Assessment regulations

By registering for CIPFA examinations and other assessments candidates agree to obey the assessment regulations enclosed herewith.

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General information

To be eligible to sit CIPFA examinations candidates must:

- Hold current and active student membership with CIPFA
- Have registered for the examination before the published closing date. Late entries may be allowed in exceptional circumstances, but may incur additional fees.
- Have access to a computer, internet connection, suitable room and invigilator as appropriate.

1 Exemptions
Exemptions from CIPFA modules are awarded in recognition of previous academic achievement. Candidates are not required to complete the assessment in any module from which they have been granted exemption. An exemption will not be granted if the student has previously attempted an assessment for a module and not been successful.

2 Examination delivery
Students can take their examinations using a remote or local invigilator.

- Remote invigilator
  This examination is completed on a computer with a stable, continuous internet connection, and is invigilated remotely. The computer can be located in any suitable quiet location, including the student’s home. It requires a private room, web camera and functioning audio (microphone and speakers).

- Local invigilator
  The local invigilator route uses the Calibrand software and Chrome web browser. The computer can be disconnected from the internet during the test and this will not disrupt the examination or collection of answers. However, an internet connection is required to upload results. This route requires an invigilator to be present in the room, and does not use a remote invigilator.

3 Registering for examinations
Students must purchase their courses and examinations on the CIPFA website before the entry deadline.

Students who are part of a programme run by a partner organisation have to complete the agreed registration process before the entry deadline.

The times of UK examinations are set by Greenwich Meantime (March and December) and British Summer Time (June and September). The timetable for overseas sitting of exams will be set to the local time and confirmed by CIPFA.

4 Information for students requiring a local invigilator.
To enable an examination to take place outside of pre-arranged partner organisation venues, candidates must make all arrangements for an examination centre and an invigilator for the exams. British Council offices are recommended wherever available; local colleges, universities or other educational organisations can be used in the absence of British Council. All information including the location of examination, invigilator name and email address must be updated on the student's MyCIPFA page. All arrangements are subject to CIPFA’s approval.
Rules for examination candidates

Please read the rules carefully before examination

1 Record of attendance
CANDIDATES WILL NOT BE PERMITTED TO TAKE THE EXAM WITHOUT BOTH THE EXAMINATION ADMISSION EMAIL AND PHOTO IDENTIFICATION.

Candidates must bring photo ID (passport, photo driving license or national ID) to the examination at each session and show it to the invigilator as instructed.

If candidates have been granted special arrangements, the confirmation letter from CIPFA will be provided in advance of the exam. Invigilators will also have a copy of the letter. Please note, any specific details provided will be treated as confidential and will not be included in the letter.

Female candidates covering their face with religious garments will be escorted to a private room with a female invigilator or female staff member at the examination venue to check their identity at the end of the examination. Students sitting their exam via online invigilation that require a female invigilator to check their identification must notify their proctor on the day of the exam.

2 Conduct during the examination
• Complete silence must be observed throughout the examination.
• Candidates will conduct themselves in a considerate, professional and courteous manner at all times.
• In no circumstances may candidates communicate with other candidates during the examination.
• If there is an invigilator in the room, candidates who wish to attract the attention of the invigilator must do so by raising their hand. Candidates must not call out.
• If candidates perceive an error or some other problem with an examination question, they should make an appropriate assumption, state it in their script, and carry on. In such circumstances, candidates should not seek the advice of the invigilator.
• Candidates will follow the instructions of the invigilators.
• Invigilators will have discretion to exclude candidates from the examination and may escort candidates from the examination room for unreasonable or disruptive behaviour.
• Cheating: CIPFA will not tolerate any action which constitutes cheating, including communicating with others in speech or text, bringing prohibited information to the exam, or any other action which compromises exam security. They must not have any webpages open in the background during the examination, especially not search engines such as Google.

3 Leaving the exam room
Candidates may not leave the examination room during the first 30 minutes or the last 15 minutes of the examination’s writing time.

If candidates need to leave the room during an examination for any reason, they should attract the invigilator's attention by raising their hand. Question papers or any other examination materials must not be removed from the examination room. If candidates do not intend to return to the examination room, they must hand their examination script and any supplementary sheets to the invigilator before leaving.

