

# Information for Candidates Requiring Special Centres



## General Information

All examination candidates should apply to sit their examinations at one of the regular centres advertised. Occasionally a candidate may find that there is no centre listed for the country or area in which he or she is resident and 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. 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 at least two weeks prior to the examination entry closing date. Documents received after this time will not be considered.
- A candidate may only amend or withdraw an entry up until the closing date for entries.
- **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 examination fees payable to IRM, candidates should be aware that they will be required to pay any supplementary charges that are incurred in providing a special centre, and these charges must be paid by the candidate, directly to the authority appointed to administer the examination. All payments must be made at least 3 weeks before the date of the first examination.
- As costs vary from centre to centre, IRM regrets that it can give no indication of costs.
- 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 that have been incurred.

## **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.
- If the application is approved, ICSA will then contact the authorities at the Special Centre to make the necessary arrangements with the centre and the Presiding Officer.

**For candidates with access or special requirements, please contact the IRM's Education Team on (020) 7709 9808.**

# 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 (10th March for a summer examination or 1<sup>st</sup> 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 and 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 examination fees, please note that room hire, invigilation or any other associated costs are the responsibility of the candidate.

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

Candidate's Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_ 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:** \_\_\_\_\_

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### CHECKLIST OF DOCUMENTS TO BE ENCLOSED BY CANDIDATE WITH APPLICATION

- Cover Letter
- Special Centre Application Form
- Supporting documentation (medical or otherwise)
- Examination entry form

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

<b>For Office Use Only:</b>	
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