

Examination regulations

NB. By registering for CIPFA exams candidates agree to obey by the examination regulations enclosed herewith.

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General information

To be eligible to sit CIPFA examinations candidates must:

- Be registered students of CIPFA
- Have paid for the examination and registered date and venue details for the examination before the closing date
- At the Final Test of Professional Competence, must have passed/been exempted from all the Certificate and Diploma level modules

The Final Test of Professional Competence (FTPC) examinations draw on all the Certificate and Diploma level syllabi, as well as the student's real-life professional experience. Students are required to be fully conversant with all elements of the programme.

1 Exemptions

Exemptions from one or more of CIPFA modules (exams) are awarded in recognition of previous academic achievement. Exemption can only be granted if this module's examination hadn't been failed.

Candidates are not required to complete any assessment (examination) in subjects from which they have been granted exemption. To determine whether you are eligible for an exemption, go to the exemptions page of the CIPFA website. CIPFA strongly recommends that even if you are eligible for an exemption, you attend read the relevant study materials in order to ensure that you meet the prior learning requirements for the exams you will be sitting.

2 Registering for exams

Purchase of an examination entry for specific venues and modules must be completed via the CIPFA website before the exam entry deadline.

The Professional Qualification is modular and therefore order in which examinations should be taken is not pre-determined. However, there are a number of factors that should be considered:

- *What, if any, prior learning is needed for the module?*
- *Is there a module that should be studied first in order to obtain that prior learning?*
- *Are there topics that could be applied in the workplace?*
- *What elements of IPDS can be used for the module?*

3 Information for overseas students

To enable you to sit the examinations outside of the pre-arranged UK venues, candidates need to make all arrangements for an examination centre and an invigilator for the exams (British Council or the British Embassy or Consulate are recommended). A letter confirming venue and invigilation arrangements will need to be submitted to CIPFA. Please note that CIPFA takes no responsibility for the convening arrangements, quality of exam venues, invigilation or additional costs incurred outside the United Kingdom.

The times of examinations are set by Greenwich Meantime (December) and British Summer Time (June); therefore timetable must be adjusted to local time accordingly.

If you need assistance, please call Student Support on **+44 207 543 5678** (From outside UK) or **0207 543 5678** (Inside UK).

Rules for examination candidates

Please read the rules carefully before examination

1 **Arrival**

Candidates should arrive at the examination venue at least 20 minutes before the start of each examination. Please check the start time of the exam, the location of the examination venue and allow sufficient time to get there.

2 **Record of Attendance**

Candidates must bring your Examination Admission Email and photo ID (passport, photo driving licence, national ID) to the examination room at each session and place it on the desk next to the desk card. CANDIDATES WILL NOT BE PERMITTED TO SIT THE EXAM WITHOUT THE EXAMINATION ADMISSION EMAIL AND/OR PHOTO IDENTIFICATION.

If candidates have been granted Special Arrangements, confirmation letter from CIPFA should be displayed on the desk.

Female Muslim candidates wearing a hijab with a veil covering the face will be escorted to a private room with a female invigilator to check their identity at the end of the examination.

3 **Conduct during the examination**

- Complete silence must be observed throughout the examination.
- Candidates will conduct themselves in a considerate, professional and courteous manner at all times.
- In no circumstances may you communicate with another candidate during the examination.
- If you wish to attract the attention of the invigilator, you must do so by raising your hand. You must not call out.
- Candidates will follow the instructions of the invigilators.
- Invigilators will have discretion to exclude candidates from the examination and may escort candidates from the examination room for unreasonable or disruptive behaviour.

4 **Late arrivals**

Candidates may not under any circumstances enter the examination room more than 30 minutes after the start of the writing time for the examination. Candidates who arrive late but within the first 30 minutes will not be granted any extra reading or writing time.

5 **Leaving the exam room**

Candidates may not leave the examination room during the first 30 minutes or the last 15 minutes of the examination.

If candidates need to leave the room during an examination for any reason, they should attract the Invigilator's attention by raising a hand. Question papers, answer books or any other materials must not be removed from the examination room.

If candidates do not intend to return to the examination room, they must hand their examination script and any supplementary sheets to the Invigilator before leaving.

