

## iam Request for copy of marked answer script

The iam can only provide copies of candidates' marked answer scripts to the candidate. We cannot send copies to third parties.

Please complete this form and send it to the iam, together with an administration fee of **£30.00** per request.

<b>Name:</b>	
<b>Address ( Address must be cardholder's):</b>	
<b>Country:</b>	<b>Postcode /Zip:</b>
<b>Telephone:</b>	<b>Email:</b>
<b>Membership Number:</b>	

I request a copy of my marked answer script(s) for the following examination(s):

### Diploma in Administration for Executive Assistants

- Unit 1 Understanding Management
- Unit 2 Administration in organisations
- Unit 3 Effective communication in organisations
- Unit 4 Administration for executive support

### Diploma in Administrative Management

- Unit 1 People in organisations'
- Unit 2 Administrative systems and processes
- Unit 3 Professional administration
- Unit 4 Information for decision making
- Unit 5 Case Study 1

### Advanced Diploma in Administrative Management

- Unit 1 Administrative systems in the organisation
- Unit 2 Strategic issues in administration
- Unit 3 Administration management of resources
- Unit 4 Human resource management and practice
- Unit 5 Case Study 2

For methods of payment please see reverse.

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](http://www.instam.org)

## Methods of payment:

I enclose a remittance for: £ \_\_\_\_\_

### Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

### Debit card:

Delta  Solo  
 VISA  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**  
**SE11 5EE**  
**United Kingdom**

**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](http://www.instam.org)