



Special Centre Application Form

PLEASE READ THE SPECIAL CENTRE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM

PART 1 – TO BE COMPLETED BY THE CANDIDATE

Full Name			
Membership Number		Email Address	
Examination session and Date			
Examination paper/Module(s)			
Proposed Special Examination Centre			
Address of Special Centre			
Telephone		Email	
Fax			

Payment

A fee of £50 must accompany this application form. Please tick (✓) your preferred payment method.

Personal cheque	<input type="checkbox"/>	Company cheque	<input type="checkbox"/>	Bank Transfer (please use your name as a reference)	<input type="checkbox"/>
Personal credit card (see below)	<input type="checkbox"/>	Company credit card (see below)	<input type="checkbox"/>		

IRM Bank details:

Bank Name: Lloyds TSB	Sort Code: 30-93-23
Account Number: 00748112	Account Holder's Name: Institute of Risk Management
Branch: Fenchurch Street Branch	IBAN NO: GB46LOYD30932300748112
Swift Code: LOYDGB21009	

Credit Card Details

Please note we only accept Visa and Mastercard

Please debit my Visa/Mastercard* for £ _____

Card number: __ / __ / __ / __ / __ / __ / __ / __ / __ / __ / __ / __

Name of cardholder: _____

Signature: _____

Valid from: __ / __ Valid to: __ / __ Issue number: __ / __ Security code: __ / __ / __

Declaration of Candidate

Declaration	I have read and understood the Institute's policy on special centres and enclose my fee of £50. I also understand that I must pay the Special Centre direct for any additional fees and charges that they may make in connection with my examinations.		
Signed		Date	

PART 2 – TO BE COMPLETED BY THE PRESIDING OFFICER OF THE SPECIAL EXAM CENTRE

Full Name			
Organisation name			
Position		Telephone	
Email		Fax	
Declaration	On behalf of the above organisation, I agree to arrange invigilation facilities for the above named student in connection with his/her examinations in accordance with IRM's regulations. I further understand that IRM is not liable for any fees or charges for the services of my organisation and that the settlement of any such fees or charges made in connection with these examinations is the responsibility of the student.		
Signed		Date	

Please return this form to Member and Student Services, Institute of Risk Management, 6 Lloyd's Avenue, London, EC3N 3AX

Guidance on Applying for a Special Examination Centre

If you are an overseas candidate in an area other than those listed on IRM's website, you may make an application to IRM to arrange a special examination centre. Applications must be made on this form and submitted to IRM by 28 February for the June examinations and by 31 July for the November examinations. Applications received after the specified deadline will not be considered.

Selecting a Special Centre

It is essential that the facilities and invigilation services offered by a Special Centre are of the same standard as that offered by IRM's regular examination centres. You must therefore utilise the services of the British Council wherever possible. A local school, college, university, or other organisation will only be considered if it is not possible to use British Council facilities.

Submitting an Application

Before submitting your application form, you must first contact the proposed Special Centre to confirm their availability and willingness to act as an examination centre.

It is your responsibility to ensure that Part 2 of the Application form is completed and signed by the Presiding Officer of the proposed Special Centre

Fees and other Charges

A Special Centre fee of £50 is payable to IRM and must accompany the completed application form. The fee can be paid by cheque, BACS transfer or credit card. In addition, all charges made by the Special Centre in connection with the examinations are your responsibility and you must pay these directly to the Special Centre.

Approval

On receipt of a completed application form, IRM will undertake security checks with the proposed Special Centre to ensure that the venue is suitable and that candidates will sit their examinations under strict examination conditions. If we decide that the proposed Special Centre is unacceptable we will contact you and ask you to seek an alternative centre. We will also contact you to let you know that if your application has been approved.

The Institute reserves the right not to approve a special centre request.

Examination withdrawal and non attendance

If you withdraw from, or fail to attend, an examination at an approved Special Centre you may be liable to the Special Centre for any costs incurred. Your special centre fee is non-refundable.