

iam Exemption assessment request form

Exemption assessment fee: £50

Please use block letters:

Surname:	
Other names:	
Title (circle as appropriate): Mr / Mrs / Miss / Ms / Other:	
Address (Address must be cardholder's):	
Country:	Postcode /Zip:
Telephone:	Email:
Membership Number:	

I wish to claim exemption from the following modules:

Qualification	Module	Requested (tick as appropriate)	Granted (Official use only)
Level 3 Certificate in Administrative Management	1. Inside Organisations		
	2. Working with People		
	3. Administrative Practice		
Level 4 Diploma in Administrative Management	1. People in Organisations		
	2. Administrative Systems & Processes		
	3. Professional Administration		
	4. Information for Decision Making		
	5. Case Study 1 or Project Report 1		
Level 4 Diploma in Administration for Executive	1. Understanding Management		
	2. Administration in Organisations		

Assistants	3. Effective Communication in Organisations		
	4. Administration for Executive Support		
	5. Case Study 1 or Project Report 1		
Level 5 Advanced Diploma in Administrative Management	1. Administrative Systems in the Organisation		
	2. Strategic Issues in Administration		
	3. Administrative Management of Resources		
	4. HR Management & Practice		
	5. Case study 2 or Project Report 2		

Existing qualifications that need assessment:

Qualification title	Awarding body	Examination pass date	Supporting documents attached

Checklist:

Please tick as appropriate:

Syllabus	
Assessment details / sample examination papers	
Qualification certificates	
Payment	

Methods of payment:

I enclose a remittance for: £_____

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

Delta
 VISA

Solo
 Switch

Switch only:

Issue No:
 Start Date: /

VISA MasterCard

Card No: / / /
 Expiry Date: /
 Security No: (Last 3 numbers on reverse of card)

Signature:	Date:
-------------------	--------------

**Return to: Customer Services, iam, 6 Graphite Square, Vauxhall Walk,
 London, UK, SE11 5EE Fax: +44(0)2070912619
[email:info@instam.org](mailto:info@instam.org)**

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org