enter the examination room. Examination fees will not be refunded where candidates who arrive late are not admitted.

Examination materials: Candidates must bring their own pens, pencils and drawing instruments (ruler, compass, etc.). Candidates may use their own basic calculators in examinations. Calculators must conform to the following criteria:

- silent in operation
- operated by batteries
- storing no information except that provided by the manufacturers for the calculator to perform its normal functions. **(This means that mobile telephones cannot be used as calculators.)**

Graph paper will be provided by the invigilators for examination papers where this is required.

Reasonable adjustments: Candidates who have dyslexia or other disabilities/illnesses and who require adjustments to standard arrangements should already have applied to the IFE and will have received confirmation from the IFE as to the arrangements that will be permitted. The examination centre will have been advised by the IFE of any arrangements that have been agreed. In this case, candidates must arrive 40 minutes before the start of the examination and identify themselves to the Examination Centre Manager or one of the invigilators.

Candidates should note that they must apply for reasonable adjustments for **each** examination where they wish to have access to alternative arrangements. Centres will not be able to make arrangements

for candidates on the examination day unless these arrangements have been pre-agreed with the IFE and the candidate presents the relevant confirmation from the IFE.

Temporary illness or injury at the time of the examination/taking medication during an examination: Candidates should arrive 40 minutes before the start of the examination with relevant medical evidence of their condition. This must be shown to the Examination Centre Manager or Senior Invigilator before the examination starts. A note will be made of the situation. Situations requiring changes to examination conditions must **always** be referred to the IFE.

Candidates are not permitted to bring cases, bags, books, mobile telephones or any other unauthorised items to their desks in the examination room. Personal items may be left at the back of the examination room (or in another room) at the discretion of the invigilators.

EXAMINATION CONDUCT

Candidates are responsible for:

- checking that they have been given the correct question paper and answer book or answer sheet and referring any queries to the invigilator immediately
- ensuring that they understand and follow the instructions for the examination – these are printed on the front cover of the examination paper and on the answer book
- following the examination conduct rules and the instructions provided by the invigilator

Rules for Candidates

Examination paper instructions: Please ensure you understand and follow the instructions, particularly:

- use only the IFE answer books, answer sheets or extension sheets provided
- write answers in English
- complete accurately the cover of the answer book including your IFE candidate number and the examination reference code

Conduct During Examinations:

You must:

- comply with the start and finish times of the examination as stated by the invigilator
- communicate **only** with an invigilator, by first raising a hand. (Communication with other candidates during an examination session is forbidden and may result in disqualification.)
- be escorted by an invigilator if you leave the examination room and intend on returning
- in the event of an emergency, follow the instruction of the Centre Manager/invigilator
- stop writing when the invigilator tells you that the examination time has ended. An invigilator will announce when there are thirty minutes left of the examination, when there are five minutes left and when the examination has finished and candidates have to stop writing
- return all answer sheets and question papers to the invigilators at the end of the examination, ensuring that all answer sheets are labelled with your candidate details and securely fastened together

- remain seated and silent while examination papers and answer books are collected and other checks are made

You must **NOT**:

- introduce any unauthorised items/materials into the examination room such as notes or other resource materials
- vacate your desk or leave the examination room for a break without the permission of an invigilator
- leave the examination during the first 30 minutes of the examination
- smoke during an examination

If you finish writing your answers early, you may leave the examination room permanently once 30 minutes have passed. However, no candidate may leave the room during the last 30 minutes of an examination. For Level 3 Certificate candidates, where the full examination time is one hour, candidates should not leave the room during the examination.

Feedback on the examination process: If you have a grievance about the conduct of the examination, you should bring this to the attention of the Examination Centre Manager or the Senior Invigilator after the session is finished and before you leave the site. The details of the complaint will be noted on the Invigilation Report. You should read the notes made and sign the report to show your agreement with what has been written. You may also contact the IFE Examinations team directly. All grievances will receive careful attention.

If you have a query about the content of the examination paper, any queries or concerns should be emailed directly to the IFE immediately after the examination – exams@ife.org.uk

FAILURE TO FOLLOW THE IFE EXAMINATION RULES

Any act that is a breach of the examination rules and arrangements specified by the IFE and which confers an unfair advantage constitutes malpractice. The IFE is committed to maintaining the integrity of the examinations and to ensuring that all candidates experience equitable assessment conditions.

Candidates should be aware that the IFE will investigate and follow up all cases of suspected malpractice. Where justified, this will result in the candidate(s) concerned being disqualified.

In the event of malpractice by candidates (improper conduct) being identified in the examination process, the Examination Centre Manager or the Senior Invigilator will record the circumstances in the examination report. Candidates will be advised that they will be reported to the IFE; in some cases, candidates will be allowed to continue the examination if they wish to do so but in extreme circumstances candidates may be excluded from the examination.

Further information on Malpractice and the IFE's procedures is available on the IFE's website.

SPECIAL CONSIDERATION

Candidates who experience unexpected problems or medical issues on the day of the examination that affect their ability to perform to their usual standard in the examination may apply for Special Consideration.

