



The Institute of  
Legal Finance  
& Management

## EXAMINATION REGULATIONS

**'The Board' means the Examination Board of The Institute of Legal Finance & Management.**

1. Candidates shall be responsible for presenting themselves at the examination room in good time. Registration times will be found on your exam letter.
2. **Candidates should attend the examination with, and have ready for inspection, evidence of photographic identification for the exam invigilator to check and verify. This could be a passport or driving licence issued with your photograph.**
3. Candidates should not deceive or mislead by giving false or incorrect information as to their identity.
4. Candidates should ensure all mobile phones are switched off and must be kept away from their person or place once seated. Coats, bags, cases and similar items shall be deposited outside the examination room or as directed by the invigilator.
5. Upon entering the examination room candidates become subject to the authority of the invigilator and must act according to their instructions.
6. Any candidate who brings any unauthorised items to his or her place shall inform the invigilator immediately.
7. Candidates must not have in their possession at their examination desk or make use of any book, manuscript, or any other aid unless it is specifically allowed by any published terms of that examination, or is allowed in the terms of the examination paper itself.
8. Cordless, noiseless calculators which are programmable but must not have a print out or word/graphic display facility are allowed in the examination. Please note mobile phone calculators or similar are prohibited.
9. Candidates are able to bring a small bottle of water and sweets provided all labels are removed.
10. Candidates should use their **candidate number ONLY** on their answer sheets and the front of the envelopes provided. **Strictly NO candidate's name or membership number should be written on any answer sheets, paperwork, exam paper or envelope.**

11. Candidates are able to write, highlight or mark their exam paper during the 10 minutes reading time, however they are forbidden from writing on any answer sheets.
12. Candidates should ensure all answers are written in ink and not pencil. The use of correction fluid/tape is allowed.
13. Candidates should not attempt to assist or to gain assistance from another candidate during the examination.
14. Candidates may not ask questions of the invigilators regarding the questions within the examination. The invigilator(s) must not interpret questions for the candidates as the question may require their own interpretations.
15. Candidates may be admitted to the examination room up to thirty minutes after the official start of the examination, but not normally thereafter. In abnormal or extenuating circumstances the invigilator has discretion to allow late entry. When a candidate is admitted more than 30 minutes after the examination has commenced the invigilator shall report the same to the Board, and shall include in his/her report the time the candidate was admitted and whether any candidates had left the examination room before the candidate arriving late had entered.
16. In exceptional circumstances the invigilator may allow a late arriving Candidate additional time to complete his or her examination, but no decision of an invigilator shall remove from The Board the power to disallow the work done in that additional time. When an invigilator does allow a candidate additional time he or she shall report the fact to the Board, and mark the candidate's script in such a way that The Board knows which of the work was completed in additional time.
17. The Board may refuse to consider the paper of any candidate who was admitted to the examination room 30 minutes or more after the examination had commenced, whether or not he or she was allowed additional time, unless within five days from the date of the examination the candidate gives a written explanation to The Board of his or her reasons for being late. The Board may in its absolute discretion decide not to accept the written reasons and take such action as it considers fit.
18. No candidates shall leave the examination room during the first 30 minutes or during the last 15 minutes of the examination nor leave the examination room if finished early. No candidate shall leave his place without the permission of the invigilator and a candidate wishing to leave the examination room temporarily must seek permission of the invigilator, and normally will be accompanied by an invigilator.
19. A candidate who fails to follow the invigilators reasonable instructions or who, in the opinion of the invigilator, causes an unreasonable disturbance shall be required to leave the examination room and will not be re-admitted.

20. At the end of the examination candidates shall remain seated and silent until all exams have been collected and until dismissed by an invigilator. All papers including the **exam paper** must be placed in the envelope and sealed by the candidate.
21. A candidate whose exam paper has been collected will not be re-admitted to the Examination room.
- 22. CANDIDATES MUST NOT REMOVE EXAMINATION PAPERS FROM THE EXAMINATION ROOM.**
23. A candidate who breaks any of these regulations will be reported to the Board.
24. Any candidate who wishes to draw to the attention of The Board any matter or circumstance which he or she believes has materially affected his or her performance in an examination must do so in writing to The Board within five days of the examination. The letter shall state the manner in which performance was affected, and enclose any supporting documentary evidence on which the candidate wishes to rely and sent to the ILFM office.
25. Where the nature of the examination makes necessary any variation to the above regulations, candidates will be informed of such variation by the invigilator.
26. Exam results will be sent by post at the chosen address of the candidate once results have been verified by the Examination Board. This can take up to 8 weeks before results are released.
27. Once results have been received a candidate who has failed can apply for feedback by contacting the office **within 21 days after results**. Please note there is a fee for this service and the application must be in writing.

Note:

Should it be necessary to evacuate the examination room during an examination invigilators have instructions to attempt an orderly evacuation to a place where candidates may assemble safely in such a way that if the evacuation proves a false alarm the examination can be continued. However, invigilators will not put convenience before the safety of candidates.