

**CHARTEREDINSTITUTE OF LINGUISTS**  
IoL Educational Trust

## Examination Entry Card

CANDIDATES MUST USE A SEPARATE ENTRY CARD FOR EACH EXAMINATION ENTERED

**Please read through the notes overleaf before completing all relevant parts in BLOCK CAPITALS using black ink or biro.**

<p>If you are a member of the Institute (AIL, MIL, FIL) give your Membership number to qualify for a 10% discount:</p>	<p>Please tick to indicate which exam you are entering and complete the corresponding box on the next page.</p>		<b>EXAM</b>	<input checked="" type="checkbox"/>	<b>BOX</b>								
<p>Tick this box if you require Reasonable Adjustments and please specify these on the back page, continuing on a separate sheet if necessary. <input type="checkbox"/></p>	<p>Boxes A &amp; F overleaf must be completed by all candidates.</p>	80	CBS		D								
		75	DPSI		E								
		70	DIPTRANS		B								
		95	IDBC		C								
<b>SURNAME</b>	<b>PAYMENT OF EXAMINATION FEE</b>												
<b>TITLE</b> (Mr/Mrs/Ms/Other)	<b>FOR OFFICE USE - CAND. NO.</b>		Before completing this section, please refer to the current fees list and to Note 4 overleaf.										
<b>OTHER NAMES</b> (in full)			I enclose my examination fee of	£									
<b>ADDRESS</b>			Less 10% membership discount (if applicable)	£									
			Plus my Open Centre Administration Fee (if applicable)	£									
			<b>TOTAL AMOUNT ENCLOSED</b>	£									
<b>DAYTIME PHONE NUMBER</b> (+STD / area code)			<b>Payment by Cheque</b> I enclose a cheque for the full amount in accordance with Note 4 overleaf, payable to "IoL Educational Trust" (please tick) <input type="checkbox"/>										
<b>MOBILE PHONE NUMBER</b>			<b>Payment by Debit / Credit Card</b> I wish to pay by (please circle one)										
<b>EMAIL</b>													
<b>SEX</b> (please circle)	Male	Female	In accordance with Note 4 overleaf Debit/Credit Card Number:										
<b>NATIONALITY</b>			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
<b>DATE OF BIRTH</b> (dd/mm/yy)			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
<b>NATIVE LANGUAGE</b>			Issue Date: (Debit Card Only) <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table> / <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>										
<b>ETHNIC GROUP</b> (please circle one)  This information is requested for equal opportunities monitoring only.	White UK Heritage	White European	White Other (known)	White Type not known									
	Black Caribbean Heritage	Black African Heritage	Black Other	Other									
	Indian	Pakistani	Bangladeshi	Chinese									
	I prefer not to say (please tick) <input type="checkbox"/>				Expiry Date: <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table> / <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>								
				Issue Number: (Debit Cards Only) <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>									
				Security Code: (last 3 digits on reverse) <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>									
				Name of Candidate:									
				Name of Card Holder (as it appears on the card), if different to Candidate:									

## Notes

- 1) Candidates must read the loLET booklet "Candidate Regulations" before completing this card.
- 2) Candidates must ensure that they are fully aware of the level and format of the examination for which they are entering by referring to handbooks and past papers.
- 3) Candidates must complete Box A, Box F and one of the boxes B-E depending on the examination they wish to sit.
- 4) Completed entry cards sent without full relevant payment will not be processed. Payment can be made either by cheque (drawn on a British bank account and made payable to "loL Educational Trust" or by credit card (minimum payment of £25 applies). For list of accepted cards see previous page. Cash payments are not accepted. For other forms of payment other than cheque or credit card, please contact 0207 940 3163. Please note that in all cases the loLET Open Centre fees are not refundable.
- 5) Where a minimum number of candidates is required for a particular examination, and where that number has not been reached by the close of registration, the loLET reserves the right to withdraw that examination at which time the candidate will receive a full refund of the examination fee.
- 6) If candidates are entering for more than one language or level at the same session it is their responsibility to check that there is no timetable clash.
- 7) The loLET will retain and use examination material for internal training purposes.
- 8) Candidates entering for a re-sit of specific DPSI or CBS tasks must enclose a copy of their Letter(s) of Credit.
- 9) Completed entry cards must be returned to the Central Registration Department at the loLET before closure of the relevant registration period (see "Candidate Regulations"). Please enclose Centre Letter as required.

<b>BOX A</b> To be completed by all candidates.	Year of examination	
	<b>Examination Centre</b> (Where you are sitting the exam)	

<b>BOX B</b>	<b>DIPLOMA IN TRANSLATION (DipTrans)</b>		
	<b>Source Language</b> (i.e. language in which text to be translated is written)		
	<b>Target Language</b> (i.e. language into which the text is to be translated)		
<b>Units being taken – Please circle as appropriate</b>			
Unit 01	Unit 02	Unit 03	
<b>Papers previously passed (if applicable)</b>			
Year(s)	Centre	Candidate No.	Source Language
Unit(s) passed (including Semi-Specialised Options):			Target Language

