

Assessment Regulations

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Purpose

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets and runs professional assessments to enable our members to attain high levels of competence in the field of public finance.

Scope

This document sets out the regulations pertaining to, and procedures for members who are sitting, or intending to sit CIPFA assessments. This document also serves to signpost members and staff to more detailed policies in specific areas.

Associated Policies

All students must familiarise themselves with CIPFA's student policies, procedures and forms. These can be found at:

<https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>

CIPFA Procedures before assessments

Eligibility to register for assessments

CIPFA runs 4 assessment sessions a year. The 2 main assessment sessions are in December and June. The 2 additional assessment sessions are in September and March.

To be eligible to sit CIPFA assessments students must:

- Hold current and active student membership with CIPFA
- Register for the assessment before the published registration deadline. Late entries may be allowed in exceptional circumstances but will incur additional fees.
- Have access to a computer, internet connection, suitable room, and approved invigilation arrangements as appropriate.

Students who are part of a programme run by an Accredited Training Provider (ATP) must complete the agreed registration process before the registration deadline.

The times of UK assessments are set by Greenwich Mean Time (March and December) and British Summer Time (June and September). The timetable for overseas sitting of assessments will be set to the local time and confirmed by CIPFA.

Assessment delivery

All CIPFA assessments are delivered online through an e-assessment platform. Students are expected to take their assessments using a remote invigilator through the e-assessment platform. Local invigilation will only be permitted for exceptional circumstances set out in the Reasonable Adjustments and Extenuating Circumstances Policy.

Remote invigilation (flexible location)

- Online assessments are supervised by a remote invigilation service provided by the e-assessment platform. The assessment is completed on a computer with a stable and continuous internet connection. The computer can be in any suitable quiet location, including the student's home or a workplace. It requires a private room, web camera and functioning audio (microphone and speakers).
- CIPFA's assessment sites will only work with Google Chrome and Microsoft Edge.
- Chromebooks and computers linked to virtual machines are not compatible with the remote invigilation system. Students using work computers/laptops for their live assessment may find that they are blocked from fully accessing the remote invigilation system and will need to ask their IT department to whitelist the assessment platform.
- The full details of the e-assessment and remote invigilation system requirements link can be found on the exams page of the CIPFA website.

Local invigilation

- This option is only available to students with extenuating circumstances and needs with prior approval granted by CIPFA.
- This route requires an invigilator to be present in the room and does not use a remote invigilator.
- The invigilator must be a line manager from another department or a member of the HR team. CIPFA will need to approve the invigilator in advance of the assessment.
- The local invigilator route uses the e-assessment software and Google Chrome and Microsoft Edge web browser. Students can sit their assessments at work or any other educational recognised establishment. Those students taking the assessment at work, will have to find an invigilator who is not their direct report or is not directly reporting into them.
- If approved to use a local invigilator, students must make all arrangements for an assessment centre and an invigilator for the assessments. British Council offices are recommended wherever available; local colleges, universities or other educational organisations can be used in the absence of a British Council office. All information including the location of the assessment, invigilator name and email address must be updated on the student's MyCIPFA page and Rogo. All arrangements are subject to CIPFA's approval.

Reasonable Adjustments and Special Consideration

CIPFA recognises that students may encounter both long-term needs and unexpected short-term challenges which affect their ability to access or perform in assessments.

These are managed through two distinct mechanisms - reasonable adjustments and special consideration. CIPFA align their policy with Ofqual and JCQ.

All applications must be supported by relevant evidence, such as a medical certificate or formal letter from a healthcare or support professional.

Reasonable Adjustments

These are proactive measures put in place before or during assessment to ensure that students with a long-term disability, condition, or specific learning need are not disadvantaged by standard assessment arrangements.

CIPFA recognises that some students can fully meet the learning demands of a qualification and demonstrate the required knowledge and skills but may face unnecessary barriers due to a permanent disability or specific learning need.

Special Consideration

These are reactive provisions for students affected by unforeseen, short-term events that impair their ability to complete or perform in an assessment.

CIPFA recognises that students may face challenges such as illness, personal crisis, or other access requirements at the time of assessment. If such events affect a student's ability to take an exam or demonstrate their competence, they may apply for an assessment adjustment under extenuating circumstances.

