

IPA Foundation Certificate Policies 2018

EACA Offline Examination

Booking Deadlines

The booking deadline is set by the EACA. We strongly recommend for you to book by 26 March 2018, but will accept bookings until 12 April 2018.

Any bookings made after 12 April 2018 may be refused or accepted at the discretion of the EACA.

Deferrals

Deferrals are not granted for the EACA IPA Foundation Certificate examination.

Re-Sitting

Re-sits are not granted for the EACA IPA Foundation Certificate examination.

Name Change

Name changes are permitted for the IPA Foundation Certificate.

There will be a name change fee of £50 charged per change, paid directly to the IPA. No name changes are accepted after 12 April 2018. Any name changes requested after this date may be refused at the discretion of the IPA and the EACA.

An alternative delegate name must be provided before £50 charge. If this is not provided, the delegate must follow cancellation policy. An alternative delegate name must be provided at point of requested change and at least within 3 working days.

Extra Time

Delegates with dyslexia or dyspraxia are entitled to 25% extra time in the examination, unless a different amount of additional time is stipulated in any supporting paperwork. The IPA and the EACA believes in accommodating the needs of all its learners. If any other special requirements are needed for sitting the exam, the IPA and the EACA will do their best to accommodate these.

Any request for extra time/special requirement must be submitted at least one month prior to the exam date (26 April 2018).

Please contact the EACA with the required documentation.

Extenuating Circumstances

If a delegate is unable to attend their exam due to illness or extenuating circumstances, please contact the EACA as early as possible before the exam date. If not provided prior to the examination, the delegate should endeavour to inform the EACA on the day of the examination, as soon as they are able.

To qualify for a free cancellation due to extenuating circumstances, the delegate must supply proof/notice of absence from work, by email. No calls will be accepted. The candidate's Training Manager must be copied into this email.

Extenuating circumstances will be dealt on a case-by-case basis at the EACA's discretion. If a reasonable extenuating circumstance is provided, such as illness, the organisation will request proof or validation from their Training Manager. Any extenuating circumstances or cancellation requests made due to a clashing work commitment not known at the point of booking will not be accepted as reasonable cause for a cancellation at no charge. Any extenuating circumstances due to unforeseen work commitments will be dealt with as cancellations.

Exam Conditions

The IPA Foundation Certificate exam is a formal, invigilated offline examination.

Delegates who give or receive unauthorised assistance, or engage in any activity that could result in gaining an unfair advantage, before, during or after the exam will be disqualified and lose 100% of their booking fee.

Grades

Grades are released to candidates by the EACA.

All IPA qualifications go through a rigorous double marking process by independent markers. The IPA will not, under any circumstances, re-mark any published mark. Grades will not change once released by the EACA.

Delegates that fail the exam may request feedback on their paper. This will be provided by the IPA as soon as possible following a request made to the EACA.

Cancellation

Delegates may cancel their Foundation Certificate examination at no charge until the first booking deadline date (26 March 2018). Cancellations will then be charged at 50%. After 12 April 2018, all cancellations will be charged at 100%.

Delegates will be required to complete the online learning 12 months after signing up. The online access will be ceased after 12-month period or 1 month following the completion of an exam.

Shredding and Archiving

Exam papers for IPA examinations will be archived for a maximum of 2 years. Unless requested by a delegate, they will be shredded following this date.

Payment

The payment covers access to the online learning and the offline examination on the 26th April.