

Terms and Conditions for Examination Candidates – October 2022

Candidates applying for the IFE examinations agree to be bound by the Terms and conditions set out below.

1. Candidates must provide true and accurate information when they complete the Examination Booking form. This information will be used for administration activity relevant to the examination(s) booked and to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (eg address) provided. Full details of the IFE Awarding Organisation's Privacy Policy can be found at www.ife.org.za/privacy-policy-2/
2. Candidates must submit their examination entry fee at the same time as they submit their application form.
3. Candidates must submit their entries by the closing date of 25th July 2022. Candidates may cancel their entries with full refund up until 22nd August 2022. Examination fees will not be refunded after this time.
4. Candidates must provide proof of identity to the examination centre prior to sitting their examination.
5. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they comply with these rules.
6. All candidates must conduct themselves in an appropriate manner during the examination. The IFE reserves the right to disqualify any candidate who does not comply with the examination rules or who is identified by the examination centre as committing malpractice. In this instance, fees will not be refunded.
7. Candidates are responsible for ensuring that they arrive at the examination venue on time. Candidates must arrive at least 30 minutes before the examination commences. Candidates who are late may not be allowed to take the examination.
8. Candidates who wish to sit both the Level 3 Certificate, Fire Safety and the Level 3 Certificate, Management and Administration examinations will be able to take both of these papers during the afternoon. Candidates should complete the L3C3 (Fire Safety) examination first. At the end of the one-hour examination period (ie 14:30-15:30), the examination centre will then remove the materials relevant to L3C3 and replace these with the examination paper for L3C4 (Management & Administration) and a new answer book to be used when completing the L3C4 examination. Candidates will then sit the L3C4 examination between 15:30 and 16:30. Candidates who are taking only the Level 3 Certificate, Management and Administration examination should take this paper in the allocated slot of 14:30-15:30.
9. Timetable clashes: If candidates wish to take two examinations (other than Level 3 Certificate mentioned above) that are currently scheduled at the same time, please contact the IFE to discuss possible alternative arrangements by emailing adminstaff@ife.org.za.

