**March 2023 Examination Booking Form**

IFE Candidate/Membership Date of Birth:

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Number: (if applicable) DD/MM/YY

Title: Forename(s):

Male/Female

Surname(s): Gender:

Please specify in the box below how you require your name to appear on any future certificates:

Tel Home: Full Postal

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| Country: Postcode: |

Address: Tel Mobile:

E-mail:

*(We will send your exam acknowledgement letter via*

*e-mail where one is provided - individual applicants only)*

Employer:

**Please select to confirm that you have read and accept the Terms and Conditions for Candidates**

**listed below**.

**Terms and Conditions for Examination Candidates – March 2023**

Candidates booking IFE examinations agree to be bound by the Terms and Conditions set out below.

1. Candidates must provide true and accurate information when they complete the Examination Booking form. This information will be used for administration activity relevant to the examination(s) booked and to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (eg address/email address) provided. Full details of the IFE Awarding Organisation’s Privacy Policy can be found at www.ife.org.uk/Qualification-FAQs
2. Candidates must provide a contact email address. IFE will contact candidates via email in relation to payments and booking confirmation.
3. The IFE will advise candidates when the invoice for the booking is available for payment and the timelines for making payment. Candidates must ensure that payment is made within the timeframes provided by the IFE. If payment is not received within the timescale specified, the booking will be cancelled.
4. Candidates must submit their booking by the closing date of **19 December 2022** and by submitting their booking and confirming they will make payment for the examinations by the deadline**.** Candidates may cancel their booking up until **30 January 2023** and a refund will be processed for any payments received.
5. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s).
6. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they comply with these rules at all times.
7. Candidates must conduct themselves in an appropriate manner during the examination. The IFE reserves the right to disqualify any candidate who does not comply with the examination rules. In the case of disqualification, results will not be issued and fees will not be refunded.
8. Candidates are responsible for ensuring that they arrive at the examination centre on time. Candidates must arrive at least 30 minutes before the examination commences. Candidates who are late may not be allowed to take the examination.

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| **Please tick (√ ) the examination paper(s) you wish to take.** | | | **Select** |
| Thursday 23 March | 09.00-10.00 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management*  **Unit 1: Fire Engineering Science (L3C1)** |  |
| 10.30-11.30 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management*  **Unit 2: Fire Operations (L3C2)** |  |
| 10.30-13.30 | Level 2 Certificate in Fire Science, Operations and Safety (L2C) |  |
| 10.30-13.30 | Level 3 Certificate Fire Safety (L3D2) |  |
| 10.30-13.30 | Level 4 Certificate Fire Engineering Science (L4C1) |  |
| 14.30-17.30 | Level 3 Certificate Fire Service Operations and Incident Command (L3D6) |  |
| 14.30-17.30 | Level 3 Certificate Aviation Fire Operations (L3D4) |  |
| 14.30-17.30 | Level 4 Certificate Aviation Fire Operations (L4C4) |  |
| 14.30-17.30 | Level 4 Certificate Fire Investigation (L4C6) |  |
| Friday 24 March | 09.00-10.00 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management*  **Unit 3: Fire Safety (L3C3)** |  |
| 10.30-11.30 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management*  **Unit 4: Management and Administration (L3C4)** |  |
| 10.30-13.30 | Level 3 Certificate in Passive Fire Protection (L3CP) |  |
| 10.30-13.30 | Level 3 Certificate Fire Engineering Science (L3D1) |  |
| 10.30-13.30 | Level 4 Certificate Leadership and Management in Fire and Rescue (L4C5) |  |
| 10.30-13.30 | Level 4 Certificate Fire Service Operations and Incident Command (L4C3) |  |
| 14.30-16.00 | Level 2 Certificate in Passive Fire Protection (L2CP) |  |
| 14.30-17.30 | Level 3 Certificate Leadership and Management in Fire and Rescue (L3D5) |  |
| 14.30-17.30 | Level 3 Certificate Fire Investigation (L3D7) |  |
| 14.30-17.30 | Level 4 Certificate Fire Safety (L4C2) |  |

Preferred Examination Centre: Centre Code:

Preferred Examination Centre: Centre Code: (Please see page 4)

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**Examination Centres**

Examination centres are available to view on the March 2023 examination centres page on the IFE website https://www.ife.org.uk/March-2023-Exam-Centres.

**General Data Protection Regulation (GDPR) Statement for Candidates**

The Institution of Fire Engineers (IFE) takes your privacy seriously and treats all personal information in accordance with UK data protection legislation. When booking IFE examinations, the IFE requests the minimum information necessary to manage the examination service. The IFE will use the information you supply here only for the administration of your booking and for further communications about examinations. The IFE does not collate or hold financial information beyond the point where the fees due are processed. If you do not want to supply the IFE with any of the information required by this form, please do not proceed with your booking. Please view our Privacy Policy https://www.ife.org.uk/Qualification-FAQs for more information.

**Submitting the Booking**

**Booking by E-mail**

Please complete the booking information on pages 1 and 2 and e-mail this to [exams@ife.org.uk](mailto:exams@ife.org.uk)

The IFE will advise you when the invoice for the booking is available for payment and will confirm the timelines for making payment. Payment must be made online via the IFE portal. If you do not have access to the IFE portal, we will email a link to allow you to create a username and password; you will then be able to pay your invoice. Bookings will not be finalised until payment has been received.

**Bookings by Post**

Please complete the booking information on pages 1 and 2 and send it, along with the appropriate payment, to:

The Institution of Fire Engineers (Education Department), IFE House, 64-66 Cygnet Court, Timothy’s Bridge Road, Stratford-upon-Avon, CV37 9NW, United Kingdom

Payment can be made by cheque or banker’s draft (made payable to The Institution of Fire Engineers) in GBP only.

**Fees for March 2023**

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| **Examinations** | **Price per Examination (Single Unit)** |
| Level 2 Certificate in Fire Science, Operations and Safety | £60.00 |
| Level 2 Certificate in Passive Fire Protection | £60.00 |
| Level 3 Certificate in Fire Science, Operations, Fire Safety and Management – for each unit examination | £45.00 |
| Level 3 Certificate in Passive Fire Protection | £100.00 |
| Level 3 examinations other than unit examinations | £88.00 |
| Level 4 examinations | £100.00 |