

ATM INTERNATIONAL DIPLOMA EXAM REPLY SLIP FOR EXAMS TAKEN OUTSIDE OF THE UK

Please return this form to ATM Safety & Environment before the date given below:

15th May for July

15th November for January

Name.....Date of birth.....

Address.....

Email.....Tel No.....

NEBOSH student number for the Diploma or a previous qualification (if known):

I wish to be registered to take units of International Diploma:

in: January 2018 July 2018

I wish to request special access arrangements or a reasonable adjustment for this exam¹

Yes Reason: _____

Please tick relevant boxes below and calculate total fees due

	January 2018	July 2018
I wish to be registered for the following unit exams at a venue outside of the UK (please provide details on the next page) <i>NEBOSH admin. fee for venues outside of the UK is £95</i>	<input type="checkbox"/> £95	<input type="checkbox"/> £95
Unit IA Tuesday 16 January 2018 0930-1230 Unit IA Tuesday 17 July 2018 0930-1230	<input type="checkbox"/> £82	<input type="checkbox"/> £82
Unit 1B Wednesday 17 January 2018 0930-1230 Unit IB Wednesday 18 July 2018 0930-1230	<input type="checkbox"/> £82	<input type="checkbox"/> £82
Unit IC Thursday 18 January 2018 0930-1230 Unit IB Thursday 19 July 2018 0930-1230	<input type="checkbox"/> £82	<input type="checkbox"/> £82
NEBOSH enrolment fee (only if not currently enrolled with NEBOSH as an International Diploma student)	<input type="checkbox"/> £60	<input type="checkbox"/> £60
	Total	Total

Method of Payment

All examination fees were paid when I started the course or unit

I will arrange an electronic transfer (our bank details are given below*)

I wish to make payment by credit/debit card online at www.atmsafety.org.uk

*HSBC bank plc, Sort Code: 40-18-06

Account Name: ATM Safety & Environment, Account Number: 51114417

IBAN: GB27MIDL40180651114417, BIC: MIDLGB22

¹ This is given for disabilities and learning difficulties i.e. Dyslexia, or for use of a translation dictionary. The NEBOSH policy is at: https://www.nebosh.org.uk/About_Nebosh/default.asp?cref=425

<p>Venue details: Please provide contact details for the British Council Office or educational establishment where you will be taking the exam. You must contact the venue before submitting these details to obtain their permission and to ensure the details given are up to date. You are responsible for payment locally of all invigilation and return courier charges made by the venue.</p>		
<p>Name of venue:</p> <p>Name of examination contact at the chosen venue (mandatory):</p> <p>Tel. number for the examination contact:</p> <p>Email of the examination contact:</p> <p>Address for the contact above, where the exam pack is to be sent:</p> <p>Address of exam venue if different from the contact address (check with venue):</p>		

Additional notes for overseas students

1. Approximately two weeks before the date of the examination you will receive an examination entry confirmation letter (EC) which must be shown to the invigilator and displayed on your desk throughout the examination. This will be sent by email.
2. In addition to the EC you must take to the exam some Photo ID such as a passport.
3. The back of the EC contains important rules for candidates, please make sure you are fully aware of these rules. You **MUST NOT** take into the exam any electronic devices that are able to store and retrieve data such as mobile phones, or any course notes or paper. A simple non-programmable calculator is permitted but phones must not be used as a calculator.
4. Writing materials must be taken to the exam but no paper is required. An answer script will be provided and candidates must write in blue or black pen.
5. Translation dictionaries taken into the exam as part of a reasonable adjustment must be in hard copy and must be free of any markings i.e. do not write in your dictionary. If the dictionary is not used, extra time for its use will not be given by the invigilator.
6. A Unit Result Notification (URN) will be issued by the date given on your EC.