

# EXAMINATION ENROLMENT FORM

November 2018



**BOOK YOUR EXAMS ONLINE** - Exam bookings can now be made through our new mobile friendly website [www.cips.org](http://www.cips.org) with payment accepted in your local currency

Please complete this form in full and return to:  
CIPS Examinations, PO Box 9186, Adamsway, Mansfield, Nottinghamshire NG18 9DX  
Tel: +44 (0) 845 880 1188 Fax No: +44 (0) 845 880 1187 Email: [exams@cips.org](mailto:exams@cips.org)

## PART 1 - ABOUT YOU: PLEASE COMPLETE IN FULL

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

Your membership must be current to enter for all assessments. If your membership is not current, you must renew or submit your new member registration form with payment 10 working days before the exam closure date. After this date we cannot guarantee that you can be enrolled for the examination(s).

This form should be completed by students wishing to sit their examinations in the countries listed below

AFGHANISTAN	GHANA	NIGER
BENIN	GUINEA	RWANDA
BURKINA FASO	GUINEA-BISSAU	SENEGAL
BURUNDI	HAITI	SIERRA LEONE
CENTRAL AFRICAN REP.	KENYA	SOMALIA
CHAD	KOREA DEM. REP. (NORTH)	SOUTH SUDAN
COMOROS	LIBERIA	TANZANIA
CONGO, DEM. REP.	MADAGASCAR	TOGO
ERITREA	MALAWI	UGANDA
ETHIOPIA	MALI	ZAMBIA
GAMBIA	NEPAL	ZIMBABWE

## EXAM CENTRE INFORMATION

If you are registered with a study centre who also provide examination facilities, please select this centre as your exam centre. If you are a self-study or distance learning student, choose from any of the centres that are open to all students.

A current list of 'CIPS approved exam centres' can be found at [www.cips.org](http://www.cips.org) under qualifications, Find an Exam Centre.

In addition to the examination fee payable to CIPS at the point of booking, a supplementary administrative fee will be charged by the examination centre. You are advised to contact the centre before completing a booking for details of this supplementary fee. If you do not pay the required fee, you may not be able to take your exam and you may lose your assessment fee.

The following examination centres accept all students and will not charge a supplementary fee:

Blantyre British Council	MALAWI	Nairobi British Council	Kenya
Lilongwe British Council	MALAWI	Accra British Council	Ghana
Kampala British Council	UGANDA	Kumasi British Council	Ghana
Ndola British Council	ZAMBIA		

You must complete an enrolment form for each examination session.

**INTERNATIONAL ENTRY CLOSURE:** Friday 14th September 2018 **RESULTS PUBLISHED:** Wednesday 6th February 2019

Please note that all Reasonable Adjustment requests **must be submitted with your enrolment form before the Entry Closure date.**

**PART 2 - YOUR EXAMINATION CHOICES**

Read the CIPS Examination Enrolment Guidance booklet carefully about how to complete this section of the form.

Candidates are required to complete all parts of this form - if a mistake is made we may need to return your form which will result in enrolment delays.

I am currently studying at: (Record self study if you are not registered with a study centre) .....

I wish to sit my examination(s) at the following exam centre: (Please select two options in case Option 1 is not available)

Option 1 ..... Option 2 .....

**Examination subjects:** Please put a cross in the box(es) to indicate the examinations that you wish to be entered for.

**Certificate in procurement & supply operations**

- NC1 Procurement & supply principles
- NC2 Procurement & supply functions
- NC3 Procurement & supply processes
- NC4 Procurement & supply administration
- NC5 Procurement & supply stakeholders

**Advanced certificate in procurement & supply operations**

- AC1 Procurement & supply environments
- AC2 Procurement & supply operations
- AC3 Procurement & supply workflow
- AC4 Inventory & logistics operations
- AC5 Procurement & supply relationships

**Diploma in procurement & supply**

- Contexts of procurement & supply
- D2 Business needs in procurement & supply
- D3 Sourcing in procurement & supply
- Negotiating & contracting in procurement & supply
- D5 Managing contracts & relationships in procurement & supply

**Advanced diploma in procurement & supply D1**

- AD1 Management in procurement & supply
- AD2 Managing risks in supply chains
- AD3 Improving the competitiveness of supply chains D4
- AD4 Category management in procurement & supply
- AD5 Sustainability in supply chains
- AD6 Operations management in supply chains

**Professional diploma in procurement & supply**

- PD1 Leadership in procurement & supply
- PD2 Corporate & business strategy
- PD3 Strategic supply chain management
- PD4 Supply chain diligence
- PD5 Programme & project management
- PD6 Legal aspects in procurement & supply (UK)

**PART 3 - SIGNATURE AND DATE**

The provision of examination service by CIPS contained in this examination enrolment form is subject to the conditions of entry provided in the CIPS Examination Enrolment Guidance booklet. They can also be found at [www.cips.org](http://www.cips.org) under Qualifications, Assessments and Enrolment Guidelines.

By returning this form you acknowledge that you have read, understood and accept those conditions, and which include exclusions and limitations of liability on the part of CIPS.

**This form must be signed and each section completed.**

I agree to the conditions of entry

into the CIPS examination(s). Signed..... Date .....

<b>Certificate fee(s)</b>	£63 per exam	Total £	<input type="text"/>
<b>Diploma fee(s)</b>	£78 per exam	Total £	<input type="text"/>

**PART 4 - HOW TO PAY**

Please note that your form will not be processed if your payment is not received with this form.

I have enclosed a UK sterling cheque (made payable to CIPS) Name of Cardholder

Money on CIPS account

Paid through British Council Card Number (16 digits)

Paid by BACS (remittance advice must be enclosed) Issue Number  Expiry Date  /  /  /

Credit Card  Debit Card Card Security Code

MasterCard  Visa  Amex  Maestro