

## Guidance for Candidates Applying to Enter Examinations March 2024

### Introduction

Candidates are advised to read the information in this guidance document **before** completing the Application Form. The guidance provides information on the application process and relevant timelines.

### Completing the Application Form

Please complete all of the information required on the form. Please write clearly as the information provided will be used by the IFE in order to communicate with you and to process your examination arrangements.

With reference to the timetable indicated, be aware of any time clashes with exams and please notify us of such if you choose two exams taking place at the same time. Exam fees can be found on page 2 of the form. For Preferred Exam Centres, refer to the list on page 3 of the application. The application form also contains information about where to send the form upon completion.

The IFE recommends that you retain a copy of your completed Application Form as the form includes a summary of the examinations that you have entered and the times when the examinations will take place. It also includes the Terms and Conditions for examination candidates.

### Information provided to the IFE

When you complete the application form, you will be asked to provide your consent for the IFE to hold your personal information. The IFE holds minimal personal information about you and the information is held only to enable us to provide your examination service. Please see the privacy policy on the FAQ's Policies and Procedures page of the website – <http://www.ife.org.uk/Qualification-FAQs> for information on how we will use the information that you provide us. You will be asked to provide your consent for the IFE to hold your information for qualification purposes when you complete your application form.

### Terms and Conditions for Candidates

You must read the Terms and Conditions prior to submitting your application form and tick the box on the form to confirm your acceptance of these. **The IFE is not able to accept applications without this confirmation from candidates.**

### Payment of Examination Fees and Charges

For all applicants wishing to enter the exams via the SA Branch, your application form and payment should be sent to the SA Branch for processing before **18th January 2024**. Payment must be made in South African Rands. Please take note that only residents of South Africa must pay VAT, all neighbouring states are VAT exempt.

The SA Branch will not accept any entries after **18th January 2024**. Please contact the SA Branch as soon as possible to avoid the risk of missing the deadline. Contact details for the SA Branch: Email: [adminstaff@ife.org.za](mailto:adminstaff@ife.org.za) Tel: +27 11 788 4329. Website [www.ife.org.za](http://www.ife.org.za) No application will be processed unless it is accompanied by the appropriate fees.

**NB Foreign students:** if you submit payment by SWIFT transfer (which can take up to 5 working days to appear on a bank statement), then your application will not be processed until payment has been received. Payment made in this manner must be received **before** the final closing date of **18th January 2024**. Please note that the bank charges for foreign payments are for your account and the full exam fee amount must reflect in our account. MoneyGram or Western Union payments must be agreed in advance by special arrangement with the South African Branch and must be sent 3 working days **before 18th January 2024**. If any payments are rejected, we will make contact to request an alternative method of payment. If no further payment is received, the IFE will cancel the examination entry and no examination papers will be provided to the examination venue. Any exam fees paid by candidates from neighbouring countries will not be refunded should you decide not to write the exam in that session, the funds will be held over to the next exam session or can be used to purchase study material.

Candidates who are awaiting their results from October 2023 examinations are also required to submit their examination entries for March 2024 examinations by the closing date of **18th January 2024**.

## Late Entries

No late entries will be accepted after **the 18th January 2024**.

## Applying for Reasonable Adjustments

Candidates who have disabilities or particular assessment needs such as dyslexia are able to apply for reasonable adjustments. All requests should be submitted using the appropriate form. Please see the IFE website <http://www.ife.org.uk/Qualification-FAQs> for more information on the Reasonable Adjustments policy and on how to apply or contact the IFE SA Branch.

## Examination Centres

For a list of provisional exam centres, please see page 3 of the examination application form. Enquire at the IFE SA if you are uncertain. Please be aware that this list is not definitive as sometimes venues change due to unforeseen circumstances or may not be able to run (e.g., insufficient number of candidates), or may have a maximum capacity. Wherever this is the case we will endeavour to inform those affected as promptly as possible. It may also be possible to place a candidate at a venue that does not appear on the list; however, this can sometimes lead to additional charges for the candidate/s. Candidates should contact the IFE SA if they wish to discuss alternative venue options.

