



Terms and Conditions for Examination Candidates

March 2027

Candidates booking 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.
2. Candidates are responsible for ensuring their contact information is kept up to date via their MyIFE account. Contact details must include a valid email address as this will be used to provide candidates with all necessary information regarding the examinations including notification of booking summary and examination results being available on MyIFE. Full details of the IFE Awarding Organisation's Privacy Policy can be found at www.ife.org.uk/Qualification-FAQs
3. The IFE will advise candidates when the invoice for the booking is available for payment and the timelines for making payment. Candidates must ensure that payment is made within the timeframes provided by the IFE. If payment is not received within the timescale specified, the booking will be cancelled.
4. Candidates must submit their booking by the closing date of 15th January 2027. By submitting their booking, they are confirming they will make payment for the examinations by the deadline. Candidates may cancel their booking up to 14 days from the date of their booking email and a refund will be processed for any payments received. Any exam fees paid by candidates from neighbouring countries will not be refunded should you decide not to write your exam in that session, the funds will be held over to the next exam session or can be used to purchase study materials.
5. Eligible examination candidates will be conferred IFE Student membership as detailed in IFE Qualifications Package.
6. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s).
7. Candidates must familiarise themselves with the 'Rules for Candidates' that apply to examination(s), whether online or in person, they have booked as set by the IFE and must ensure that they comply with these rules at all times.
8. 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. In the case of disqualification, results will not be issued, and fees will not be refunded.
9. Candidates are responsible for ensuring that they arrive at the examination centre 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.
10. Candidates taking online examinations are responsible for checking that they have been given access to the correct examination and referring any queries to exams@ife.org.uk (this will become available to you 30 days prior to your examination window opening)