



The Institute of  
Legal Finance  
& Management

## ONLINE EXAMINATION REGULATIONS

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

1. Candidates shall be responsible for registering and logging on to the examination in good time. Registration times will be found on your exam email.
2. Candidates should ensure that all mobile devices such as phones and tablets are connected to a power source and are on silent, situated in a stable position to display both your desk space and your computer screen(s) throughout the examination.
3. Upon starting the examination candidates become subject to the authority of the invigilator and must act according to their instructions.
4. Any candidate who brings any unauthorised items to his or her desk shall inform the invigilator immediately.
5. 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.
6. Calculators which are programmable but must not have a printout or word/graphic display facility are allowed during the examination. Please note mobile phone calculators or similar are prohibited.
7. Candidates should use their **candidate number ONLY** when registering for the examination. Strictly **NO** candidate's name or membership number shall be written in any answer.
8. Candidates are able to bookmark exam questions during the 10 minutes reading time, however they are forbidden from writing any answers.
9. Candidates should not attempt to assist or to gain assistance from another person during the examination.
10. 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.

11. Candidates may be admitted to the online examination 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 online examination before the candidate arriving late had entered.
12. 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.
13. The Board may refuse to consider the paper of any candidate who was admitted to the online examination 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.
14. 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.
15. Where the nature of the examination makes necessary any variation to the above regulations, candidates will be informed of such variation by the invigilator.
16. Exam results will be sent to the candidate once results have been verified by the Examination Board. This can take up to 8 weeks before results are released.
17. 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.