

Institute of Risk Management EP2 Special Centre Policy



Selecting a special exam centre

Overseas students in areas other than those listed on IRM's website may make an application to IRM to arrange a special exam centre. All special centre applications must be made on the appropriate form and submitted to IRM by 28 February for the June exams and by 31 July for the November exams.

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 exam centres. Students must therefore utilize the services of the British Council wherever possible. A local school, college, university, or other organization will only be considered if it is not possible to use British Council facilities.

Submitting an application

Before submitting an application form, students must first contact the proposed special centre to confirm their availability and willingness to act as an exam centre.

It is the student's responsibility to ensure that Part 2 of the Application form is completed and signed by the Presiding Officer of the special centre

Applications for special centres must be submitted for each exam session by the due deadline. Applications received after the specified deadline will not be considered.

Fees and other charges

A special centre fee is payable to IRM by all students. This fee can be paid by cheque, BACS transfer or credit card, but must accompany the completed application form. In addition, all charges made by the special centre in connection with the exams are the responsibility of the student and must be paid direct at least three weeks before the date of the exam, unless otherwise advised.

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 students will sit their exams under strict exam conditions. Students will receive confirmation from IRM that their application is approved. If the proposed special centre is deemed unacceptable by IRM, then the student will be informed that an alternative centre must be sought. The Institute reserves the right not to approve a special centre request.

Exam withdrawal and non-attendance

Students who withdraw from or fail to attend an exam at an approved special centre may be liable to the special centre for costs incurred. The special centre fee paid to IRM is non-refundable.



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