

Assessment entry form

September 2015

Important notes for completing this form

Please complete all sections of this form in BLOCK CAPITALS using black ink. Fields marked with an asterisk (*) are compulsory.

ALL students must have current CIM membership. Visit www.cim.co.uk/join/ to register as a studying member.

Assessment cancellations

Assessments may only be cancelled **within seven days** after receiving confirmation of your assessment bookings from CIM. **Fees are non-refundable.**

Assignments

Assignments sent directly to CIM will not be accepted. **ALL** assignments must be submitted through your accredited study centre, along with a copy of your assessment booking confirmation. All students taking CIM assignments will be required to sign a candidate declaration.

Examinations

All students sitting CIM examinations (written or online) will be required to provide **photographic identification** to the invigilator along with the **final confirmation letter or a current CIM membership card**. Photographic ID can be in the form of a driving licence or national ID card.

Students sitting assessments by examination will be assigned an examination location by CIM. If you choose not to sit your examinations at the designated location, you must inform us **within seven days** of receiving your confirmation letter.

Reasonable adjustments

If you have reasonable adjustments for your assessments or believe you may require them, please tick this box. ☐

It is important that you inform CIM if you have any permanent or temporary condition that you wish to be taken into consideration when taking a CIM examination.

You are strongly advised to read the Reasonable Adjustments and Special Consideration policy in the Assessment section on **www.cimlearningzone.com** to see if you are eligible for a reasonable adjustment.

Assessment entry deadlines

Deadlines by which CIM must receive all assessment entry forms for the September session:

Entries via study centre / British Council: 19 June 2015

(Please note, this is the date by which applications need to be received at CIM. The date by which they must be submitted to study centres / the British Council will be earlier. Please contact them for details).

Entries via post or e-mail: 3 July 2015

Alternatively, you can book online at www.cim.co.uk/mycim up until **10 July 2015**. Please note, there will be **NO** opportunity to make any late bookings for the September session.

1. Fill in your personal details

*Title (Dr, Mr, Mrs, Ms, Miss, Other)

*Forenames

*Family name

*Membership number

Assessment entry checklist

Before you submit your assessment entry form, please check that you have:

- ☐ Signed and dated your form
- ☐ Made the correct selection of examinations or assignments as appropriate
- ☐ Identified your study centre and preferred area to attend examinations
- ☐ Enclosed payment of the correct fee, or provided credit/debit card details

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2. Fill in your personal details

*Postal address

*Country

*Postcode (UK only)

*Date of birth

Telephone number/Mobile

*E-mail

This e-mail address will be used to communicate your assessment results. Confirmation and final notification letter will be e-mailed.

3. Enter details of your current CIM/CAM Accredited Study Centre

CIM/CAM qualifications are taught through a global network of around 300 Accredited Study Centres. This means that each Centre has been quality-audited and approved to teach CIM qualifications.

Bookings cannot be accepted unless you are registered with an Accredited Study Centre.

*Name of your current CIM/CAM Accredited Study Centre

*Enter your nearest city/town and we will allocate the exam centre closest to you depending on availability. Usually this will be your Accredited Study Centre.

If you are studying overseas and are unable to attend your examination at one of our current examination venues, we may be able to make special arrangements for you. However, this will incur additional fees.

Please note, if the information you provide regarding your Accredited Study Centre is incorrect, we reserve the right to find an alternative venue for your examinations.

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4a. CIM Pre 2014 syllabus - select your assessment subjects

Please enter a 'tick' in the box to indicate which subjects you wish to enter for examination or assignment. Please check with your Accredited Study Centre which units you need to book for.