How to Apply

Students must apply directly to CIPFA for either reasonable adjustments or extenuating circumstances by completing the relevant online application form, available via the CIPFA website.

Students should apply for reasonable adjustments and extenuating circumstances direct to CIPFA by completing the relevant online application form, which is available from our website:

<https://www.cipfa.org/qualifications/exams>

The appropriate supporting evidence such as medical reports, police reports or death certificates must be provided to support the application evidence submitted must be relevant and significant. Evidence should relate to facts and not opinion.

Students are advised to submit an application in line with CIPFA's policy. Please refer to our Reasonable Adjustments and Extenuating Circumstances Policy for full details:

<https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>

Assessment refunds and deferrals

Assessment registration fees refunds

A full or partial refund of assessment fees will be made in the following circumstances;

- Where the exam booking window is open and a student requests to cancel their assessment, a 100% refund will be offered. In this circumstance, the student needs to contact Student Support to inform CIPFA of their decision to withdraw from the assessment.
- Where the exam booking window is closed and the student is prevented from attending the assessment due to medical circumstances, bereavement, or local emergency, a 50% refund will be offered. If the student does not meet any of the referenced criteria, a refund will not be offered.

The Assessment Deferrals Application process procedure should be followed in order for a refund to be considered.

Assessment deferrals

Instead of cancelling an assessment, a student may transfer the assessment fee to the next available assessment session. This assessment fee can only be transferred to the same or equivalent module as the original exam booking. The fee can only be applied to the next available exam session.

Assessment deferrals will be considered if the student is prevented from attending the assessment due to medical circumstances, bereavement, or local emergency and an application is received after the assessment booking window closes and before the date of the assessment.

Students should apply for deferrals direct to CIPFA by completing the relevant online application form, which is available from our website:

<https://www.cipfa.org/qualifications/exams>

The appropriate supporting evidence such as medical evidence, doctors notes, death certificates or letters from employers must be provided to support the application evidence submitted must be relevant and significant. Evidence should relate to facts and not opinion.

Students are advised to submit an application in line with CIPFA's policy. Please refer to our Deferrals Policy for full details:

<https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>

Exemptions

Exemptions from CIPFA assessment may be awarded in recognition of previous academic achievement. Students are not required to complete the assessment for any assessment from which they have been granted exemption. An exemption will not be granted if the student has previously attempted an assessment and not been successful.

Full details on the most up to date exemption process can be found on the CIPFA website: <https://www.cipfa.org/qualifications/exemptions>

Assessment conduct requirements

During the assessment

Plagiarism involves presenting someone else's work or ideas as the student's own without proper attribution and is a breach of academic integrity. Any work presented in the examination must be the student's **own** work. Any unauthorised materials, use of Artificial Intelligence or collusion with other individuals is strictly prohibited. It is the responsibility of the student to read and be familiar with CIPFA's Assessment Offences and Generative Artificial Intelligence policies.

Any breach of academic regulations or misconduct during an examination will be managed through CIPFA's Assessment Offences process. Cases may be referred to the Disciplinary scheme.

Any student failing to comply with CIPFA requirements, or with any given by the invigilator, may be liable for disqualification.

Invigilators will report any perceived breach of these rules to CIPFA. Where the circumstances of any potential breach of these rules reveal that there may be an Assessment Offence or a breach of Byelaw 23 of the CIPFA Byelaws, the matter will be dealt with pursuant to the Assessment Offence Policy and/or the Disciplinary Scheme.

ID Verification

Students must bring a valid photo ID (passport, driving license, national ID card or work access card) to the assessment at each session and show it to the invigilator when required.

If students have been granted Reasonable Adjustments, the confirmation letter from CIPFA will be provided in advance of the assessment. Invigilators will also be informed of any adjustments granted.

Please note, any specific details provided will be treated as confidential and will not be included in the letter.

Religious headwear and clothing worn for genuine religious purposes is permitted in examinations. Students must ensure that their face remains clearly visible for identity verification and security purposes. Any students with concerns regarding this can contact the Assessment team at; qualitycompliance@cipfa.org

Conduct during the assessment

All students must conduct themselves appropriately throughout e-assessment in accordance with the CIPFA Assessment Regulations. Failure to abide by assessment regulations may lead to the student being referred to the Disciplinary Scheme and may involve disqualification. CIPFA will not tolerate any action which compromises assessment security.