Toilet breaks should be avoided if possible. Any toilet break, including its duration, will be reported by the invigilator.

When leaving the examination room after the finish time, candidates should consider other students who may have extra time and leave in silence.

Examination documentation (including the examination scrap paper) must not be removed from the venue under and circumstance.
4 **Evacuation**

If for any reason the examination room has to be evacuated, candidates must follow the invigilator’s instructions. Candidates must leave all examination materials in the examination room.

5 **Using calculators**

Candidates may use either their built-in computer calculator, or a hand held device. The following conditions apply:

**Calculators must be:**
- of a size suitable for use on the desk
- either battery or solar powered
- noiseless and cordless

**Calculators must NOT:**
- be designed or adapted to offer any of these facilities:
  - language translators
  - communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason
- be the calculator function on a mobile telephone, smart-watch, tablet or other computing device.

**Candidates are responsible for:**
- the calculator’s power supply
- the calculator’s working condition
- making sure the calculator complies with these rules

**Candidates must NOT bring the following into an examination:**
- calculator cases
- instruction leaflets
- instructions and formulae printed on calculator lids or covers
- similar materials

The decision of the invigilator on any matter to do with the use of calculators or other aids is final.

6 **Unauthorised materials and software**

No reference books, dictionaries, notes or any other pages may be taken to the desk. Candidates are also prohibited from using any unauthorised web extensions or software for the duration of their exam.

**Pre-seen material** relating to the Strategic Case Study examination must not be brought to the desk. These materials are incorporated in the examination papers.

7 **Mobile phones**

Candidates must switch off mobile phones and place these in their bags or coats for the duration of the examination. If a candidate is found to be using a mobile phone during the examination it will be confiscated by the invigilator for the duration of the examination and returned to the candidate once the examination has finished. The invigilator will record the full details of the incident and time of the incident. The candidate will be allowed to continue taking the examination. Candidates who are found using a mobile phone during the examination may be referred to CIPFA’s Disciplinary Committee.
Smoking
Smoking, including the use of e-cigarettes or electronic vapes, is strictly forbidden at all times in the examination room.

Food and drink
Food is not allowed in the examination room unless for medical reasons and permission has been given by CIPFA in advance – please see details of special arrangements. All candidates may bring a small clear bottle of water to the desk, but the label must be removed.

Examination scripts
A candidate’s completed answers are the property of CIPFA. Once candidates have finish their examination and submitted answers for marking, they do not have any rights to the answers. Examination scripts will not be returned to candidates under any circumstances.

Liability
CIPFA is not be liable for any loss of, theft of, or damage to personal belongings left in or outside the examination room. Any personal items brought to the examination are held to be at the owner’s risk.

Any candidate failing to comply with these rules, or with any given by the invigilator, may be liable for disqualification.

Invigilators will report any perceived breach of these rules to CIPFA. Where the circumstances of any potential breach of these rules reveal that there may be a breach of Bye-Law 25 of the CIPFA Bye-Laws, the matter will be dealt with pursuant to the Institute’s Disciplinary Regulations in force from time to time.
Additional information for examination candidates

Please read the additional notes below regarding CIPFA assessment. If you have any queries about the assessment, please contact CIPFA Student Support before the assessment date to ensure that any issues are resolved.

Special requirements
CIPFA recognises that there are candidates who have coped with the learning demands of a course and demonstrate attainment in the skills and knowledge being assessed but for whom the standard arrangements for the assessment of their attainment may present an unnecessary barrier which could be removed without affecting the validity of the assessment.

This can apply to students who have long term learning problems but also to students who are affected nearer the time of the examination.

All applications must be accompanied by appropriate evidence. Applications will be considered only on the merit of the evidence supplied. CIPFA’s decision thereon is final. Applications without evidence will not be considered. All evidence should be supplied on letterhead paper – either original or an authenticated copy of the original – and include the full printed name and contact details of the signatory. Failure to submit appropriate evidence will result in applications being rejected.

If, prior to the assessment date, a candidate feels unable to make a reasonable attempt, they should consider deferring the attempt. If the candidate decides to take the assessment, they may be asked for their reasons for not deferring the attempt.

