

Guidance for Candidates Applying to Enter Examinations March 2027

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

Exam paper clashes will not be permitted.

Exam fees can be found on page 3 of this form. For Preferred Exam Centres, refer to the list on page 3 of the application.

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.

Online Examinations (Level 2 Certificate, Level 3 Certificate Awards 1,2 and 3, Level 2 and Level 3 Passive Fire Protection exams and Fire Risk Assessment exams)

If you wish to apply for any of the online examinations, select exam centre 500 on the application form. The examination window will open on the date and start time stated on the examination timetable. The window will remain open for 8 weeks from that date for you to take your examination and will close at 23.59 hrs on the last date. Please ensure you allow enough time to take your examination **BEFORE** the window closes.

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 – <https://www.ife.org.uk/Home/Privacy-policy> 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 before 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 by **15th January 2027**. 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 **25th January 2027**. 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 Tel: +27 11 788 4329. Website 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 **15th January 2027**. Please note that the bank charges for foreign payments are for your account, and the full exam fee amount must be reflected 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 15th January 2027**. 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.

Late Entries

The late entry deadline is 12:00 on the **25th January 2027** at a considerable additional cost, and we therefore encourage students to register before the closing date.

Applying for Reasonable Adjustments

Candidates who have disabilities or assessment needs such as dyslexia can apply for reasonable adjustments. It's crucial to submit your request for reasonable adjustments at the same time as your application. This allows the IFE UK to consider your needs from the outset. All documentation must be submitted to the IFE SA office at adminstaff@ife.org.za

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.

2027 Examination Entry Fees Entries close on the 15th January 2027

Examination	South African candidates Vat included	Candidates from neighbouring countries vat exempt
Level 2 Certificate in Fire Science, Operations & Safety	ZAR 2 066.55 vat incl	ZAR 1 797 vat exempt
Level 2 Award in Passive Fire Protection (price per exam) – 4 exams	ZAR 1 572.05 vat incl	ZAR 1 367 vat exempt
Level 3 Certificate in Fire Science, Operations, Fire Safety & Management (price per exam) – 4 exams	ZAR 1 572.05 vat incl	ZAR 1 367 vat exempt
Level 3 Certificate Passive Fire Protection	ZAR 3 405.15 vat incl	ZAR 2 961 vat exempt
Level 3 Diploma in Fire Science and Fire Safety Fire Service Operations and Incident Command (L3D6) only	ZAR 3 026.80 vat incl	ZAR 2 632 vat exempt
Level 4 Diploma in Fire Science and Fire Safety Fire Service Operations and Incident Command (L4C3) only	ZAR 3 405.15 vat incl	ZAR 2 961 vat exempt

Level 3 Award in Fire Risk Assessment	ZAR 7 507.20 vat incl	ZAR 6 528 vat exempt
Level 4 Certificate in Fire Risk Assessment	ZAR 9 892.30 vat incl	ZAR 8 602 vat exempt
Level 5 Certificate in Fire Risk Assessment	ZAR 11 086 vat incl	ZAR 9 640 vat exempt

For key dates and information, please see below.

Late Entry Fee	No late entries will be accepted after 25th January 2027
Refund of Entry Fees	Candidates who change their minds and wish to withdraw from examinations may ask for a full refund of their entry fee up to 1 st February 2027. The requests should be made to the SA Branch office by email: adminstaff@ife.org.za . Please note this is a final cut-off date and no refunds will be made after this date . Candidates from neighbouring countries will not be refunded. The money will be kept for study materials or carried over to the next exam session.
Withdrawing from Examinations	Candidates who change their minds and wish to withdraw from examinations after 1 st February 2027 may opt to defer their entry, if they meet the deferral arrangements. Details of deferral arrangements can be found below.
Applying for reasonable adjustments	Candidates wishing to apply for reasonable adjustments must do so before the deadline date of 25th January 2027
Applying for deferral arrangements Deadline 19th May 2027	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. Note: The IFE does not accept deferral applications after the closing date.

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 and send you an invoice for payment. After payment is received new exam candidates will then receive a link to register on the MyIFE portal. Your MyIFE Portal will provide you with further information, including your upcoming exams, final results and certificates.

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 of February 2027. We urge every candidate to read this letter carefully and to advise us of any discrepancies immediately.

Further Information

Please see the IFE website www.ife.org.za for further information related to the **March 2027** examinations.

If you have any further questions, please contact us:

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