Both students and invigilators should be familiar with guidance listed below:

- Complete silence must be observed throughout the assessment.
- Reading questions aloud during the assessment is not permitted.
- Remote invigilators can only be contacted through the provided chat box on the remote invigilation system.
- If an assessment is being locally invigilated, students who wish to attract the attention of the invigilator must do so by raising their hand. Students must not call out.
- Students must not communicate with anyone or talk out loud except for the reasons of communicating with the invigilator as part of the assessment.
- Students must ensure that they are in quiet and private room where they (and if relevant, their approved local invigilator) are the only occupant and will be free from interruption.
- The assessment room should be well-lit throughout the duration of the assessment.
- If students perceive an error or some other issue with an assessment question, they should make an appropriate assumption, state it in their script, and carry on. In such circumstances, students should not seek the advice of the invigilator.
- Students should submit a Special Consideration application after their examination.
- Background sounds such as from music, television or other people are not permitted.
- Other unauthorised computers or similar technology must not be operating in the background.

- Students must only access webpages and applications that are approved for their CIPFA assessment. No other webpages or applications should be accessed, open or running immediately before or during their assessment.
- Unauthorised mobile phones must be switched off and out of reach during the assessment, it is not sufficient to place it on silent or vibrate.
- Students must not attempt to copy any of the assessment materials shared with them during the live online assessment, nor are they permitted to audio or video record parts of the assessment.
- Students being remotely invigilated must face the computer screen in clear view of the webcam during the assessment – nothing must cover the webcam at any time during the assessment.
- Students being remotely invigilated must have their webcam and microphone enabled and running at all times throughout the assessment.
- Students being remotely invigilated via mobile invigilation should ensure that their mobile device is fully showing their examination environment for the duration of the examination (their laptop, keyboard and surrounding area).
- At all times students are required to act in a professional manner in the same way as they would be expected to if undertaking assessment in a traditional setting. For example, no smoking (including the use of e-cigarettes or electronic vapes), eating or drinking (unless from a clear bottle of water, with labels removed).
- Students must follow invigilators instructions at the start, during and at the end of the assessment session.
- Invigilators will have discretion to remove students from the assessment for unreasonable or disruptive behaviour.
- During live assessments, students are not permitted to screenshot or in any other manner record examination content.
- Students are required to follow invigilator instructions and requests.

CIPFA staff may access the online assessment without prior notification.

Leaving the assessment room and breaks

For the purpose of these Assessment Regulations, an 'Assessment room' is any space in which a student is undertaking a formal assessment.

This includes spaces being used for local and/or remote invigilation.

- Toilet breaks should be avoided if possible. Any toilet break, including its duration, will be reported by the invigilator. The assessment time will not stop on the computer during any break.
- Locally invigilated students may not leave the assessment room during the first 30 minutes or the last 15 minutes of the assessment's writing time.
- If students need to leave the room during an assessment for any reason, they should attract the invigilator's attention by raising their hand. Students sitting remotely will need to send a message to their invigilator via the chat box.
- Locally invigilated students that do not intend to return to the assessment room must hand their assessment script and any supplementary sheets to the invigilator before leaving. No materials may be removed from the room.
- Students undertaking remote invigilation must ensure they have fully submitted their assessment script in accordance with on-screen instructions before ending

the session. They must not leave the view of the camera until submission is confirmed and the invigilator has ended the session. Any rough notes, working papers, or other materials used during the assessment must be immediately destroyed (e.g. torn up or shredded) in view of the camera before logging off.

- When locally invigilated students leave the assessment room after the finish time, students should consider other students (some of them may have extra time) and leave in silence.
- If for any reason the assessment room must be evacuated, students must follow the invigilator's instructions. Students must leave all assessment materials in the assessment room.

Permitted and unpermitted materials during the assessment

Calculators

Students may use either their built-in computers calculator, or a handheld device (scientific or non-scientific). Students may bring more than one calculator into the exam. The following requirements apply:

Calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar powered
- Noiseless and cordless

Calculators must *NOT* be designed or adapted to offer any of these facilities:

- Language translators
- Communication with other machines or the internet
- Be borrowed from another student during an assessment for any reason
- Be the calculator function on a mobile telephone, smart-watch, tablet, or other computing device
- Programmable

Students are responsible for their calculator's power supply and working condition. Calculator cases and any instruction leaflet are not allowed in the assessment.