There are two types of special requirements:
Special arrangements
Special considerations

1 Special arrangements
These are approved before an assessment and are intended to allow attainment to be demonstrated. Only those arrangements considered and approved by CIPFA in advance of the assessment will be honoured. Invigilators do not have any discretion to award special arrangements.

Applying for special arrangements
There are four types of special arrangements:

<table>
<thead>
<tr>
<th>Category of impairment</th>
<th>Type of impairment</th>
<th>Example arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication and interaction</td>
<td>written communication</td>
<td>use of a word processor</td>
</tr>
<tr>
<td></td>
<td>oral communication</td>
<td></td>
</tr>
<tr>
<td>Cognition and learning</td>
<td>learning difficulties</td>
<td>writing assistance (scribe)</td>
</tr>
<tr>
<td></td>
<td>dyslexia</td>
<td>extra time</td>
</tr>
<tr>
<td>Sensory and physical needs</td>
<td>sight impairment</td>
<td>assistive technology</td>
</tr>
<tr>
<td></td>
<td>hearing impairment</td>
<td>use of word processor</td>
</tr>
<tr>
<td></td>
<td>physical disabilities</td>
<td>extra time</td>
</tr>
<tr>
<td></td>
<td>long term medical problems</td>
<td>separate room</td>
</tr>
<tr>
<td>Behavioural, emotional and social needs</td>
<td>psychiatric disorders</td>
<td>separate room</td>
</tr>
</tbody>
</table>

Applications for special arrangements must be made, with the relevant supporting evidence, by the assessment entry deadline for each examination diet, even for long term conditions. If the condition is of temporary nature, e.g. physical injury, new medical evidence must be supplied.

Please note that applications for special arrangements received by CIPFA Student Support after the assessment entry deadline and by a date 10 working days before the first exam will be considered but no guarantees are given that the application will be able to be approved. Any special arrangements received after this point will not be considered.
To apply for special arrangements, candidates must complete the relevant application form and submit this to CIPFA Student Support with relevant documentation, ideally by email. Medical certification must be attached for any applications based on medical circumstances. The application form is available from the CIPFA website or from Student Support.

**Medical certification** must be authentic, relevant, detailed and confirm what arrangements the candidate may benefit from.

Candidates with learning difficulties must produce appropriate assessments/reports by a qualified professional. There are cases where a clinical professional might have been medically responsible for the candidate and their reports will also be accepted. The assessments must be completed and the report signed by an appropriate qualified person. The status of the person must be specified.

In exceptional circumstances CIPFA may accept notification from the candidate’s employer as evidence to support the application.

If a candidate has multiple needs then CIPFA will, wherever possible, take all these needs into account. Special arrangements must be agreed by both CIPFA and the student. In the case of equipment being used, e.g. word processor, the student must have had experience of using one before. If a student has any issues with their special arrangements then they must contact CIPFA immediately.

The arrangements that are made are to allow all candidates to be assessed equally. All marking is done anonymously, completed without prejudice and without knowledge of any special arrangements agreed. Special arrangements cases are not put forward to the Examination Panel.

2 **Special considerations**

If extenuating circumstances occur immediately prior to or during the assessment, an application for special considerations may be made.

If there is a disturbance in the exam venue that affects the candidates sitting at that venue, it will be noted by the online invigilator and brought to the attention of CIPFA Student Support. This will also be done by the invigilators supervising individual students (via incident reports). All such disturbances are reported to the Examination Panel. If the disturbance is found to have significantly affected the candidates sitting at the venue, compensatory marks may be awarded to the candidates affected by the Examination Panel. Candidates need not report this separately or apply for special considerations unless they feel they were affected differently to all other candidates at the venue.
There are three categories of special considerations:

