CIPS Examination Centres Approval Policy

Introduction
Chartered Institute of Procurement & Supply (CIPS) is a recognised and regulated Awarding Body. The Awarding Body is committed to high levels of quality assurance and policies that are open, transparent and free from bias and comply with the regulator(s) General Conditions of Recognition.

Overview
The Awarding Body is committed to offering high standard assessment facilities for candidates globally ensuring candidates have access to appropriate venues. The security of the assessments is paramount and this policy details the principles for exam centre approval.

UK Provision
a. Study centres: UK approved study centres are expected where applicable to apply for exam centre approval within two years or sooner if they already have experience of administering exams, including reasonable adjustments. Study centres that do not have experience of holding exams may not be approved as an exam centre until the Awarding Body is satisfied that the integrity of the exams process will be maintained at all times.
b. CIPS CBE centres: The Awarding Body is responsible for ensuring that adequate arrangements are in place for the provision of exam opportunities, where it is reasonable and feasible, for all candidates who are not registered with an approved study centre; this is delivered through a number of CIPS computer based exam (CBE) centres across the UK. There is an additional fee for candidates to pay when using a CIPS CBE centre for their exams.
c. CIPS approved exam centre: Often referred to as ‘special’ centres, could be a college, university or other institute which is not a CIPS approved study centre. There is an additional fee for candidates to pay when using a special exam centre. This fee should be agreed directly between the candidate and the centre.

Provision outside the UK
The approval of exam centres is separate from the approval or registration of a study centre; these centres are not automatically approved as exam centres.

a. Study centres approved as exam centres: Where there has been a historical practice, CIPS may approve a registered study centre to act as an exam centre for their own students.
b. CIPS CBE centres: The Awarding Body is responsible for ensuring that adequate arrangements are in place for the provision of exam opportunities, where it is reasonable and feasible, for all candidates who are not registered with an approved study centre; this is delivered through a number of CIPS CBE centres globally. There is an additional fee for candidates to pay when using a CIPS CBE centre for their exams.
c. CIPS approved exam centre: Often referred to as ‘special’ centres, could be a college, university or other institute which is not a CIPS approved study centre. There is an additional fee for candidates to pay when using a special exam centre. This fee should be agreed directly between the candidate and the centre.
d. **Paper based exam centres (Tier 2 and 3 Countries only):** There is current provision made up of British Council and CIPS approved exam centres to ensure all modules to be completed via a paper based exam can be accommodated.

**Exceptional Provision [UK and International]**

There are certain circumstances where, for reasons beyond their control, candidates are not able to access or use a CIPS approved exam centre. Such circumstances include:

- place of residence – such as serving in the armed forces (on ship, submarine etc.)
- candidates requiring special facilities or not able to physically access a centre because of a disability.

Where a candidate is registered with an approved study centre, the study centre is responsible for any special arrangements in order to provide assessment opportunities to that candidate.

Where a candidate is not registered with a study centre, CIPS is responsible for facilitating the assessment, where it is feasible and reasonable and maintains the integrity of the exam. In exceptional circumstances and with prior approval, CIPS may allow a private centre including a corporate venue to hold the exam providing an independent invigilator is used.

**Application**

Requests for examination centres should be submitted to the Awarding Body with the relevant documentation. An application form can be requested by sending an email to:

examcentre.management@cips.org

CIPS Awarding Body
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