



**Pensions
Management
Institute**
Moving pensions forward

Registered Office:
Devonshire House
60 Goswell Road
London
EC1M 7AD
T: +44 (0) 20 7247 1452
W: www.pensions-pmi.org.uk

**Certificate in Pensions Automatic Enrolment
Retirement Provision Certificate (UK entries only)ⁱ
Certificate in DC Governance
Award in Pension Trusteeship**

EXAMINATION REGULATIONS

REGULATIONS: It is a condition of acceptance of an examination entry that the candidate has carefully read these regulations (ticking the appropriate box on the entry form as confirmation) and agrees to abide by them

1. **EXAMINATION ENTRY:** Candidates are responsible for ensuring that they complete the appropriate Examination Entry Form and return it by the published closing date for entries. The form is available on the PMI website and can be posted or e-mailed – details are on the form.

Please note, once you have registered for a qualification it cannot be transferred to another person.

The address given on the Examination Entry Form must be your normal correspondence address. This address will be used for all examination correspondence. A candidate who has changed address must indicate this clearly so that the Institute's records can be updated.

In order that the Institute can deal promptly with any queries that arise concerning the examinations, candidates must give their daytime telephone number wherever possible. This number must be updated should it change at any time before the examinations are completed.

Please supply a valid and correct email address. Acknowledgements and your admission permit will be sent via this method. If your email needs updating please confirm this to the PMI as soon as possible.

Any enquiry concerning examination entry after the form has been submitted must quote the PIN Member number.

2. **FINAL ENTRY DATE AND ACKNOWLEDGEMENT:** The last date for entry for the examinations is shown on the entry form and the PMI website. UNDER NO CIRCUMSTANCES CAN ENTRIES BE ACCEPTED AFTER THIS DATE.

All entries will be acknowledged. Any candidate who does not receive an acknowledgement within a reasonable time should contact the Institute before the closing date for acceptance of entries and while there is still time for another entry to be submitted if the original has gone astray in the post. Candidates are advised to check their acknowledgements carefully.

3. **FEES AND REMITTANCES:** Examination entry fees are detailed on the entry form and website. Payment can be made by cheque, BACS or credit card. Cheques should be made payable to "The Pensions Management Institute" and must accompany the Examination Entry Form. Further details regarding BACS or credit card payments can be



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found on the entry form. In either case both the payment and the original entry form must be received by the closing date for entries. A receipt for examination fees is not an acknowledgement of acceptance or entry.

- 4. WITHDRAWAL FROM EXAMINATIONS:** Examination entry fee packages for RPC, CPAE and DC Governance qualifications includes access to the on-line study material, the examination, the certificate for all those who pass and in some cases Affiliate membership of PMI. Therefore, the withdrawal rates shown here have taken this into consideration.

Should a candidate decide to withdraw from the examination they must submit their request in writing **no later than two weeks prior to the examination date** they will receive 50% of the **examination resit 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 resit fee will be refunded on receipt of a doctor's certificate.

APT candidates: should a candidate decide to withdraw from the examination they must submit their request in writing **no later than two weeks prior to the examination date** 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.

- 5. SPECIAL CIRCUMSTANCES:** At the discretion of PMI special arrangements can be made for candidates for reasons of illness, disability or similar. Applications under this regulation **MUST** be made in writing and supported with medical evidence, at the point of entering the examination but no later than 6 weeks before the date of the examination. Applications after that time period will only be considered in the case of sudden illness or accidental injury (again, only if supported with medical evidence).
- 6. EXAMINATION VENUES:** A list of the current examination venues can be found on the PMI website and they are listed on the examination entry form.

Candidates should note that examination venues may change from session to session. Whilst every effort is made to provide a venue that is as central as possible in or to the centre town or city the Institute cannot always guarantee this. Alternatively, candidates can sit their exams at their place of work IF that is an approved centre

Candidates should note that it is **NOT** possible under any circumstances to change their choice of centre.

- 7. EXAMINATION ADMISSION PERMITS:** The Examination Admission Permits will be emailed to candidates approximately two weeks before the examinations are due to begin and this will confirm the address the candidate needs to go to in order to sit the examination.

Candidates must check that details are correct on this form and contact PMI if there is any doubt.



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8. **PHOTO IDENTIFICATION:** All candidates will be required to bring appropriate photo identification to the examination venue. You will be required to produce this identification for the examination invigilator before the examination begins. If you do not comply with this requirement you will not be permitted to sit the examination.
9. **CONDUCT OF THE EXAMINATIONS:** The conduct of the examinations is under the control of The Pensions Management Institute. All candidates must submit in all matters to the directions and rulings of the PMI invigilator in the examination rooms.

LIABILITY: If the Institute, for reasons outside its control, should find it impossible to hold any of its scheduled examinations, or if a candidate's completed script should be lost or destroyed, the Institute's liability shall be limited to a complete refund of the examination fee paid in respect of the examination concerned.

10. RESULTS:

- (a) The decision of the Examiners' Committee is in every case final. Requests for confirmation or reconsideration of the results should be directed to the Qualifications Department at PMI House.
- (b) The examination results will be sent to candidates as soon as they are available. The Institute reserves the right to publish examination results, whether successes or failures.

www.pensions-pmi.org.uk

ⁱ NOTE all RPC Overseas candidates will sit their examinations in April and follow the same regulations as for the Advanced Diploma in Retirement Provision.