

Terms and Conditions for Examination Candidates – October 2019

Candidates applying for the 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 your examination and to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (eg 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 submit their examination entry fee at the same time as they submit their application form.
3. Candidates must submit their entries by the closing date of **13 August 2019**. Candidates may cancel their entries with full refund up until **27 August 2019**. Examination fees will not be refunded after this time.
4. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s).
5. 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.
6. All 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 or who is identified by the examination centre as committing malpractice. In this instance, fees will not be refunded.
7. Candidates are responsible for ensuring that they arrive at the examination venue 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.

Fees for October 2019

Level 2 Certificate in Fire Science, Operations and Safety	\$ 85
Level 2 Certificate in Passive Fire Protection	\$ 85
Level 3 Certificate in Fire Science, Operations, Fire Safety and Management	\$ 62 per paper \$ 206 for all four Level 3 Certificate papers to be taken in October 2019
Level 3 Certificate in Passive Fire Protection	\$ 140
Level 3 Diploma in Fire Service Operations and Incident Command	\$ 140
Level 4 Certificate in Fire Service Operations and Incident Command	\$ 162

Submitting the Application

APPLICATION BY E-MAIL – Preferred Option

Please complete this application form and online payment by Bank Transfer to:

Institution of Fire engineers NZ Branch **38-9008-0158057-00** and e-mail the form to Exams@ife.org.nz.

You will receive an acknowledgement of your application from the NZ Branch and also confirmation from the IFE UK to confirm your application details prior to sitting the exams.

APPLICATION BY POST

Please complete this application form, enclose payment (cheque/bank draft) and post to:

The Secretary
The Institution of Fire Engineers
PO Box 3961
Wellington, NEW ZEALAND

2019 Provisional List of IFE Examination Centres

It is sometimes possible to accommodate candidates at examination centres that do not appear on this list. Although this cannot be guaranteed, candidates are welcome to enquire about a location/region that does not appear below.

New Zealand Venues	
Location	Venue Code
Auckland	371
Wellington	379
Christchurch	372
Rotorua	378
Dunedin	381
Taupo	370
Wanganui	389

Data Protection

The Institution of Fire Engineers (IFE) takes your privacy seriously and treats all personal information in accordance with EU/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/write/MediaUploads/Exams/Policy_-_Privacy_Policy.pdf for more information.

The IFE, with your permission, would also like to provide you with information about other products and services.

If you would like to receive information about IFE products and services, please tick this box.

Please tick the appropriate box(es) to register your preferred method(s) for contact :
e-mail or post or both .

**All applications and fees should be sent to and arrive at the New Zealand branch before
13th August 2019.**