

Examination Rules and Regulations

1. Examination arrangements and centres

Candidates must select their preferred examination centre when they enrol as a student. Students who do **not** indicate their preference will automatically be allocated to the examination centre nearest to their correspondence address. Details of all the approved examination centres can be found on the IRM's website.

The written examinations take place during the first full week in June. For exact dates and times please refer to the IRM's website. All exams are of three hours duration

The examination day arrangements for all UK centres and most overseas centres are administered by the Institute of Chartered Secretaries and Administrators (ICSA) on behalf of the IRM.

UK students will receive an admission slip approximately two weeks prior to the examinations and overseas students approximately four weeks prior to the exams. Any student who has not received their admission slip by the end of this period must contact us by telephone on +44 (0)20 7709 9808 or by email at studentqueries@theirm.org. If you fail to contact the IRM prior to your examinations, the Institute will **not** be liable for you missing your examination and subsequently will not transfer or refund any fees paid.

Your admission slip includes your unique candidate number.

2 Special Centres

Overseas candidates in areas other than those listed on the IRM website may make an application to the IRM to arrange a Special Centre. All Special Centre applications must be made on the appropriate form and submitted to the Institute by **28 February** for the summer examination session and by **31 July** for the winter examination session. Where such arrangements are made, candidates

may be required to pay any local supplementary charges involved.

Further details on Special Centres together with the application form can be found on the IRM website.

3 Special Arrangements

The IRM will, wherever possible, provide examination arrangements that take account of students' special requirements. Students should submit any request for special arrangements by **28 February** for the summer examinations and by **31 July** for the winter examinations. This is to enable the Institute to effectively assist with special arrangements. While the Institute aims to meet all such requests it cannot undertake to fulfil individual requirements where such submissions are received late. Late notification of special arrangements may negatively impact on the Institute's ability to accommodate a student's needs.

Full details on Special Arrangements together with the application form can be found on IRM's website.

4 At the examination centre

Arrival

You should arrive at the examination centre at least 15 minutes before your examination is scheduled to commence. You must complete and assign an attendance card at each examination as confirmation that you have read and understood the examination instructions. You will also be required to produce proof of identity such as a passport or national identity card bearing a photograph. Regular identity checks will be made by the chief invigilator.

Where to sit

You must sit at the desk assigned to you by the invigilator. At some centres, the desk number will correspond to the candidate number printed on your admission slip. In these centres you must obtain the desk number before entering the hall and ensure that you sit at the correct desk.

Scripts

Candidates must ensure that their candidate number is clearly written on the examination answer booklet. This is imperative as it is the only way of identifying your script. No other form of identification, such as your name or student registration number should be written on your script.

You will be given time to enter your candidate number and the name of the subject on the title page of your examination booklet and on the continuation sheets provided before the examination commences. Time will not be allowed after the examination has ended for this to be done.

If you request additional continuation sheets during the examination please ensure that your candidate number is entered on the top of each additional page during the examinations.

Conduct during the examination

You will not be allowed to bring textbooks or other similar material into the examination room. You may bring flowcharting templates and silent battery operated non-programmable calculators in addition to pens, pencils, rulers and other mathematical instruments. Items of a personal nature such as briefcases, coats, mobile phones etc must be left at the front of the examination room with the invigilator. Mobile phones, laptops and pagers must be switched off. Handbags may be left underneath your chair but must be kept closed at all times. You are advised not to bring anything of value into the examination room as all items are left at your own risk.

You may not communicate with, receive assistance from, or attempt to copy from the script of any other candidate.

If you cause a disturbance you may be required by the invigilator to leave the examination room. Any and all improper conduct will be reported in writing to the IRM by the invigilator.

Strict silence must be observed at all times during the examination.

Smoking is not permitted in the examination room.

Invigilation of the examination

The Invigilators are responsible for the smooth conduct of the examination. They will give regular time checks throughout the examination. You are not allowed to ask an invigilator to interpret any questions, as invigilators are not permitted to discuss the content of the examination.

In the event of needing to leave the room, permission must be sought from and given by the invigilator. Candidates doing so are entrusted and bound by the Institute's Code of Conduct to act with integrity. Only one candidate will be allowed out of the room at a time. If you leave the room without the express permission of the invigilator you will be deemed to have withdrawn from the examination. You may not withdraw from the examination room within half an hour of the start of the examination or within the final fifteen minutes of the examination.

In the event of fire or any other emergency, the invigilator will request that you leave your examination materials on your desk and leave by the nearest fire exit. You should still conduct yourself as you would during the examination itself and observe the regulations given in this document. Further instructions regarding the completion of the examination will be given once the invigilators have assessed the emergency situation. In the event of the examination being disrupted and having to be curtailed, arrangements for re-sitting papers will be addressed by the Institute.

At the end of the examination

Papers must be ready for collation as soon as the examination time expires. No further time will be allowed for numbering pages etc. If you do extend over the time allowed, the invigilator will note this fact and report it to the IRM and penalties may occur.

For security reasons and owing to the international nature of the examinations, you may not take your question paper or any answer sheets out of the examination room.

Copies of the examination papers will be made available on the IRM website by the close of the Friday following the examination week.

5 After the examinations

If you wish to make any comments regarding any of the questions in the examination these should be forwarded to the IRM in writing within two weeks of the examination so that they are available to the examination team prior to the marking process.

Candidates should advise the IRM of any extenuating circumstances that they feel might have affected their performance in the examination, in accordance with the Extenuating Circumstances Policy. A copy of this policy can be found on IRM's website. Any circumstances must be reported within two weeks of the examination.

Any breach of these regulations may result in disqualification in respect of the current examination and possible suspension or termination of your registration and exclusion from future examinations of the Institute.