



## Private Examinations Entry Requirements

### Award in Pensions Trusteeship (APT)

Private sittings of this examination can be arranged to suit an organisation's location, date and time.

The minimum cost of a private APT exam sitting is £2250. This covers a maximum of 10 candidates. If there are more than 10 candidates for the sitting there will be an extra charge of the standard examination fee for each candidate (£225)

Provisional booking of dates can be reserved at any time but will only be held up to one month beforehand, when a formal booking must be made.

### How to apply to run a private examination

The organisation must complete an application form for each examination booked and send this to us with the correct fee. This must be received at least one calendar month in advance of the requested examination date.

Each candidate must also complete a form, which must be received by the PMI at least one calendar month in advance of the examination date.

In the event of an examination being cancelled less than two weeks prior to the examination date, 25% of the total fee will be deducted from any refunded payments.

Should a candidate decide to withdraw from the examination they must submit their request in writing two weeks prior to the exam they've been entered for and they will receive 50% of the examination fee. After that date there is no refund and the candidate will be marked as absent from the examination.

Candidates who withdraw for medical reasons have until the examination date to notify the PMI. 50% of the examination fee will be refunded on receipt of a doctor's certificate.

Please note: once a candidate has registered for the examination, this is non-transferrable between candidates.

### Transferring to a public sitting

If you are already entered onto a private examination sitting but want to transfer to the next available public sitting, this can be done up to the public sitting entry closing date.