

CIOL Qualifications DipTrans Exam Entry Form – January 2022

Before completing this entry form please ensure you have read our [Qualification Specification](#) and [Candidate Information](#), and have registered for IoLET Affiliate membership or higher (www.ciol.org.uk/ia).

Please complete this form electronically, save it and send your form via email to: info.diptrans@ciol.org.uk.

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 a CIOL 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 a CIOL Qualifications exam.</p>
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SECTION 1 – PERSONAL DETAILS

TITLE (tick 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 tick)	Male			Female		
ETHNIC GROUP (please tick 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)

SECTION 2A – EXAM DETAILS

Please refer to the list of available language combinations available on the CIOL website.

Please note the difference between the Source Language and Target Language:

- Source Language – Language from which you will be translating
- Target Language – Language into which the text is to be translated

Diploma in Translation (Diptrans) language selection	
Source Language	
Target Language	

Unit(s) selection – Please tick all the units you would like to sit		
Unit 01	Unit 02	Unit 03

SECTION 3A – PAYMENT INFORMATION

Exam Fees

Unit 01	£415.00
Unit 02	£308.00
Unit 03	£308.00
Any two units <u>or</u> all three units*	£616.00

Centre Enrolment Fees (CIOLQ Virtual Centre* - all candidates)

Unit 01	£55.00
Unit 02	£55.00
Unit 03	£55.00
Full IoLET Open Centre Enrolment Fee (all three units)	£165.00

*CIOLQ runs a virtual exam centre, called the CIOLQ Virtual Centre.
This indicates that the exam is conducted online.

SECTION 3B – PAYMENT METHOD

I wish to make payment via: (Please tick as appropriate)	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: GB58RBOS16001523122157	Payment reference: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
	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.

SECTION 4 – REASONABLE ADJUSTMENTS

Do you require Reasonable Adjustments under the Equality Act 2010? (please tick as applicable)	Yes	If yes, please complete the Reasonable Adjustments Form and forward it to info.diptrans@ciol.org.uk . To view our Reasonable Adjustments policy please click here .
	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 or card (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 CIOLQ 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 CIOL Qualifications 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 CIOL Qualifications to create a candidate record and will be used to manage your entry and fulfil the benefits and services you expect as a CIOL Qualifications exam candidate. Your data will not be sold to any other third party without your consent.
I have read and agree to abide by the Candidate Information and the Declarations listed in Section 5.
Candidate signature: If completing electronically, please type your name in full.
Date:
Address: CIOL Qualifications, 7th Floor, 167 Fleet Street, London, EC4A 2EA United Kingdom Contact: Client Services Team Tel: +44 (0)20 7940 3100 (select option 1) Email: info.diptrans@ciol.org.uk Web: www.ciol.org.uk