



The
Insurance
Institute

EXAM PERMITS AND ARRANGEMENTS

This document outlines important information regarding exams taking place on 7 and 14 Sep 2019. On the following pages you will find instructions and advice related to:

- EXAM PERMITS (PRINTING AND VALIDITY)
 - ARRIVAL TIME
 - ASSIGNED SEATING
 - PHONES AND ELECTRONIC DATA DEVICES
 - SPECIAL ARRANGEMENTS
 - EXAM CENTRES
 - EXAM DAY CHECKLIST
-

IMPORTANT INFORMATION

PRINTING EXAM PERMITS

To print your exam permit simply follow these instructions.

1. Access the Member Area by clicking on the **Member Area Login** button on the top right hand corner of the www.iii.ie homepage.
2. Enter your **Member ID** and **Password** in the fields provided and click **log in**.
3. Once in the Member Area, click on **Exams & Results** in the sidebar.
4. At the bottom of the Exams & Results page is your **Academic History**. Here you will see what exams you have registered for.
5. Click the **Print** button beside each exam listing in order to access the permit for that exam.
6. If you have registered for more than one exam in this session you will require a separate permit for each one.

EXAM PERMIT VALIDITY

- Do not to write on or deface your permit (you will be refused admission to the exam hall if your permit has been written on).
- Do not complete the exam permit until you are seated in the exam hall.
- It is your responsibility to ensure you have a valid permit for the exam you are registered to sit (you will not be admitted to the exam centre if you don't).

ARRIVAL TIME

- You should arrive at your exam venue at least 30 minutes before exam start time.
- You must be seated in the exam hall no later than 15 minutes before exam start time.

ASSIGNED SEATING

- Candidates have an assigned seat for each exam.
- To find your seat number consult the Assigned Seating Lists displayed outside the hall.
- Seats are listed by Module Name (e.g. CPD-01) and then alphabetically by candidate surname.
- If you cannot find your name on the list, please speak with one of the exam invigilators.

PHONES & ELECTRONIC DATA DEVICES

These devices are not permitted in the exam hall, candidates found in possession of these devices are in breach of The Insurance Institute **Exam Regulations** and risk instant disqualification from the exam.

SPECIAL ARRANGEMENTS

Candidates who have been granted special arrangements should make themselves known to an exam invigilator once they arrive at the exam centre.

EXAM CENTRES

The Insurance Institute exam centre venue information can be accessed **here**. **Please note your exam venue and relevant directions.**

If you wish to switch exam centres you will need to make a request to **memberservices@iii.ie** by the following dates:

- 31 Aug 2019 for exams sitting on 7 Sept 2019
(CIP-01, CIP-03, CIP-06 & CIP-08)
- 6 Sept 2019 for exams sitting on 14 Sept 2019
(CIP-02, CIP-04, CIP-05 & CIP-07)

Requests for changes received after the dates listed above will not be accommodated.

CHECKLIST

- Exam Admission Permit (you will not be admitted to the exam centre if you do not produce a valid permit - see point 'Exam Permits' above).
- Photo ID (with printed name and signature). Candidates without a valid form of identification risk being denied admission to the exam hall.
- Calculator Please note programmable or text storing calculators are not permitted.
- Pen/Pencil. Please note that pens/pencils are not provided.

The Insurance Institute does not accept responsibility for any personal items left in or in the vicinity of the exam hall so you are advised to keep these additional items to a minimum.