

Entry Form for Examinations: 8th-12th June 2009 (Candidates studying independently)

The completed form must reach the **iam** by the closing date of the **15th May 2009**. Please note that there is **no** possibility of late entrance to examinations.

Name:

Contact details:

email:	Telephone:
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Membership Number:

Examination Centre:

Independent candidates must make their own arrangements with a named **iam** tuition provider to take examinations, and obtain written confirmation, **before** submitting this form. All **iam** tuition providers will accept independent candidates for examinations, but may make a charge. All candidates are responsible for meeting any charges made by examination centres in advance of the examination date.

Outside the UK independent candidates may be able to sit examinations at a British Council Office or similar if there is no local tuition provider. Please contact customer services for further assistance.

The **iam** does offer a limited number of spaces in its London office free of charge. Please write in '**iam Head Office**' as the centre if you would like to apply for a space.

Please indicate below all examinations you wish to sit:

Diploma in Administration for Executive Assistants

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Understanding Management Monday 8 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Administration in Organisations Tuesday 9 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Effective Communication in Organisations Wednesday 10 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Administration for Executive Support Thursday 11 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Case Study 1 Friday 12 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Project Report 1 to be submitted to iam by 12 th June 2009 |

Diploma in Administrative Management

- | | |
|--------------------------|---|
| <input type="checkbox"/> | People in Organisations Monday 8 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Administrative Systems and Processes Tuesday 9 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Professional Administration Wednesday 10 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Information for Decision Making Thursday 11 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Case Study 1 Friday 12 th June 2009 (09.30 – 12.30) |
| <input type="checkbox"/> | Project Report 1 to be submitted to iam by 12 th June 2009 |

Advanced Diploma in Administrative Management

- Administrative Systems in the Organisation** Monday 8th June 2009 (09.30 – 12.30)
- Strategic Issues in Administration** Tuesday 9th June 2009 (09.30 – 12.30)
- Administrative Management of Resources** Wednesday 10th June 2009 (09.30 – 12.30)
- HR Management & Practice** Thursday 11th June 2009 (09.30 – 12.30)
- Case Study 2** Friday 12th June 2009 (09.30 – 12.30)
- Project Report 2** to be submitted to **iam** by 12th June 2009

Case Studies

The scenarios for Case Studies for both Diplomas and the Advanced Diploma will be available in the examinations section of the website from 13th February 2009. Candidates are responsible for reading the relevant scenarios before the examination.

Admission Slips

All candidates will be sent an admission slip confirming examination entry by 29th May 2009. Candidates who have not received an admission slip by this date, or who require any assistance or further information about entering examinations, should contact the **iam** on info@instam.org

ALL STUDENTS:

I am enclosing written confirmation from the centre that I may attend their examination session

I am enclosing a remittance for (insert numbers):

- ___ Examinations @ £45.00 each
- ___ Case Studies @ £55.00 each

In the form of:

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

- Delta Solo
- VISA Switch

Switch only:

Issue No: /
 Start Date: /

Credit card:

- 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

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