The London Institute of Banking & Finance

Please return this form to: fcexams@libf.ac.uk

FC On-Demand Paper-Based Examination Booking Form

Please ensure you enter all students from each cohort / Student Group at the same time. If you are not entering all students or wish to withdraw, please provide details in the covering email.
As per our Qualification Handbook, a centre can only run six sessions per unit in an academic year - please ensure you take this into account when booking assessments

Your personal data: We will use and protect your personal data in accordance with current data protection legislation to process your booking. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our Privacy Notice (www.libf.ac.uk/privacy).

Centre Name:	
Centre ADMN Number:	
Examination Officer Name:	

PLEASE NOTE THAT YOU MUST COMPLETE A SEPARATE FORM FOR EACH UNIT

Select Qualification & Unit

WHEN BOOKING AN ON-DEMAND PAPER-BASED EXAMINATION, WE REQUIRE AT LEAST 2 WEEKS NOTICE TO PROCESS

PLEASE ENSURE THAT THIS SPREADSHEET IS PASSWORD PROTECTED BEFORE BEING EMAILED BACK TO THE LONDON INSTITUTE OF BANKING & FINANCE

Exam Date:		Exam Time:	
Location Address (if at different site):			Number of Students: 0

Examination Entries - please provide details of students you wish to enter for the above examination:			
LIBF Number	Title	Forenames	Surname
S99999	*Miss*	*Test*	*Student*