

Foundation Level  
Qualification

MIPA Accredited



# IPA Foundation Certificate

# FAQs

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## Do I have to sit the exam?

You may access the learning without sitting the exam. However, you do have to complete and pass the exam to achieve the Certificate.

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## How do I book onto the exam?

If you have received access to the learning you are already booked for the exam. To book onto the exam visit the [EACA website](#).

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## Can I drop out of the exam without penalty?

We have a 14-day cancellation policy in place; please inform the EACA if you no longer intend to sit the exam.

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## Where and when do I sit the exam?

The exam takes place on 27 April 2020.

The IPA will share time and location information with you one month before the exam date. It will, however, take place in multiple locations across Europe.

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## What can I bring with me?

You will be provided with all the resources you need to complete your examination. No learning resources or bags may enter the exam room.

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## How long is the exam?

Unless you are entitled to extra time, the exam lasts for 3 hours. Please note that the exam is 2 hours in Ireland.

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## What if I need extra time?

Candidates 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 EACA believe in accommodating the needs of all its learners. If any other special requirements are needed for sitting the exam we will do our best to accommodate these.

[Requests for extra time/special requirement must be submitted online](#) by 30 March 2020, 1 month before the exam.

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### **What if English is not my first language?**

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If English is your second language you are permitted to bring a translation dictionary. You are not however, permitted any additional time. Your translation dictionary will be approved by an EACA invigilator prior to your exam.

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### **Does my learning percentage matter?**

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The progression percentage is a tool designed to help you monitor your learning. The progression does not count towards your final grade.

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### **Can I access the learning from anywhere?**

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You can access and download the content through the webpage on any device (PC, laptop, tablet or mobile) or via the IPA app.

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### **What if my learning access isn't working?**

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If you are having trouble accessing the learning, or are experiencing any technical issues, please contact the IPA team at [learning@ipa.co.uk](mailto:learning@ipa.co.uk).

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### **Who do I contact if I have questions about the learning content?**

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The course tutor, Gwyn March, is available for any questions or queries you may have about the IPA Foundation Certificate content, you can contact her at: [gwynmarch@ipa.co.uk](mailto:gwynmarch@ipa.co.uk). Gwyn also facilitates the discussions in the online learning forums.

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### **Are there model answers to the exam questions?**

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Yes, you can see an example of a previous distinction answer once logged in (About & Your Exam). We do not provide any other model answers to the questions, however, we suggest you get together in groups in your agency and share your answers to the mock exam or get a member of your team to check through your answers.

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### **Do I need to use a calculator in the exam?**

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No, you do not need a calculator for this exam.

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### **Can I use diagrams in the exam?**

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Yes, you are able to draw or refer to diagrams if this helps express your answer more clearly.

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### **Can I use references outside of the Modules in my exam answers?**

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Yes, wider referencing is encouraged, providing it is appropriate and authentic.

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## **Can I bring along the case studies to the exam?**

No, this is a closed book exam. You are not allowed to refer to any notes or learning content.

You do not need to attempt to recall every fact from the case studies - just think about what they mean.

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## **What is the best structure for an answer?**

For answers in essay style there is no 'best structure', as it is dependent on the subject and the question. However, it is always advisable to have three main parts to your answer where possible: introduction, main body and conclusion.

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## **What is essay style?**

Essay style means that you should use a prose format (paragraphs and sentences) for your answer. Use of headings, sub-headings and numbering is permissible.

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## **Must I stick strictly to the use of essay style for my answers?**

You should use this style, but the use of headings and sub-headings is permissible.

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## **What format should I use for a non-essay style question?**

This will depend on the subject and the question. Headings and sub-headings, bullet points and tables are all permissible.

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## **When will I get my results back?**

You will receive your marks approximately 1 month after the exam

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## **Can I resit the exam?**

Yes. If you fail the exam, the IPA will let you know your resit options.

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Find out more and book at [eaca-inspire.eu/certificates/eac](https://eaca-inspire.eu/certificates/eac)

For booking enquiries, contact [inspire@eaca.eu](mailto:inspire@eaca.eu)