When leaving the examination room after the finish time, please consider other students that may have extra time.

6 **Evacuation**

If for any reason the examination room has to be evacuated, please follow the Invigilator’s instructions. Candidates must leave all examination materials in the examination room.

7 **Reading time**

Reading time is allowed at the beginning of 12 out of 13 examinations, all except for Finance and Management Case Study. Candidates must not begin to answer questions until instructed to do so by the invigilator. Candidates must not use a highlighter or make any notes during the reading time. Reading time is strictly for reading only.

8 **Materials at examination desk**

Candidates **must** bring the following items to the examination desk:

- Pens
- HB pencils
- Eraser
- Ruler

Candidates **may** bring the following items to the examination desk:

- Calculator as specified below
- Batteries for your calculator
- Highlighter
- Pencil sharpener
- Flowchart template
- For **FMCS only**: post-it notes in sealed packs

The above items are **not** provided by CIPFA or the examination venue. No other aids may be brought into the exam room.

The examination venue **will provide** the following:

- All necessary exam script stationery. No candidate may bring any writing paper to the examination desk. Candidates may request additional exam script stationery at any time during the examination by raising their hand. **Do not call out.**
- Proforma booklets when relevant.
- Statistical tables when relevant.
- Formulae sheets when relevant.

9 **Using calculators**

Candidates may use calculators in the examinations and the below conditions will apply. It is the Candidates’ responsibility to ensure the functionality of the calculator.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk • either battery or solar powered • noiseless and cordless | <p>Calculators must NOT:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: <ul style="list-style-type: none"> ○ language translators ○ symbolic algebra manipulation ○ symbolic differentiation or integration ○ communication with other machines or internet • be borrowed from another candidate during an examination for any reason • have retrievable information stored in them – this includes: <ul style="list-style-type: none"> ○ databanks ○ dictionaries ○ mathematic formulae ○ text |
| <p>Candidates are responsible for the following:</p> <ul style="list-style-type: none"> • the calculator’s power supply • the calculator’s working condition • making sure the calculator complies with these rules • indicating the make and model of the calculator on the answer cover sheet | <p>Candidates must NOT bring the following into an examination:</p> <ul style="list-style-type: none"> • calculator cases |
| <p>Candidates may:</p> <ul style="list-style-type: none"> • use calculators with graphic displays and programmable | |

| | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • instruction leaflets • instructions and formulae printed on calculator lids or covers • similar materials |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The decision of the invigilator on any matter to do with the use of calculators or other aids is final.

10 **Using notes, books etc**

No reference books, dictionaries, notes (unless specifically allowed as detailed below for SBM), or any other pages may be taken to the desk.

Candidates for whom English is not their first language and wish to use bi-lingual dictionaries must apply for Special Arrangements.

Pre-seen material relating to the Governance & Public Policy, Strategic Business Management and Finance & Management Case Study examinations must not be brought to the desk. The materials are incorporated in the examination papers.

SPECIAL RULE FOR SBM EXAMINATION:

Candidates may bring in a sheet of notes to the desk. These notes are restricted to one side of A4 paper and must be written on the special exam paper provided for this purpose. Any notes brought in must be attached to the examination script and handed in at the completion of the examination.

11 **Mobile phones**

Candidates must switch off mobile phones and place these under the candidate's chair for the duration of the exam. If a candidate is found to be using a mobile phone during the exam it will be confiscated by the invigilator for the duration of the exam and returned to the candidate once the exam has finished. The invigilator will record full details of the incident on the Invigilator's Report, including the candidate's number and time of the incident. The candidate will be allowed to continue taking the exam. Candidates who are found using a mobile phone during the examination may be referred to the Disciplinary Committee.

12 **Smoking**

Smoking is strictly forbidden at all times in the examination room.

13 **Food and drink**

Food is **NOT** allowed in the examination room unless for medical reasons and permission has been given in advance – please see details in section D under Special Arrangements. You may bring a small bottle of still water to the desk.

