

Exam Centre Profile

CII in-house online examinations



Please complete all of the information requested on this form, and return to:

CII Customer Service Online Exams Team, 42–48 High Road, South Woodford, London E18 2JP

tel: **+44 (0)20 8530 0816** or **+44 (0)20 8530 0805** fax: **+44 (0)20 8530 3052** email: **online.exams@cii.co.uk**

The information you provide will be used to create a profile for your exam centre for the delivery of the CII exams online. If you plan to deliver exams at more than one geographical address within your organisation (sub centres), then you need to submit a separate completed form for each address. Please complete all fields and enter 'unknown' where appropriate.

Corporate centre details (please complete one form for each centre)

Your CII Customer Development Manager (CDM)	
Company name	
Existing CII account number	
Centre/site address (see note 1)	
Street/road name	
Town	
County	
Postcode	
Telephone number	
Fax number	

Your team

CII Use

Centre main contact (see note 2)	Monitor 1	
Email address of centre main contact		
Technical contact (see note 2)	Monitor 2	
Email address of technical contact		
Administrator/Invigilator 1 (see note 2)	Monitor 3	
Email address		
Administrator/Invigilator 2 (see note 2)	Monitor 4	
Email address		

Examinations

Please indicate the exams that you are interested in offering	
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Your exam facility

Number of candidate workstations in this centre	
Days open each week for exams (e.g. Mon–Fri)	
Hours open each day for exams (e.g. 9am–5pm)	

Completed by

Date

Continued overleaf...

Notes

1 Centre/site address field

If the invoicing/correspondence address is different to the centre address, please insert it here:

Address for correspondence (if different from centre address)	
Street/road name	
Town	
County	
Postcode	

2 Centre/site address field

Important notice

All the CII examinations must be supervised by an invigilator. Invigilators should be suitably qualified and experienced adults whose integrity may be relied upon, and may be members of your staff. They act for the centre, under the guidance of the centre main contact, and the centre is responsible for their payment and actions. The CII do not accept responsibility for the payment of fees or expenses to invigilators. An invigilator must not have any direct involvement with any candidate (e.g. be a relative, be a line manager or be a training provider for any unit being sat). Invigilation and administration training is provided as part of the installation of the testing system at your premises and the approval process.

Main contact

A key member of staff, usually management level, who will be responsible for the overall installation and running of the CII examinations online. This person will be issued with the initial ID and password with which they will be able to use to gain access to the installation software. This person will receive advance notification of all updates/service outages, etc. by email hence it is vital a correct and up-to-date email address is supplied. In addition, the main contact also has administrator rights.

Technical contact

If different from the main contact, this person will be responsible for ensuring that the online examination system (including local network) is functioning properly prior to any scheduled exams taking place. This person will also receive advance notification of all updates/service outages, etc. by email hence it is vital a correct and up-to-date email address is supplied. In addition, the technical contact may also have some administrator rights.

Administrator/invigilator contact(s)

If different from the main contact (as the main contact will also automatically have Administrator rights), this person will be responsible for the scheduling and administering of the exams on a day to day basis.

This form allows space to name two administrators/invigilators (in addition to the main and technical contacts), but if you are a large centre, you are able to request further administrators/invigilators to be added – if you wish to do so, please supply their names and email addresses on a separate sheet and return with the form.

Please note that the main (management) contact and the technical contact will be required to be present during the installation of the online examination system, should you decide to proceed, then you need to submit a separate completed form for each address. Please complete all fields and enter 'unknown' where appropriate.