

Admission Permits and Instructions

You will be sent an admission permit and instructions about 5-10 working days before the exams begin. If you have not received it 5 days before the exams, you should contact The Insurance Institute of Ireland, quoting the centre where you are sitting the exam and your membership number.

Proof of Identity

You must be prepared to show proof of your identity to any Insurance Institute of Ireland official who requests it. This photographic proof is in addition to your admission permit. The following documents are acceptable as identification:

- a current passport
- company identification card containing your photograph and signature
- full driving licence containing your photograph and signature

If you do not currently hold one of these means of identification, you are expected to acquire one before the date of the exam. You will be required to show this identification to the exam co-ordinator before the exam commences. You should arrive at the exam centre 30 minutes before the exam is due to start so that the checks can take place.

If you do not comply with these requirements, you will not be permitted to sit the exam and will not be entitled to a refund of the exam fee.

Calculators & Dictionaries

You may use silent battery or solar-operated non-programmable calculators in the exam room but you must show clearly the steps by which an answer has been obtained and show all relevant workings. The use of electronic equipment capable of being programmed to hold alphabetic or numerical data and/or formulae is prohibited. You will be asked for information on the model of calculator you use.

The Institute does not permit the use of dictionaries during examinations.

Mobile Telephones

You are not permitted to bring a mobile telephone into the exam hall during examinations under any circumstances.

Exam Papers

Before leaving the exam room, you must hand your question paper and answer book to the invigilator. Your exam may not be corrected if you do not return your question paper.

Disciplinary Action

The Insurance Institute of Ireland may take disciplinary action against any candidate found guilty of dishonourable or unprofessional conduct or of committing a breach of the exam regulations. Penalties may be imposed for falsification of documents or cheating during the exams.

Disability Discrimination Act – Examination Policy

The Insurance Institute of Ireland and CII applies its equal opportunities policy to all exams it administers. Provisions are made for candidates who are registered disabled (or certified as temporarily disabled), dyslexic, blind or partially sighted. All other acknowledged disabilities will be dealt with appropriately as individual cases, and examined by a method approved by the Examiners Committee.

If you have a medical condition, which you believe should be taken into consideration in assessing your exam performance, you should apply in writing, enclosing medical evidence such as a doctor's letter. Applications without medical evidence will not be considered.

All applications should be sent to the Insurance Institute of Ireland a minimum of 28 days before the date of the exam session you are entered for. The Insurance Institute of Ireland will not consider applications received after that time.

NB. While The Insurance Institute of Ireland will hold your medical evidence on file for the stated purpose and for the required duration of time that it is necessary, you will be required to submit a written request for provision to be made or consideration given, at least 28 days before each subsequent exam session you enter to the invigilator.

Liability of the CII AND III

In all circumstances, the CII's and III's liability is limited to a complete refund of the exam fee paid for the exam concerned.