14 **Completion of exam scripts**

- Answers must be written in ink. Pencils may be used for drawing diagrams or graphs.
- Candidates must complete the appropriate sections of the answer cover sheet. Candidate names must **NOT** be written on the answer cover sheet or any part of the exam script.
- The number of questions to be answered is given at the head of each question paper. If more than the required maximum number of questions is answered, all questions will be marked. Your lowest scoring optional question(s) will then be omitted when calculating your overall mark.
- Each answer sheet must bear the number of the question and each answer must start on a separate sheet of paper. Rough work and notes must be included with the script but should be clearly marked as such.
- Before handing in the script, all sheets must be placed in **question order**, numbered **consecutively** throughout and inserted **inside** the answer cover sheet and fastened securely using the treasury tag provided.
- On completing the exam, candidate must remain in their seats until all the scripts are collected and the invigilator gives the instruction to leave.

- CIPFA will not mark any scripts, papers, graphs or diagrams that are not handed in at the end of the exam. Any answer that is taken out of the examination room may not subsequently be submitted for marking. If candidates do not want their script marked, they must inform the invigilator.

15 **Exam scripts**

Exam scripts are CIPFA's property. When candidates finish the exam and hand in the script to CIPFA for marking, they do not have any rights to the script except where copyright is concerned. Exam scripts will not be returned to candidates under any circumstances.

16 **Liability**

CIPFA will not be liable for any loss of, theft of, or damage to personal belongings left in or outside the examination room. Any personal items brought to the examination are held to be at the owner's risk.

Any candidate failing to comply with these rules, or with any given by the invigilator, may be liable for disqualification.

Invigilators will report any perceived breach of these rules to CIPFA. Where the circumstances of any potential breach of these rules reveal that there may be a breach of Bye-Law 25 of the CIPFA Bye-Laws, the matter will be dealt with pursuant to the Institute's Disciplinary Regulations in force from time to time.

Instructions regarding notes for Strategic Business Management examination

1. Candidates will be permitted to take one side of A4 size notes with them to their examination desks.
2. The notes must be on the specially produced stationery which will be sent to candidates with their candidate admission emails, and will also be available on the CIPFA website as a word document. Candidates must write their candidate number on the notes. They must **not** write their name on the notes.
3. Candidates are not required to bring notes, but the notes that they bring must be attached to the examination answer script and handed in at the end of the examination.
4. The notes will not be marked. Anything relevant to the examination questions in the notes should be reproduced in the answer script. The candidate should not make reference to the notes in his/her answer.
5. Candidates are not restricted in what is included in the notes. They may include text or diagrams. They may be handwritten or typed. They may include text or diagrams that have been pasted onto the sheet.
6. The notes may be written in a language other than English if the candidate prefers. However, candidates are reminded that their answers to the examination must be in English otherwise they will not be marked.
7. The intention of CIPFA is that the notes would be relevant to the candidate's research into the pre-seen material. However, the content of the notes is entirely up to the candidate.
8. Candidates will be provided with a copy of the pre-seen material at the start of the examination. Candidates may not bring pre-seen material to the examination desk.
9. Candidates will be in breach of the examination rules and may be liable to an automatic fail in any of the following circumstances:
 - (a) The candidate does not use the special stationery for the notes.
 - (b) The candidate does not write his/her candidate number on the notes.
 - (c) The candidate brings more than one page of notes to the examination desk.
 - (d) The candidate uses both sides of the page of notes.
 - (e) The candidate attempts to see the notes of another candidate during the examination.
 - (f) The candidate attempts to show notes to another candidate during the examination.
 - (g) The candidate does not hand in any notes brought to the examination desk, with the examination script at the end of the examination.

The candidate attempts to bring a copy of the pre-seen material to the examination desk.

Additional information for examination candidates

Please read the additional notes below regarding your CIPFA examination. If you have any queries about your examination, please contact CIPFA before the exam date to ensure that these issues are resolved.

1 Special requirements

CIPFA recognises that there are candidates who have coped with the learning demands of a course and demonstrate attainment in the skills being assessed but for whom the standard arrangements for the assessment of their attainment may present an unnecessary barrier which could be removed without affecting the validity of the assessment.

This can apply to students who have long term learning problems but also students who are affected nearer the time of the examination.