Introductory Certificate in Marketing	Date	Time	Cost
What is Marketing?	N/A	N/A	Exam - £55 <input type="checkbox"/>
Understanding Customer Relationships			Assignment - £55 <input type="checkbox"/>
Professional Certificate in Marketing			
Marketing Essentials	1 Sept 2015	14:00-17:00	Exam - £70 <input type="checkbox"/>
Assessing the Marketing Environment	2 Sept 2015	14:00-17:00	Exam - £70 <input type="checkbox"/>
Marketing Information and Research			Assignment - £70 <input type="checkbox"/>
Stakeholder Marketing			Assignment - £70 <input type="checkbox"/>
Professional Diploma in Marketing			
Marketing Planning Process			Assignment - £80 <input type="checkbox"/>
Delivering Customer Value through Marketing	1 Sept 2015	9:30-12:30	Exam - £80 <input type="checkbox"/>
Managing Marketing			Assignment - £80 <input type="checkbox"/>
Project Management in Marketing			Assignment - £80 <input type="checkbox"/>
Chartered Postgraduate Diploma in Marketing			
Emerging Themes			Assignment - £90 <input type="checkbox"/>
Analysis and Decision	2 Sept 2015	9:30-12:30	Exam - £90 <input type="checkbox"/>
Marketing Leadership and Planning			Assignment - £90 <input type="checkbox"/>
Managing Corporate Reputation			Assignment - £90 <input type="checkbox"/>
Leading Marketing			Project - £360 <input type="checkbox"/>

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4b. CAM - select your assessment subjects

Please enter a 'tick' in the box to indicate which subjects you wish to enter for examination or assignment. Please check with your Accredited Study Centre which units you need to book for.

Diploma in Marketing Communications	Date	Time	Cost
Marketing and Consumer Behaviour			Assignment - £85 <input type="checkbox"/>
Integrated Media			Assignment - £85 <input type="checkbox"/>
Diploma in Digital Marketing (Core modules)			
Marketing and Consumer Behaviour			Assignment - £85 <input type="checkbox"/>
Digital Marketing Essentials			Assignment - £85 <input type="checkbox"/>
Digital Marketing Planning			Assignment - £85 <input type="checkbox"/>
Diploma in Digital Marketing (Media and Branding)			
Integrating Digital Media and Branding			Assignment - £85 <input type="checkbox"/>
Diploma in Digital Marketing (Mobile)			
Mobile Marketing in Practice			Assignment - £85 <input type="checkbox"/>
Diploma in Digital Marketing (Metrics and Analytics)			
Web Analytics and Social Media Monitoring			Assignment - £85 <input type="checkbox"/>

5. Please sign your declaration

I understand and agree to comply with examination and assignment regulations as published by CIM.
Details of these regulations can be found at www.cimlearningzone.com

Signature

Date

September 2015

Membership

☐ **I wish to renew my membership and authorise you to take the relevant fee**

☐ I wish to pay using money in credit on my CIM account

☐ **I wish to pay by cheque**

☐ **I wish to pay by credit/debit card**

Please indicate type of card. Please note, we are not able to accept payment by Diners.

☐ Visa ☐ Mastercard ☐ Delta ☐ Maestro/Switch ☐ American Express ☐ Electron or Solo

Valid from	Expires
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Issue number (for Maestro/Switch/Delta/Connect):

Security code

(Use last three digits on the reverse of your card. For American Express, use the four digit verification number on the front of your card)

Signature

Date _____

Payment notes

- Payments for assessments are non-refundable.
- A cheque or credit/debit card details must accompany this form in order for it to be processed.
- For students taking examinations outside the UK, additional local fees may be charged by the examination centre. Students are advised to contact their examination centre in advance for confirmation.
- Please note we cannot invoice companies and/or individuals.
- CIM or your study centre will offer you the facility to sit for any examinations you have booked. If you choose not to sit your examinations at the designated location, please note that you may be liable for an additional charge to accommodate alternative arrangements.
- If you are based in Africa, please check with the British Council who may collect your application and assessment fees on your behalf, in local currency.

Please e-mail your completed assessment entry form to examentry@cim.co.uk

Alternatively, you can post your booking form to:

Customer Experience, CIM, Moor Hall, Cookham, Maidenhead, Berkshire, SL6 9QH, UK

Please allow two weeks for your application to be processed by CIM, or slightly longer for international applicants.