Special Consideration is the process by which the IFE and the examiner team review the candidate's situation and the supporting evidence submitted by the candidate in order to determine whether or not a candidate has been adversely and unfairly affected and therefore whether compensation should be applied in determining the candidate's mark for the examination. Special Consideration is applied only in exceptional circumstances.

Information on special consideration and the application process is available on the Policies and Procedures page within the Qualifications section of IFE's website - <http://www.ife.org.uk/Qualification-FAQs>

NON-ATTENDANCE

Candidates who are unable to attend the examination as planned will be marked as absent on the examination centre's attendance register. As advised in the Terms and Conditions for Examination Candidates, the IFE does not refund examination fees where candidates do not attend the examination. If candidates wish to take the examination(s) at a later examination session, they must submit a new application form to the IFE and follow the standard process for making a new examination entry.

In some exceptional circumstances where candidates are unable to attend the examination due to severe and unexpected circumstances outside of their control, the IFE will arrange for a deferral of the examination(s). Examples of circumstances where a deferral might be arranged include unexpected and severe illness which prevents the candidate taking the examination or the death of a close family member. Further details are provided in the IFE's policy on Special Consideration (Including Deferrals of Examinations Policy) which is available on the IFE's website.

Candidates should note that a fee (per examination paper) will be payable where deferral arrangements are agreed. Requests for must be made in writing, using the form provided by the IFE and should be emailed to: exams@ife.org.uk. Requests must be supported by medical documentation, employer letter or other appropriate supporting evidence. All requests must be submitted by 24 October at the latest.

RESULTS

Results letters will be posted to all candidates. The IFE is not able to give results over the telephone. The timetable for the IFE to put letters in the post to candidates containing results for the October 2016 examinations is as follows:

Qualification (and Units)	Results to be posted to candidates by:
Level 2 Certificate	14 December 2016
Level 3 Certificate	14 December 2016
Level 3 Diploma	14 December 2016

The IFE will update the IFE website after the results for each qualification have been posted to candidates. The IFE requests that all candidates allow an adequate amount of time for their results to arrive before contacting the IFE to request a second copy. Where candidates are entered by their Local Branch or by their Fire Rescue Service, a copy of their results will also go to the person who submitted the entry. Successful candidates will receive an appropriate certificate with their results letters.

Candidates are responsible for:

- advising the IFE promptly if they have changed address at any point after submitting their application; changes to addresses that have not been notified to the IFE will result in delays in the receipt of results.
- notifying the IFE if they do not receive their results. Candidates should contact the IFE to request an email version/second copy if they have not received their results within a reasonable time from the date that they were posted. Note: If candidates do not notify the IFE within 6 months of the date the results were posted, there will be a £20 administrative charge for re-issuing and re-printing the certificate.

Candidates should note that the results letter will show the grade/result achieved as specified in the published syllabus ie candidates taking the Level 2 Certificate and Level 3 Certificate examinations will receive either a Pass or a Fail result; candidates taking examination papers for units within the Level 3 Diploma qualification will receive results graded A, B, C, D or Fail. The IFE does not provide candidates with the actual marks achieved but reports results as set out in the published Pass/Fail or Grade structure.

Where candidates have achieved all four units required to achieve a full Level 3 Certificate or Level 3 Diploma, the IFE will automatically issue the full qualification certificate.

RESULTS ENQUIRIES AND APPEALS

Following the issue of results, candidates may submit a Results Enquiry if they wish to query the result that has been issued. Where candidates submit a Results Enquiry, the IFE will arrange for the candidate's work to be re-marked. Please see the Results Enquiry and Appeals information on the IFE website.

The timeline for submission of results enquiries in relation to the October 2016 examinations is as follows:

Qualification (and Units)	Closing date for results enquiries:
Level 2 Certificate	18 th January 2017
Level 3 Certificate	18 th January 2017
Level 3 Diploma	18 th January 2017

FURTHER INFORMATION

IFE Website: The IFE will update the page for October 2016 Examinations regularly – for example to notify candidates when results have been posted or to provide links to relevant documents. Candidates are advised to check this page regularly for information: <http://www.ife.org.uk/October-2016-Examinations>.

Emails: If you have a query or require further information, please contact exams@ife.org.uk



The Institution of Fire Engineers

October 2016 Examination Timetable

Date	Start Time - Finish Time	Qualification and Unit Name
Monday 3 October	09.00 – 10.00	Level 3 Certificate Unit 1: Fire Engineering Science
Monday 3 October	10.30 – 11.30	Level 3 Certificate Unit 2: Fire Operations
Monday 3 October	10.30 – 13.30	Level 2 Certificate
Monday 3 October	10.30 – 13.30	Level 3 Diploma Unit 6: Fire Service Operations and Incident Command
Monday 3 October	14.30 – 15.30	Level 3 Certificate Unit 3: Fire Safety
Monday 3 October	16.00 – 17.00	Level 3 Certificate Unit 4: Management & Administration