There are two types of special requirements:

Special Arrangements and
Special Consideration

All applications must be accompanied by appropriate evidence. Applications will be considered only on the merit of evidence supplied. Applications not supported by documentary evidence cannot be considered. All evidence should be supplied on letterhead paper – either original or an authenticated copy of the original – and include full printed name and contact details of the signatory. Failure to submit the appropriate evidence will result in applications being rejected.

If, prior to the exam, you feel unable to make a reasonable attempt you should consider **deferring** your sitting. If you decide to sit the exam, you may be asked for your reasons for not deferring the sitting.

1.1 Special Arrangements

These are approved before an assessment and are intended to allow attainment to be demonstrated. Only those arrangements considered and approved by CIPFA in advance of the exam will be honoured on the day of the examination. Invigilators do not have any discretion to award Special Arrangements.

Applying for special arrangements

There are four types of Special Arrangements:

- **Communication & interaction:** written/oral communication, eg use of a word processor.
- **Cognition & learning: learning difficulties:** eg writing assistance (amanuensis).
- **Sensory & physical needs:** visual impairment/hearing impairment/physical disabilities/long term medical problems, eg ME.
- **Behavioural, emotional & social needs:** epileptic, psychiatric disorders.

Applications for special arrangements must be made by the deadline of exam entry.

For details on exam dates go to

<http://www.cipfa.org.uk/students/current/keydates.cfm>

| Examination Dates | Application Deadline | Response Provided |
|---------------------------|----------------------|------------------------|
| First 2 weeks of June | Exam entry deadline | Within 10 working days |
| First 2 weeks of December | Exam entry deadline | Within 10 working days |

Please note that candidates may not be able to have the special arrangements they request if applications are received after these dates.

To apply for special arrangements, candidates must complete the relevant application form and submit this to CIPFA with relevant documentation. Medical certification must be attached for any applications based on medical circumstances. The application forms is available at http://www.cipfa.org.uk/students/current/special_arrangements.cfm

Medical certification must be relevant, detailed and confirm what arrangements the candidate may benefit from.

Candidates with learning difficulties must produce appropriate assessments by a qualified psychologist. This must not be older than four years. There are cases where a clinical or occupational psychologist might have been medically responsible for the candidate and their reports will also be accepted. The assessments must be completed and the report signed by an appropriate qualified person within four years of the date of the start of the examination month. The status of the person must be specified.

In exceptional circumstances CIPFA may accept notification from the candidate's employer as evidence to support the application.

If candidates have a number of different needs then CIPFA will, wherever possible, take all these needs into account. If special arrangements are agreed the student must be comfortable with these and in the case of equipment being used, e.g. word processor, the student must have had experience of using one before. If a student has a problem with the arrangements they must contact CIPFA immediately.

The arrangements that are made for the examinations compensate the student and allow them to be assessed equally with other candidates. Candidates who receive special arrangements will not have their case put to the Examination Panel.

1.2 **Special Consideration**

This may be given to a student who has a temporary illness, injury or indisposition or is otherwise adversely affected at the time of the examination.

Disturbances during the examination(s)

Please note that if there is a significant disturbance in the exam venue, this will be noted by the Chief Invigilator and brought to the attention of the Student Support team. Candidates need not report this separately. If the disturbance is found to have affected the candidates at sitting at the venue, compensatory marks may be awarded to these candidates by CIPFA Examination Panel.

Applying for special consideration

In order to be considered for special consideration, the extenuating circumstances must occur immediately prior to or during the examination in respect of which the application is made.

The extenuating circumstances must be brought to the invigilator's attention at the time of the examination.

The candidate must then notify the Assessment Manager in writing and supply relevant evidence. Applications for special consideration must be received by CIPFA within **5 working days of the last examination**. Please note that applications received after these dates will not be considered.

If the candidate marginally **fails** the examination (i.e. achieves 45-49 marks or 35-39 for FMCS), their case will be presented to the CIPFA Examination Panel before the results are released. Each case is considered on its merits and cannot be deemed to set a precedent. A successful application may result in a small adjustment to the

overall mark. The marks published will reflect the decision of the CIPFA Examination Panel. The Examination Panel may also choose to award other compensation, e.g. free exam re-sit, revision support, etc.