The decision of the invigilator on any matter to do with the use of calculators or other aids is final.

Mobile phones

Students must switch off mobile phones and place these out of reach for the duration of the assessment (except for the purposes for mobile invigilation).

If a student is found to be using a mobile phone during the assessment

- It will be confiscated by the invigilator for the duration of the assessment (local sittings) and returned to the student once the assessment has finished.
- The invigilator will record the full details of the incident.
- The student will be allowed to continue taking the assessment.
- Students who are found using an authorised mobile phone during the assessment will be referred to CIPFA's Assessment Offence policy.

Food and drink

Food is not allowed in the assessment room unless for medical reasons and permission has been given by CIPFA in advance – please see details of Reasonable Adjustments. All students may bring a small clear bottle of water to the desk, but the label must be removed.

Authorised materials and software

Students are allowed to bring into the exam:

- 4 clean sheets of blank paper (8 pages)
- Pens, pencils and an eraser
- Calculators that are not programmable and do not have internet access
- Advanced Materials (if applicable)

Unauthorised materials and software

The items that are strictly not permitted during the exams are listed below:

- Hats, caps and sunglasses with the exception of religious headwear
- Mobile phones (except for mobile invigilation purposes), tablets, smart watches or headphones
- Screens that are not attached to the assessment are allowed in the room but must be switched off and out of arms reach.
- Any laptops or computer devices that are not authorised for use within the live exam
- Unauthorised materials such as books, CIPFA workbooks, dictionaries, notepads, magazines and post it notes.
- Unauthorised web pages (search engines etc..) web extensions or software.
- CIPFA Learning or VLE pages must not be open during the exam.
- Smoking, including the use of e-cigarettes or electronic vapes, is always strictly forbidden in the assessment room.

Post-assessment procedures

Special Consideration

Special Consideration applies to the mitigating circumstances that happened very close to or on the day of the assessment when a student could not be aware of the possible complications.

In cases when, closer to the assessment date, the student feels unable to make a reasonable attempt on the assessment day, they should consider deferring the attempt.

If the student decides to take the assessment, they may be asked for their reasons for not deferring the attempt.

If extenuating circumstances occur immediately prior to or during the assessment, an application for Special Consideration can be made within 10 days of the assessment.

Please refer to our Special Considerations Policy for full details - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms> .

CIPFA Liability

CIPFA is not liable for any loss of, theft of, or damage to personal belongings left in or outside the assessment room. Any personal items brought to the assessment are held at owner's risk.

Results release

Student's completed answers are the property of CIPFA. Once students have finished their assessment and submitted answers for marking, they do not have any rights to the answers.

The dates of results release are published on the CIPFA website. On results day, students will be able to view their grades by logging on to either their MYCIPFA account or the e-assessment platform. Only nominated employers will have access to results through the employer portal.

Students who do not wish their results to be published or released to their nominated employer should write to qualitycompliance@cipfa.org a minimum of 5 working days before results day.

Assessment Appeals submission

Students must be able to provide clear evidence that the decision against which they are appealing meets at least one of the following criteria:

1. There is evidence of bias, prejudice or discrimination as defined by the UK Equality Act 2010.
2. New evidence exists of extenuating circumstances which, for valid reasons, the student could not disclose to CIPFA in line with the published timetable for Special Considerations applications.
3. There is evidence of a substantial procedural irregularity with respect to an aspect of the conduct of the assessments and/or determination of results.

The completed appeal form must be submitted within 10 working days from the day the assessment results are released.

Please refer to our Appeals Policy for full details -

<https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>

The CIPFA Assessment Appeals Policy and the relevant form are published on the CIPFA website.

Policy version and owner

Policy owner	Head of Qualifications Innovation and Development
Version	1.3
Update	September 2025
Approval	SMB September 2025
Policy review date	September 2026

Regulatory references

Ofqual General Conditions of Recognition
Condition G8: Completion of the assessment under the required conditions
Condition G9: Delivering the assessment
Additional links to Conditions G4, G6 and G7