<b>BOX C</b>	<b>INTERNATIONAL DIPLOMA IN BILINGUAL COMMUNICATION (IDBC)</b>			
<b>Modules being taken – please circle as appropriate</b>				
Module 1	Module 2	Module 3	Module 4	Module 5
<b>Modules previously passed (if applicable)</b>				
Year(s)	Centre	Candidate No.	Language	
Module(s) passed:				

<b>BOX D</b>	<b>CERTIFICATE IN BILINGUAL SKILLS (CBS)</b>		
Language of examination, other than English			
<b>If re-sitting, state which parts</b>			
<b>Unit(s) previously passed (if applicable)</b>			
Year(s)	Centre	Candidate No.	Language
Unit(s) passed:			

<b>BOX E</b>	<b>DIPLOMA IN PUBLIC SERVICE INTERPRETING (DPSI)</b>		
Language of examination, other than English			
<b>Option being taken – please circle as appropriate</b>			
Health	English Law	Scottish Law	Local Government
<b>If re-sitting, state which parts</b>			
<b>Part(s) previously passed (if applicable)</b>			
Year(s)	Centre	Candidate No.	Language
Unit(s)/Task(s) passed:			

CBS/DPSI Languages			
<input type="checkbox"/> Albanian	<input type="checkbox"/> French	<input type="checkbox"/> Panjabi (Pakistani)	<input type="checkbox"/> Turkish
<input type="checkbox"/> Amharic	<input type="checkbox"/> German	<input type="checkbox"/> Pashto	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Armenian Eastern	<input type="checkbox"/> Greek	<input type="checkbox"/> Polish	<input type="checkbox"/> Urdu
<input type="checkbox"/> Armenian Western	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Portuguese (European)	<input type="checkbox"/> Urdu (Mirpuri)
<input type="checkbox"/> Arabic (MSA)	<input type="checkbox"/> Hindi	<input type="checkbox"/> Portuguese (Brazilian)	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Bengali	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Romanian	
<input type="checkbox"/> Bengali (Sylheti)	<input type="checkbox"/> Italian	<input type="checkbox"/> Russian	
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Jamaican*	<input type="checkbox"/> Serbian (in Cyrillic script)	
<input type="checkbox"/> Cantonese (Traditional script)	<input type="checkbox"/> Japanese	<input type="checkbox"/> Slovak	
<input type="checkbox"/> Cantonese (Simplified script)	<input type="checkbox"/> Kurdish (Sorani)	<input type="checkbox"/> Slovene	
<input type="checkbox"/> Croatian	<input type="checkbox"/> Latvian	<input type="checkbox"/> Somali	
<input type="checkbox"/> Czech	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Spanish	
<input type="checkbox"/> Dari	<input type="checkbox"/> Macedonian	<input type="checkbox"/> Swahili	
<input type="checkbox"/> Dutch	<input type="checkbox"/> Mandarin (Traditional script)	<input type="checkbox"/> Tamil	
<input type="checkbox"/> Estonian	<input type="checkbox"/> Mandarin (Simplified script)	<input type="checkbox"/> Tigrinya	
<input type="checkbox"/> Farsi	<input type="checkbox"/> Panjabi (Indian)	<input type="checkbox"/> Thai	

### Notes

- 10) The IoL Educational Trust organises many examinations every year. There are occasionally unforeseen problems. In these circumstances, the IoLET always does its best to rectify the problem, but may have to make alternative arrangements. The IoLET will not be responsible for any consequential losses arising from such problems.

\* Subject to external funding.

BOX F -To be completed by all candidates	
By completing an IoL Educational Trust examination Entry Card and paying the appropriate examination fee, the candidate is agreeing to abide by the regulations governing such candidates which are contained in the IoL Educational Trust "Candidate Regulations".	
Tick this box if you do <u>not</u> wish the information provided to be shared within the Chartered Institute of Linguists' group.	<input type="checkbox"/>
<b>I have read and agree to abide by the "Candidate Regulations"</b>	
Candidate Signature:	
Date:	

You can download your copy of the "Candidate Regulations", "Examination Handbooks", "Examinations Newsletter" and "Past Paper Order Form" from the IoL website ([www.iol.org.uk](http://www.iol.org.uk)).

Please print clearly your name and address in the box below so that we can confirm receipt of your entry card.

<b>NAME</b> ..... ..... <b>ADDRESS</b> ..... ..... .....
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## Reasonable Adjustments

Please refer to the IoL Educational Trust Candidate Regulations for detailed information on the principles of the Reasonable Adjustments policy. Examination Candidates requiring Reasonable Adjustments must include their written application for such adjustments with their Examination Entry Card, which must be received by the Central Registration Department at the IoLET by the published closing date.

All such applications must be accompanied by both supporting evidence, such as a copy of a medical or professional statement and a statement from the candidate's Examination Centre agreeing to the provision of Reasonable Adjustments.

**The IoL Educational Trust thanks you for your completed Examination Entry Card. Examination details will be released to candidates by individual Examination Centres and not the IoL Educational Trust.**

**Address:**

Central Registration Department, Saxon House, 48 Southwark Street, London, SE1 1UN

**Contact:**

Central Registration Department, Tel: 0207 940 3163, Fax: 0207 940 3124,  
Email: [exams.crd@iol.org.uk](mailto:exams.crd@iol.org.uk), Web: <http://www.iol.org.uk>