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Technical issues affecting the individual candidate</td>
<td>If there are technical issues which prevent or delay the candidate from completing the examination then they (or a local invigilator) must contact CIPFA Student Support immediately to try and resolve them. They may apply for special considerations based on technical issues provided they follow the procedure for applying detailed below.</td>
</tr>
<tr>
<td>2  Disturbances during the assessment affecting the individual candidate</td>
<td>If there is a disturbance at the examination venue that affects an individual candidate adversely and differently to all others at that venue, the candidate must bring this to the attention of the invigilator and CIPFA Student Support. In order for these circumstances to be considered by the Examination Panel, the candidate must formally apply for special considerations.</td>
</tr>
<tr>
<td>3  Extenuating circumstances affecting the individual candidate</td>
<td>If a candidate suffers a temporary illness, injury, indisposition or is otherwise adversely affected at the time of the examination, they may apply for special considerations.</td>
</tr>
</tbody>
</table>

**Applying for special considerations**

Applications for special considerations must be received by CIPFA within **10 working days of the last assessment taken by the candidate**. Please note that applications received after these dates will not be considered under any circumstances.

The candidate must complete the application for special considerations form and supply all relevant evidence. Medical certification must be attached for any applications based on medical circumstances. The application form is available from the CIPFA website and from Student Support. If it is not possible to email the application to CIPFA Student Support then a secure postal service should be used. All special considerations applications received are acknowledged within 5 working days of the final exam in the cycle.

**Medical certification** must be relevant, detailed and confirm that performance in an assessment was affected by the condition.

In cases of bereavement, students are required to attach relevant supporting documentation, such as a copy of a death certificate or employer notification.

In exceptional circumstances CIPFA may accept notification from the candidate’s employer as medical evidence to support the application.

If the candidate **marginally fails** the examination (i.e. achieves 56-61 in FA or MA examinations, 46-51 marks in others), their case will be presented to the CIPFA Examination Panel. Each case is considered on its merits and cannot be deemed to set a precedent. A successful application may result in a small adjustment to the candidate’s overall mark. The published mark will reflect the decision of the Examination Panel.

The Examination Panel has the power to award compensatory marks if the application provides sufficient evidence that the candidate was adversely affected. The Panel may also choose to award other compensation, e.g. a free examination re-sit, revision support, etc.
3 **Examination fees and refunds**  
Exam fees are listed on CIPFA’s website. Some programme-specific fees are subject to contract and may vary.  
**Refunds**  
A full or partial refund of examination fees will be made in the following circumstances:  

<table>
<thead>
<tr>
<th>Criteria for a full or partial refund</th>
<th>Value of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Where a candidate’s application is withdrawn before the examination entry deadline.</td>
<td>100%</td>
</tr>
<tr>
<td>2 Where the candidate is prevented from attending the examination by illness or bereavement, substantiated by a satisfactory medical certificate received at CIPFA within <strong>10 working days</strong> of the examination.</td>
<td>50%</td>
</tr>
</tbody>
</table>

Candidates who wish to request a refund for an examination and meet any of the criteria above should complete the withdrawal/refund form available from the CIPFA website and return it to Student Support.

4 **Deferring assessment attempt**  
Instead of claiming a full or partial refund a candidate may transfer the assessment fee to the next available session only. If this subsequent attempt is then cancelled no refund or further transfer is permitted.  
**Criteria for deferral**  
- Where a candidate’s request to defer is received before the assessment entry deadline.  
- Where the candidate is prevented from attempting the assessment by illness or bereavement, substantiated by a satisfactory medical certificate received at CIPFA within **10 working days** of the examination.

5 **Results**  
The dates of results release are published on the CIPFA website. On results day, candidates will be able to view their grades by can logging on to either their MY CIPFA account or Calibrand. Employers will have access to results through the employer portal.

Candidates who do not wish their results to be published or released should write to studentsupport@cipfa.org a minimum of 5 working days before results day.

6 **Appeals**  
An appeal against the assessment decision can only be made on non-academic grounds as specified in the policy published on the CIPFA website.

The completed **appeal form** must be submitted within 10 working days from the day the examination results are released. A fee of £75 must be paid and proof of payment included with the appeal form.

**Grounds for appeal**  
Students must be able to provide clear evidence that the decision against which they are appealing meets at least one of the following criteria:

**Submitting an appeal**  
Student should download the appeal form from the CIPFA website, complete and submit it by the deadline, together with payment, to:

Head of Student Services  
CIPFA Student Support  
77 Mansell Street  
London E1 8AN

Alternatively, scanned signed copies can be emailed to studentsupport@cipfa.org.