

## 1. Entering for an exam (UK only)

Applications for exam entry can be accepted from three months to seven working days before the day of the exam you wish to sit.

You have two methods of entering:

- Online at [www.cii.co.uk](http://www.cii.co.uk)
- By phone on +44 (0)20 8989 8464

When booking you need to consider where and when you want to sit the exam.

We currently offer more than 60 centres selected for their accessibility via rail/road links. You choose the date and time of your exam from those listed for each centre. Availability will vary from centre to centre in accordance with patterns of demand.

Address details and information concerning parking and disabled access for each centre are available online.

**We recommend booking six weeks in advance to give the best chance of getting your preferred exam date and timing.**

## 2. Confirmation process

Once your exam entry has been accepted an 'Admission Document' will be despatched to you within two working days confirming:

- Unit title(s) and code(s)
- Date and time of exam(s)
- Exam centre address
- Confirmation of any other exams booked

The terms and conditions applicable to your exam entry and post-exam procedures should be viewed at [www.cii.co.uk/notestoexams](http://www.cii.co.uk/notestoexams). Please note that in entering an examination you agree to be bound by these terms.

## 3. Sitting the exam

On the day of the booked exam you should attend your chosen centre, following the instructions at [www.cii.co.uk/notestoexams](http://www.cii.co.uk/notestoexams) in particular bringing the required identification with you.

Before you commence the exam there is an 'Exam Simulation' which you can use to familiarise yourself with the exam process. The exam does not require any pre-existing IT skills, with the actual process being very straightforward.

Upon completion you will receive an immediate provisional notification of your results.

A formal results notification will be despatched to you within seven working days.

Where you pass, you will be sent within ten working days your 'Record of Achievement' and, where appropriate, the 'Completion Certificate'. Where you fail, you will be able to submit for a re-sit upon receipt of your formal result notification. Alternatively, you can continue your studies by entering for the next Certificate unit.