

Independent student exam entry form (September 2010 examinations)

Please complete the form (in **BLOCK** letters) and return to the **IAM** together with your remittance.

The completed form must reach the **IAM** by the closing date of **13th August 2010**. Please note that there is **no** possibility of late entrance to examinations.

Forename:	Surname:
Address (must be cardholder's address):	
Country:	Postcode/ZIP:
Email:	Telephone:
Membership Number:	
Examination Centre:	

Independent candidates must make their own arrangements with a named **IAM** tuition provider to take examinations, and obtain written confirmation, **before** submitting this form. All **IAM** tuition providers will accept independent candidates for examinations, but August make a charge. All candidates are responsible for meeting any charges made by examination centres in advance of the examination date.

Outside the UK independent candidates August be able to sit examinations at a British Council Office or similar if there is no local tuition provider. Please contact customer services for further assistance.

Please indicate below all examinations you wish to sit:

Level 4 Diploma in Administrative Management

- People in Organisations** Monday 6th September 2010 (09.30 – 12.30)
- Administrative Systems and Processes** Tuesday 7th September 2010 (09.30 – 12.30)
- Professional Administration** Wednesday 8th September 2010 (09.30 – 12.30)
- Information for Decision Making** Thursday 9th September 2010 (09.30 – 12.30)
- Case Study 1** Friday 10th September 2010 (09.30 – 12.30)
- Project Report 1** to be submitted to the **IAM** by 10th September 2010

Level 5 Advanced Diploma in Administrative Management

- Administrative Systems in the Organisation** Monday 6th September 2010 (09.30 – 12.30)
- Strategic Issues in Administration** Tuesday 7th September 2010 (09.30 – 12.30)
- Administrative Management of Resources** Wednesday 8th September 2010 (09.30 – 12.30)
- HR Management and Practice** Thursday 9th September 2010 (09.30 – 12.30)
- Case Study 2** Friday 10th September 2010 (09.30 – 12.30)
- Project Report 2** to be submitted to the **IAM** by 10th September 2010

Case Studies

The scenarios for Case Studies for both Diplomas and the Advanced Diploma will be available in the examinations section of the website from **16th July 2010**. Candidates are responsible for reading the relevant scenarios before the examination.

Admission Slips

All candidates will be sent an admission slip confirming examination entry by **27th August 2010**. Candidates who have not received an admission slip by this date, or who require any assistance or further information about entering examinations, should contact the **IAM** on info@instam.org

ALL STUDENTS:

I am enclosing written confirmation from the centre that I will attend their examination series

I am enclosing a remittance for (insert numbers):

___ Examinations at £50.00 each
 ___ Project Reports at £50.00 each

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

Delta Solo
 VISA Switch

Switch only:

Issue No: /
 Start Date: /

Credit card:

VISA Mastercard

Card No: / / /
 Expiry Date: /
 Security No: (Last 3 numbers on reverse of card)

Signature:

Date: / /

Return to:

Examinations Office, IAM, 6 Graphite Square, Vauxhall Walk, London, UK, SE11 5EE
 Fax: +44 (0)20 7091 2619
 Email: info@instam.org

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org