



## THE PENSIONS MANAGEMENT INSTITUTE

### INSTRUCTIONS TO LEARNERS - PLEASE READ CAREFULLY

#### SPECIAL NOTES

1.
  - (a) Your learner admission permit will be sent to you via email which will include your learner number and the examination you have entered. Please check that you have received a permit for the correct Modules and communicate any discrepancy **IMMEDIATELY** to the Qualifications Department of The Pensions Management Institute (PMI).
  - (b) All candidates will be required to bring appropriate photo identification to the examination hall. You will be required to produce this identification for the examination co-ordinator before the examination begins. If you do not comply with this requirement you will not be permitted to sit the examination. Further details on this regulation are available from the Qualifications Department.
  - (c) **PRINT** off your admission permit and do not write or mark anything on your permit at any time. Take the permit with you each time you attend an examination. Your examination centre is shown on your admission permit, with the centre address (if United Kingdom and Ireland) or the name and address of the person who will notify the centre address to you (if overseas). Additional instructions may be shown below on the PMI website. The date and starting time of the examination for each Module concerned are also given on the admission permit.
  - (d) Be ready to take your seat in the examination room at least **FIFTEEN MINUTES** before the time fixed for the session to start. The Institute reserves the right to reject your paper if you arrive more than one hour after the time fixed for the session to start.
  - (e) No learner will be permitted to withdraw from the examination during the **FIRST THIRTY MINUTES** or during the **LAST FIFTEEN MINUTES** of the session.
  - (g) Any breach of the Instructions to learners and especially instructions in Paragraph 3 (i-v) below may result in your disqualification, not only from the paper you are sitting and any papers you may have already sat, but also from all future examinations, either for a period of years or indefinitely.



## AT THE EXAMINATION

2. Submit in all matters to the direction and rulings of the PMI Presiding Officials.
3.
  - (i) Except your admission permit, and this addendum, you must not take into the examination room or consult or in any way utilise any mobile phones, book, document or other written, typed or printed matter (except the question paper and your answer book and any other items provided by the Presiding Officials in connection with the unit being examined). All cases, books, revision notes and other personal belongings must be left in a cloakroom or other area specified by the Presiding Officials.
  - (ii) Rough work must not be done on the admission permit (see Paragraph 10 viii). You must not write on anything other than the material supplied by the PMI Presiding Officials. You must not remove from the examination room any of this material.
  - (iii) You must not converse or in any way communicate with or willingly receive communication from any other person (except the Presiding Officials) during the examination. Any attempt on the part of another learner to communicate with you must be reported to an invigilator in the examination.
  - (iv) You must not read or attempt to read the work of any other learner.
  - (v) You must not temporarily leave the examination room, except in case of urgent necessity, when you must be accompanied by an invigilator.
4. For exams that contain calculations only, you will be permitted to make use of a slide rule or a silent, battery or solar powered non-programmable calculator in the examination room, but you must indicate clearly the steps by which any answer has been obtained and show relevant working. Otherwise you may lose marks. You must place your slide rule or calculator on top of your desk at the commencement of the examination and keep it in view of the invigilator throughout the whole of the examination.
5. Place your admission permit (folded to show your name and learner number) on the left-hand side of your desk throughout the examination. **PLEASE TAKE THE ADMISSION PERMIT AWAY WITH YOU WHEN YOU LEAVE.**
6. Question papers will be distributed not more than five minutes before the time fixed for the session to start. **DO NOT BEGIN WRITING UNTIL INSTRUCTED TO DO SO BY AN INVIGILATOR.** It is your responsibility to make sure that you have been supplied with the examination question paper for the PMI unit for which you have entered. All PMI examination question papers bear the Institute's name and unit title at the top. The examination title should correspond to the one on your admission permit.

### For VQ qualifications:

7. Learners must take into the examination their own copies of the scheme booklets/rules and the Tables of Factors. They may also take in non-programmable calculators and any other materials they wish.

### For the APT, RPC, DC Governance and any ADRP core unit examinations:

8. You will be given a PMI white answer sheet for your examination.
  - (i) Insert your learner number **ONLY** as given on your admission permit and any other particulars required on your white answer sheet.



- (ii) Take care to write the full and correct learner number.
- (iii) **DO NOT** write your name on the cover or on any page of the book, or any supplementary pages or in the context of an examination answer. If you do, you risk disqualification due to data protection.

9. Please take an HB pencil, pen and a rubber to the examination.

#### FOR ALL LEARNERS

10. You will not be permitted to withdraw from the examination room until one hour after the time fixed for the session to begin or during the last fifteen minutes of the examination. If after the first hour you wish to withdraw from the examination, hand your answer book and question paper to an invigilator who will then give you permission to leave the examination room. Leave the room as quietly as possible so as not to disturb other learners.
11. The invigilator will make an announcement when the allotted time has expired. Stop work immediately and hand your **question paper and answer sheet to** an invigilator. Learners **MUST** not take the examination question paper from the examination room. No extension of time can be allowed.

#### 12. OVERSEAS LEARNERS

If you are unable to attend the examination, please notify immediately the official whose name and address are shown on your admission permit.

#### 13. CHANGE OF ADDRESS

If your results will not reach you at the address you have provided us, you should notify the relevant person in the qualifications department from the contacts below, notifying us of the appropriate address as to where you would like the results to be sent.

For any enquiries, please contact the necessary individual from the details below:

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Pensions  
Management  
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ACHIEVING PENSIONS EXCELLENCE

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