To apply for special considerations candidates must complete the relevant application form and submit this to CIPFA with relevant supporting evidence. Medical certification must be attached for any applications based on medical circumstances. The application form can be found on

http://www.cipfa.org.uk/students/current/special_arrangements.cfm

Medical certification must be relevant, detailed and confirm that performance in an assessment was affected by the condition.

In cases of bereavement, students are required to attach relevant supporting documentation such as a copy of a death certificate or employer notification.

In other exceptional circumstances CIPFA may accept notification from the candidate's employer as evidence to support the application.

2 Exam fees and refunds

An examination fee is payable for each examination being sat. A re-sit examination fee is payable when a student has sat the examination and was unsuccessful in this exam.

The following charges apply when purchasing an examination and examination resit fee:

£90 – Certificate/Diploma per module

£45 – for Diploma half modules

£200 – FTPC per module

A full or partial refund of examination fees will be made in the following circumstances:

| | Criteria for a full or partial refund | Value of refund |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1 | Where a candidate's application is withdrawn before the examination entry deadline. | 100% |
| 2 | Where the candidate is prevented from attending the examination by illness or bereavement, substantiated by a satisfactory medical certificate received at CIPFA within 7 days of the examination. | 50% |

Students who wish to request a refund for an exam and meet any of the criteria above should download and complete the [withdrawal/refund form](#) and return to the address specified on the form.

3 Deferring exam sitting

For all instances above instead of claiming a full or partial refund you may transfer the examination fee to the next sitting only. If this subsequent sitting is then cancelled no refund or further transfer is permitted.

4 Results

Candidates' results are sent directly from CIPFA by email on:

- Last Friday of July for June examinations
- Last Friday of January for December examinations

If you prefer to receive your examination results by postal letter please advise by email to studentsupport@cipfa.org.uk

Exam results are also available on the CIPFA website at www.cipfa.org.uk on last Friday of July/January for June/December exams respectively. You will need your Student number and Candidate number to access the results.

All CIPFA course providers receive the results of their students for quality assurance purposes. Employers who sponsor students are also notified of their students' results.

Candidates who do not wish their results to be published or released should write to studentsupport@cipfa.org.uk

5 Examination mark sheet service

To receive a detailed breakdown of the marks awarded, you can request a copy of the final mark sheet for the examinations.

- Marksheets will be available to purchase after the exam results have been released.
- Marksheets for the **current exam diet** only are available
- The request to release your exam marking sheet(s) must be submitted within 4 weeks from the day the exam results are released.
- A copy of your marking sheet(s) will be emailed to you.
- Exam mark sheet costs £20 each.

6 Script feedback service

CIPFA education and training centres provide a script feedback service. Written feedback is provided to the candidate outlining strengths and weaknesses and making suggestions for improving future exam performance.

Scripts will be released to CETC two weeks after the results release and reports take 2 weeks from this date or from date of request (whichever is later). This service costs £100 + VAT per script.

7 Appeals procedure

An appeal against the assessment decision can only be made on non-academic grounds as specified in the policy available to download from

http://www.cipfa.org.uk/students/current/appeals_test.cfm

- Completed **appeal form** must be submitted within 10 working days from the day the examination results are released.
- An appeal against an examination result costs £75

7.1 Grounds for appeal

Students must be able to provide clear evidence that the decision against which they are appealing meets at least one of the following criteria:

- The decision was biased or discriminatory.
- Relevant information received by stated deadlines had not been taken into consideration.
- Substantial procedural irregularity.

Students considering an appeal should take note of the following:

- It is the responsibility of the student to provide CIPFA with clear evidence that one of the grounds listed above is valid.
- Disagreement with the judgement of examiners does not give grounds for appeal.
- Appeals will only be accepted on the grounds listed above and no other grounds will be considered.
- When appealing on the grounds of circumstances relating to events prior to the examination, the Customer Services Manager must have been informed in writing prior to the examination.
- When appealing on the grounds of circumstances relating to events during the examination, the events must have been brought to the invigilator's attention during the examination. Students must also notify the Customer Services Manager within 5 working days of the date of the examination of any issues which may have affected their exam performance.

7.2 Submitting an appeal

Please download the Appeal Form from the CIPFA website, complete and post by the deadline, together with your payment, to:

Assessment Manager, CIPFA Student Support, 215-221 Borough High Street, London SE1 1JA.