



The Institute of  
Legal Finance  
& Management

## LOCAL VENUE RULES

The ILFM is the UK's leading education authority and membership body for legal finance, administration and practice management professionals. We are dedicated to driving innovation, education and the promotion of excellence throughout the legal sector for financial and practice management staff.

As we offer qualifications to our members who are based throughout England and Wales, we understand that travelling to specific venues to sit examinations can be costly and time consuming. We therefore allow members to sit their exams at a venue chosen by them, within the guidelines.

We have specific rules and guidelines which are set out below. Should you have any questions you can contact our office on 0208 302 2867.

Where a local venue is providing an examination room and an invigilator for an ILFM examination they must ensure the following:

**The venue** – The local venue must be a College, School or University.

**Relationship** – The local venue should have no connection or relationship to the candidate(s).

**Fees** – All costs and fees for the venue, invigilator and return courier must be paid by the candidate(s).

**Exam date and time** - Each exam will have a specific date and time at which it must take place in line with the other ILFM exams.

**Exam room** - The exam room must be in a quiet area and have a desk and seating available for the candidate, you must have a separate desk for each candidate if multiple candidates are taking the same exam in the same venue.

**Clock** - There must be a clock in the room that the candidate can see from their desk.

**Prior to the exam** - Ensure the examination paper is held securely in a locked room or safe where no one but the invigilator can gain access to that room or safe.

**Following the exam** - Ensure the examination paper is held securely in a locked room or safe until it is returned by courier to the ILFM.

You are required to return the exam paper to the ILFM by courier, any associated costs should be met by the local venue, you should consider the cost of returning the exam paper when calculating your fee which will be payable by the candidate(s).

**Provide an Invigilator** – Rules of invigilator are enclosed separately.



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## LOCAL VENUE BOOKING FORM

### To be completed by the local venue –

Venue Name \_\_\_\_\_

Main Contact Name \_\_\_\_\_

Venue Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

We declare that we have no past relationship with the candidate(s) wishing to use our venue for the ILFM examination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

### To be completed by the exam candidate –

Name \_\_\_\_\_

Exam being taken \_\_\_\_\_

I/we declare that I/we have no past relationship with the local venue or invigilator.

Signed \_\_\_\_\_ Date \_\_\_\_\_

We'll only use this information to handle your enquiry and we won't share it with any third parties. For more details see our Privacy Policy which can be found on our website.

<http://www.ilfm.org.uk/site/about/privacy-policy/>