

IoLET DPI Exam Entry Form – November 2018

Before completing this entry form please ensure you have read our Candidate Regulations and have registered for IoLET Affiliate membership or higher (www.ciol.org.uk/ia).

Complete this form in **BLOCK CAPITALS**.

If you are sitting at the IoLET Open Centre please email your form to info.dpi@ciol.org.uk.

To sit at a different Exam Centre please submit your form to your Centre directly.

Please note all required fields must be complete in order for the entry form to be accepted.

<p>CIOL membership number</p> <p>A <u>current</u> CIOL membership (at IoLET Affiliate grade or higher) is required to sit an IoLET exam. Please check yours via www.ciol.org.uk/member-check</p>	<p>Candidate number</p> <p>To be completed if you have previously sat an IoLET exam.</p>
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SECTION 1 – PERSONAL DETAILS

TITLE (circle as appropriate)	Mr	Mrs	Miss	Ms	Dr	Other
FIRST NAME(S)						
LAST NAME(S)						
DATE OF BIRTH	__ / __ / _____ (dd/mm/yyyy)					
CONTACT NUMBER(S) inc. country code						
EMAIL ADDRESS						
ADDRESS						
NATIONALITY						
GENDER (please circle)	Male			Female		
ETHNIC GROUP (please circle one) This information is requested for equal opportunities monitoring only.	White UK Heritage	White European	White Other (known)	White Type not known		
	Black Caribbean Heritage	Black African Heritage	Black Other	Chinese		
	Indian	Pakistani	Bangladeshi	Other		
						I prefer not to say (please tick) <input type="checkbox"/>

SECTION 2A – EXAM DETAILS

DPI language selection – Please <u>tick one only</u> :			
<input type="checkbox"/> Albanian	<input type="checkbox"/> German	<input type="checkbox"/> Nepalese	<input type="checkbox"/> Spanish
<input type="checkbox"/> Amharic	<input type="checkbox"/> Greek	<input type="checkbox"/> Panjabi (Indian)	<input type="checkbox"/> Swahili
<input type="checkbox"/> Arabic (MSA)	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Panjabi (Pakistani)	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Bengali	<input type="checkbox"/> Hindi	<input type="checkbox"/> Pashto	<input type="checkbox"/> Tamil
<input type="checkbox"/> Bengali (Sylheti)	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Polish	<input type="checkbox"/> Thai
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Italian	<input type="checkbox"/> Portuguese (European)	<input type="checkbox"/> Tigrinya
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Japanese	<input type="checkbox"/> Portuguese (Brazilian)	<input type="checkbox"/> Turkish
<input type="checkbox"/> Croatian	<input type="checkbox"/> Korean	<input type="checkbox"/> Romanian	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Czech	<input type="checkbox"/> Kurdish (Sorani)	<input type="checkbox"/> Russian	<input type="checkbox"/> Urdu
<input type="checkbox"/> Dari	<input type="checkbox"/> Latvian	<input type="checkbox"/> Serbian (Cyrillic script)	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Dutch	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Slovak	
<input type="checkbox"/> Farsi	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Somali	
<input type="checkbox"/> French	<input type="checkbox"/> Mongolian		

Unit(s) selection – Please <u>circle all the units you would like to sit</u> :				
Unit 01	Unit 02	Unit 03	Unit 04	Unit 05

SECTION 2B - EXAM CENTRE DETAILS

<p>Exam Centre – where you are sitting the exam *</p> <p>(Please write the full name of the centre)</p>	
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*Candidates are advised that, if not possible to locate a complete team of assessors for a particular language to conduct the exam in the exam centre/area where they have registered, candidates will be automatically transferred to the IoLET Open Centre or the most suitable exam centre available.

SECTION 3A – PAYMENT INFORMATION

Exam Fee

Unit 01	£227.00
Unit 02	£186.00
Unit 03	£186.00
Unit 04	£247.00
Unit 05	£186.00
Full Exam registration (all five units)*	£635.00

*Fees are capped at £635.00 – if the total cost of the units you are sitting exceeds this amount the maximum payment is still £635.00.

Centre Enrolment Fees (IoLET Open Centre* candidates only)

Per Unit	£53.00
Full IoLET Open Centre Enrolment Fee (three or more units)	£159.00

*IoLET runs an exam centre in London, which is called the IoLET Open Centre.
If you are sitting your exam at the IoLET Open Centre, please pay the Centre Enrolment Fees above.

SECTION 3B – PAYMENT METHOD

I wish to make payment via: (Please tick as appropriate)	<input type="checkbox"/>	Bank Transfer (BACS) Account name: IoL Educational Trust Bank name: Royal Bank of Scotland Sort code: 16-00-15 Account no: 23122157 Swift Code (BIC): RBOSGB2L IBAN no: GB58RBOS 16001523122157	Payment reference: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
	<input type="checkbox"/>	Credit/debit card (excluding American Express)	Select this option and a member of the Client Services Team will contact you by phone to take payment.
	<input type="checkbox"/>	Cheque	Made payable to "IoL Educational Trust". Please send via Special / Recorded delivery to: IoLET, Dunstan House, 14a St Cross Street, London, EC1N 8XA, United Kingdom

SECTION 4 – REASONABLE ADJUSTMENTS

Do you require Reasonable Adjustments under the Equality Act 2010? (please tick as applicable)	<input type="checkbox"/> Yes	If yes, provide details of your request below e.g. Extra Time.
	<input type="checkbox"/> No*	

*If you do **not** require Reasonable Adjustment please go to Section 5

In order to request Reasonable Adjustments you will need to provide **medical evidence** issued within the **last six months**. This entry will **only** be accepted and processed if this section is completed correctly.

Please note Reasonable Adjustments must be requested for **each exam** – Reasonable Adjustments **cannot** be carried forward from previous years.

SECTION 5 – DECLARATIONS

- 1) Candidates must ensure that they are fully aware of the level and format of the exam for which they are entering by referring to the specific Exam Specification and past papers.
- 2) Completed entry forms sent without full relevant payment will **not be processed**. Payment can be made either by BACS, card or cheque (see section 3B for payment information).
- 3) Where a minimum number of candidates is required for a particular exam, and where that number has not been reached by the close of registration, the IoLET reserves the right to withdraw that exam at which time the candidate will receive a full refund of the Exam Fee.

SECTION 6 – SIGNATURE

To be completed by all candidates
By signing and submitting this IoLET Exam Entry Form, including paying the appropriate fees, you agree to abide by the Candidate Regulations in addition to the Declarations listed above in Section 5.
Your data: The information you provide will be used by IoLET to create a candidate record and will be used to manage your entry and fulfil the benefits and services you expect as a candidate of IoLET exams. Your data will not be sold to any other third party without your consent.
I have read and agree to abide by the Candidate Regulations and the Declarations listed in Section 5.
Candidate signature:
Date:

Address: IoLET, Dunstan House, 14a St Cross Street, London, EC1N 8XA, United Kingdom

Contact: Client Services Team **Tel:** +44 (0)20 7940 3100 (select option 1)

Email: info.dpi@ciol.org.uk Web: www.ciol.org.uk