**Assessment/**

**Examination**

**Entry Form**

**(For use by private candidates only)**

Version 7

Last updated: February 2024

Designed in England,

Great Britain

This form may be updated at any time to create service efficiency. Please ensure that you are using the most current version of the form.

**Assessment/Examination Entry Form**

**(For use by private candidates only)**

**Our requirements**

* Complete the form in full and correctly. We will not process a hand completed application form. An incorrectly or partly completed application form will be rejected.
* Provide us with the correct and sufficient information as required in the form. Failing to provide correct and sufficient information will cause delay in us providing you with the service you require. In some cases, we may not be able to locate your record if incorrect and/or insufficient information is provided.
* Depending on your circumstances and where you are required to submit supporting document(s) and/or additional information, you must do so (in full) to enable us make a decision at the point of consideration.
* Do not insert picture(s) into the form.

**Who can use this form?**

Private candidates **√**

Any individual who is not registered through an approved IPED centre is deemed to be a private candidate/applicant. If you are registered as a private candidate directly with IPED, and you wish to register for upcoming IPED assessment/examination(s), please complete this form and return it directly to IPED.

Centre based applicants **X**

Centre based candidates are not to use this form. Please contact your approved IPED centre for information and guidance on registering for your IPED assessment/examination(s).

**Using this form**

This form must be completed in full and correctly. The candidate must submit this form directly to IPED via email: info@ipeduk.com. Your entry will not be processed if the form is not completed fully and correctly, and where the relevant fees have not been paid in full.

This form must reach IPED no later than the assessment/exam entry deadline. Please see the respective assessment/exam timetable for relevant information such as the closing date, subject names and their respective codes and so on.

**What happens?**

Upon receipt of your form, we will send you an acknowledgement of receipt, and subsequent confirmation of your assessment/examination entry – provided you have met respective requirements in line with IPED assessment/examination entry. Confirmation of your examination venue and any other relevant information will be communicated to you, in writing, in advance before the examinations.

**Please note: All sections with the symbol \* denotes information that must be provided accurately. If you provide incorrect information on any of these sections, please be advised that your form will be rejected.**

**Part A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal details** | | | |
| Full name\* | *Please enter your name exactly as you want it to appear on your certificate and/or transcript.* | | |
|  | | |
| Address |  | | |
| Your admission reference number\*  You can get this from your registration confirmation document |  | Your telephone number |  |
| Your email address\* |  | Your date of birth\*  (as supplied in your course registration application form) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**Part B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **About your assessment/examination entry** | | | | |
| What assessment/examination session does your entry apply to? | | | **Month/Session\*** | **Year\*** |
| E.g. June | 2013 |
|  |  |
| **Please enter the subject(s) you wish to take in the upcoming assessment/examination session.** | | | | |
| **Subject** | | | | |
|  | Code\* | Name\* | | |
| 1 |  |  | | |
| 2 |  |  | | |
| 3 |  |  | | |
| 4 |  |  | | |
| 5 |  |  | | |
| 6 |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**Part C**

Please enter your initials to sign below to complete the form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |
| --- |
| **For office use only**  Where applicable, information about your application will be provided in the section below by the IPED officer. |
|  |