

Conduct of Examination Form

Please report all breaches of procedures or any circumstances that may affect the learners' performance in the examination. Also use this form to report any instances of malpractice or maladministration to The London Institute of Banking & Finance.

For use with **ALL** LIBF Financial Capability examinations. Please return this form to: **fcexams@libf.ac.uk**

SECTION 1 – EXAMINATION DETAILS

Centre name _____
 Qualification _____ Unit _____
 LIBF e-test Yes Exam Session Number _____ Exam Date _____
 I can confirm that the examinations were conducted in accordance with The London Institute of Banking & Finance's Regulations for the Conduct of Examinations

SECTION 2 – UNAUTHORISED PERSONS

Did any unauthorised persons enter the examination room during the examination?
 Please provide details of any non-learners who entered the examination room, including name, job title and relationship to the LIBF examination:

SECTION 3 – LATE ENTRY

Did any students enter the examination room during the examination?
 Please provide details of any students who entered the examination room after the start time:

LIBF number	Student name	Minutes late	Reason	Time allowed

SECTION 4 – INAPPROPRIATE BEHAVIOUR

Did any students behave in an inappropriate manner?
 Please provide details of any students who behaved in an inappropriate manner:

LIBF number	Student name	Details of Behaviour	Student Signature	Date Signed

SECTION 5 – COMPLAINTS

Did any student(s) make a complaint?

Please provide details of any students who made a complaint:

LIBF number	Student name	Details of Complaint	Student Signature	Date Signed

SECTION 6 – PROBLEMS/DISTURBANCES/INTERRUPTIONS

Did any problems/disturbances/interruptions occur before, during or after the examination?

Please provide details of any events that took place:

Event	Duration	Students Affected

SECTION 7 – TECHNICAL ISSUES

If using LIBF e-test, were there any technical problems during the examination session?

Please provide details of any technical issues that occurred and any actions taken to rectify:

SECTION 8 – OTHER

Please give details of any other details that The London Institute of Banking & Finance should be made aware of:

SECTION 9 – YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** (www.libf.ac.uk/privacy)

SECTION 10 – SIGNATURES

Examinations Officer signature _____ Date _____

Print name _____

Invigilator signature _____ Date _____

Print name _____