## 2024 Examination Entry Fees, Changes to Entries and Relevant Dates

### Entries up to 18<sup>th</sup> January 2024

Examination	South African candidates	Candidates from neighbouring countries
Level 2 Certificate in Fire Science, Operations & Safety	R 2 323-00 vat incl	ZAR 2 020-00 vat exempt
Level 2 Certificate Passive Fire Protection	R 2 323-00 vat incl	ZAR 2 020-00 vat exempt
Level 3 Certificate in Fire Science, Operations, Fire Safety & Management (price per unit exam)	R 1 739-95 vat incl	ZAR 1 513-00 vat exempt
Level 3 Certificate Passive Fire Protection	R 3 807-25 vat incl	ZAR 3 311-00 vat exempt
Level 3 Diploma in Fire Science and Fire Safety (price per certificate exam)	R 3 352-25 vat incl	ZAR 2 915-00 vat exempt
Level 4 Diploma in Fire Science and Fire Safety (price per certificate exam)	R 3 807-65 vat incl	ZAR 3 311-00 vat exempt

<b>Late Entry Fee</b>	No Late entries will be accepted after <b>18th January 2024</b>
<b>Refund of Entry Fees</b>	Candidates who change their minds and wish to withdraw from examinations may ask for a full refund of their entry fee up to 14 days from the date of booking. The requests should be made to the SA Branch office on email: <a href="mailto:adminstaff@ife.org.za">adminstaff@ife.org.za</a> <b>Please note</b> this is a final cut-off date and <b>no refunds will be made after this date</b> . Candidates from neighbouring countries will not be refunded. The money will be kept for study materials or carried over to the next exam session.
<b>Withdrawing from Examinations</b>	Candidates who change their minds and wish to withdraw from examinations after the 14 day period may opt to defer their entry. Details of deferral arrangements can be found below.
<b>Applying for deferral arrangements</b> <b>Deadline 19 April 2024</b>	Please see the Procedure for applying for deferral arrangements which sets out the limited situations in which a deferral arrangement may be possible and the supporting documentation which will be required by the IFE to process the request. Where the request is approved a fee of <b>ZAR 1 046-50 vat incl.</b> will be charged for each paper deferred. <b>Note:</b> The IFE does not accept deferral applications after the closing date.
<b>Amendment to Examination Entries</b>	Candidates may amend their examination entry without further charge up to 14 days after their booking is made. After 14 days, the IFE will try to meet requests for changes to papers/venues. However, changes may not be possible at this stage and the IFE reserves the right to charge an administration fee of <b>R 985-55 vat incl.</b>

### **What happens after I have applied?**

If you have submitted your application directly to the IFE SA office, we will email you to confirm receipt. Once your application has been processed we will send written acknowledgement approximately middle January via email detailing the examinations booked and the exam centre chosen. Please be aware that during busy times, entries may take up to a week to be acknowledged. If in doubt, contact us by telephone or email.

**If you receive any notification from the IFE that the application cannot be processed, please respond immediately. If you do not contact us, you are at risk of not being entered for your requested examination.**

Examination confirmation letters will be emailed to all candidates along with information about the exam venue that they have been allocated by middle February 2024. We urge every candidate to read this letter carefully and to advise us of any discrepancies immediately.

**Note to all candidates:** If you have not received your emailed letter by the 15<sup>th</sup> February (not before), please contact us and we will email a copy.

### **Further Information**

Please see the IFE website [www.ife.org.za](http://www.ife.org.za) for further information related to the **March 2024** examinations, or:

<https://www.ife.org.uk/March-2024-Examinations->

Information on policies and procedures and Frequently Asked Questions (FAQs) is available at: <http://www.ife.org.uk/Qualification-FAQs>

#### **If you have any further questions, please contact us:**

Institution of Fire Engineers (SA)

16 – 11th Avenue, Houghton Estate, 2198, Johannesburg, South Africa.

PO Box 1033, Houghton, 2041, South Africa.

Tel: +27 11 788 4329 E-mail: [adminstaff@ife.org.za](mailto:adminstaff@ife.org.za)