

Information for Candidates Requiring Special Centres



General Information

All examination candidates should apply to sit their examinations at one of the fixed centres advertised on IRM's website. Occasionally, a candidate may find that there is no centre listed for the country or area in which he or she is resident. In this instance, candidates should make an application in writing to request a Special Centre.

It is the candidate's responsibility to contact and liaise with the authorities at the proposed Special Centre to confirm the availability of the Special Centre before the completed application form is submitted to IRM. Once confirmation has been received by the Institute, complete security checks will be carried out to ensure the Special Centre is a suitable venue. If the Special Centre is not deemed suitable then the Institute will suggest either an organisation it has used in the past or an alternative venue.

Rules and Regulations

- Applications for Special Centres will only be considered in cases where no centres are listed in the candidate's country or area.
- Candidates must utilise the services of a British Council office. A local school, college, university, or other organisation, experienced in the conduct of examinations will only be considered if it is not possible to use British Council premises.
- School, colleges or universities must have no vested interest in the candidate.
- It is essential that the facilities and invigilation at the Special Centre are of the same standard as those of the Institute's regular examination centres and the Institute must be satisfied that the candidate will sit his/her examination under strict examination conditions. In this regard, entries will only be accepted on the basis that they comply with the Institute's Presiding Officer Regulations.
- Applications for Special Centres must be submitted for each examination session.
- Each application is only valid for the examination session for which the candidate has applied.
- Applications and all supporting documentation must be received by the Institute by the relevant deadline specified on the application form. Documents received after this time will not be considered.
- A candidate may only amend or withdraw an entry up until the deadline specified in the diary within the diploma / certificate support areas.
- **IRM and The Institute of Chartered Secretaries and Administrators (ICSA) reserve the right not to approve a Special Centre.**

Additional Charges

- In addition to the course fee payable to IRM, candidates should be aware that they will also be required to pay the following fees:
 - (a) A £50 IRM Special Centre administration charge. Payment must be made by cheque, BACS transfer or by card, and must be submitted with the application form.
 - (b) Any supplementary charges that are applicable at the proposed Special Centre. These charges must be paid by the candidate, directly to the authority appointed to administer the examination at the proposed Special Centre. All payments must be made at least 3 weeks before the date of the first examination, unless advised otherwise.
- As costs vary from centre to centre, IRM regrets that it can give no indication of the supplementary charges.

- It is important that the candidate advises the authorities of the Special Centre if s/he is unable to attend the examination, and may be required to reimburse any costs incurred, or forfeit any fees that have already been paid.

Making an Application for a Special Centre

- Candidates should confirm the availability of the Special Centre directly with the venue in the first instance.
- An application should then be made to IRM on the official 'Special Centre' application form, which is attached to this guidance document.
- **All applications must be accompanied by a covering letter stating the reasons for which a special centre is required.**
- Where applicable, the covering letter should also provide details of the travel arrangements the candidate would be required to make if the reason for requiring a special centre is one of geographical distance.
- Once confirmation has been received by the Institute, security checks will be undertaken to verify that the Special Centre is a suitable venue and, if necessary, the Institute will suggest either an organisation that it has used in the past or an alternative venue.
- Once the application is approved, ICOSA will then contact the authorities at the Special Centre to make the necessary arrangements with the centre and the Presiding Officer.

Candidates with access or special requirements, must contact the IRM's Education Team by e-mail studentqueries@theirm.org or by telephone (020) 7709 9808 before 1st March (summer examinations) or 1st September (winter examinations).

Special Centre Application Form



Part 1 of this form is to be completed by the candidate. Part 2 must be completed and signed by the proposed Presiding Officer and returned to the Institute by the specified deadlines (1 March for a summer examination or 1st September for a winter examination). **Candidates will not be entered for an examination until an application form and all supporting documentation is received and approved.** Examination materials will be sent by registered airmail or couriered directly to the Special Centre. The Special Centre must supply a street address for delivery purposes on Part 1 of the form below. **This address must not be the candidate's own home address.** The address will be verified with the centre and the Presiding Officer by the Examinations Unit.

In addition to the course fees, please note that supplementary costs (room hire, invigilation or any other associated costs) are the responsibility of the candidate.

PART 1 TO BE COMPLETED BY THE CANDIDATE (BLOCK CAPITALS)

Candidate's Name: _____

Registration Number: _____ Paper/ Module(s): _____

Telephone: _____

e-mail: _____

Examination Session: summer/winter 200__ (delete as appropriate)

Name of Proposed Special Centre: _____

Address: _____

Telephone: _____ Email: _____ Fax: _____

Signed: _____ Date: _____

PART 2 TO BE COMPLETED BY THE PRESIDING OFFICER

Presiding Officer's Name: _____

Organisation: _____

Position: _____

Telephone: _____ Email: _____ Fax: _____

Please note contact details must be completed.

On behalf of the Institute, I agree to arrange invigilation facilities for the above named student for his/her Institute examinations in accordance with the Institute's regulations. I have read and agree to fully comply with the Institute's 'Presiding Officer Guidelines'. I understand that failure, as the Presiding Officer; to comply with the Institute's regulations may include negation of the examination sitting.

Signed: _____ **Date:** _____

CHECKLIST OF DOCUMENTS TO BE ENCLOSED BY CANDIDATE WITH APPLICATION

- Cover Letter
- Special Centre Application Form
- Supporting Documentation (medical or otherwise)
- Examination Entry Form
- IRM Administration Fee

**Return to: Education Team
Institute of Risk Management
6 Lloyd's Avenue, London, EC3N 3AX
Fax 020 7709 0716**

For Office Use Only:	
1. Is an ICSA fixed centre accessible within the area	YES/NO
2. Is an ICSA Division office accessible within the area	YES/NO
3. If no to the above can an ICSA Division arrange an examination centre	YES/NO
4. Is a British Council available locally to candidate	YES/NO
5. Has the nearest British Council been contacted by ICSA	YES/NO
6. If no British Council available have they recommended an examination centre	YES/NO
7. Presiding Officer identification verified	YES/NO
8. How was identification verified	YES/NO

Credit Card Payment Form



The Institute of Risk Management
6 Lloyd's Avenue
London EC3N 3AX
Tel: 020 7709 9808
Fax: 020 7709 0716
E-mail: enquiries@theirm.org
www.theirm.org

Date of Transaction (IRM USE ONLY): _____

Member's Name: _____

Cardholder's Name: _____

Cardholder's Name: _____
(as on card)

Card Number:	
Valid From:	
Expiry Date:	
Issue Number (if applicable):	
Security Code:	
Total Payable:	
Reason for Debit:	