



Gem-A

THE GEMMOLOGICAL ASSOCIATION
OF GREAT BRITAIN

EXAM ENTRY FORM FOR JUNE 2016

FINAL ENTRY DATE 31st MARCH 2016

Please complete this form in **BLOCK LETTERS**.

FAMILY NAME OR SURNAME:	MR. MRS. MISS. MS. DR.
FIRST NAMES IN FULL:	
ADDRESS:	
	POSTCODE/ZIP:
PHONE CODE AND NUMBER:	GEM-A STUDENT NUMBER:
E-MAIL:	

PLEASE VERIFY IN BLOCK LETTERS HOW YOU WISH YOUR NAME TO APPEAR ON YOUR CERTIFICATE/DIPLOMA –

PLEASE TICK ONE OF THESE BOXES:	FOUNDATION EXAM	GEMMOLOGY DIPLOMA EXAM THEORY & PRACTICAL	GEMMOLOGY THEORY	GEMMOLOGY PRACTICAL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		DIAMOND EXAM THEORY & PRACTICAL	DIAMOND THEORY	DIAMOND PRACTICAL
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter preferred place of examination (see notes 12/13)

Note: if you tick a language other than English, you will incur an immediate charge

please indicate written language of your exam answer script:
 English French + £50.00 Chinese + £50.00

If your required language is not indicated please add in the space provided : _____.
 We will then inform you if this language is available and any additional cost you will incur (see notes 7 & 9)

Payment of fees (RESIT STUDENTS) (see note 6-8)

Exam Fees: £ _____ Language Fees: £ _____ Other Fees: £ _____ .
 Total Fees: £ _____ a cheque is enclosed VISA

Or: I wish to pay by credit card MASTERCARD VISA

Card number: _____
 Card expiry date: _____ Security code: _____
 Name on card: _____

Declaration: I, the undersigned, have read the examination guidance supplied with this form and hereby apply to be registered for the examination noted above and, if accepted, agree to be bound by the rules and regulations of the Gemmological Association

Signed: _____ Dated: _____

PLEASE READ CAREFULLY AND KEEP THESE NOTES

GEMMOLOGICAL ASSOCIATION OF GREAT BRITAIN (GEM-A)
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Tel: +44- (0)20-7404 3334 e-mail: education@gem-a.com

EXAMINATIONS IN JUNE 2016: SUMMARISED NOTES

1. Before completing this form you should consult your tutor for guidance as to the suitability of entering any examination. For full examination guidance notes please see the examination information booklet which is available on our website.
2. All practical endorsements, coursework or pre-requisites for any examination must be fulfilled before sitting the examination. It is the responsibility of each individual student to ensure these requirements are completed. Details of the requirements for each course, examination breakdown and pass grades can be found in the course specifications which can be downloaded from www.gem-a.com.
3. Gem-A may, without assigning a reason, refuse entry to any part of the Examination.
4. FINAL ENTRY DATE 31ST MARCH 2016. LATE ENTRIES ARE NOT ACCEPTED.

5. THE EXAMINATIONS WILL BE HELD ON THE FOLLOWING DATES:

Theory Examinations:

Diamond Diploma (paper 1, theory - afternoon): WEDNESDAY 15th June 2016 p.m.

Foundation (papers 1 & 2, theory papers only): MONDAY 20th June 2016

Gemmology Diploma (papers 1 & 2, theory papers): TUESDAY 21st June 2016

Practical Examinations:

Diamond Diploma (paper 2, practical) – DEPENDENT ON EXAM CENTRE

Gemmology Diploma (paper 3, practical) – DEPENDENT ON EXAM CENTRE

The practical parts of the Gemmology and Diamond Diploma Examinations may be held on any date considered suitable by The Association and the Centre and subsequently notified to candidates.

6. Please note that EXAMINATION FEES ARE NOT REFUNDABLE.

Once an exam entry has been accepted it may be withdrawn by the 13th April 2016, a withdrawal form must be submitted. No refunds are given but transfers of exam fees, to the following session only, may be considered in exceptional circumstances and at the discretion of Gem-A. The Gem-A Education Office should be informed immediately, if candidates are unable to attend the exam. If you are absent from an exam and wish to be considered for a transfer to the following session, Gem-A will need to receive a request in writing with appropriate backup documentation, within ten days of the exam date. Only one transfer request per student per qualification may be applied for.

7. EXAMINATION RESIT Fees:

Foundation re-sit: £ 305

Diploma: Theory & Practical re-sit: £ 610 Theory re-sit: £350 Practical re-sit: £280

Diamond: Theory & Practical re-sit £ 580 Theory re-sit: £260 Practical re-sit: £385

Candidates sitting in a language other than English must pay a language administration fee upon entry.

8. For candidates who have not already paid their examination fee as part of their course fee, payment must accompany the Entry Form. All cheques/bank drafts must be drawn on a British Bank and be

made payable to 'GEM-A', or credit card details given. Candidates should not include other payments with their exam fee.

9. Please note that all examinations must be written in English, unless previously agreed with Gem-A. The Association will be unable to mark papers submitted in any other language unless agreed before the examination. Please note Gem-A is unable to guarantee the availability of all languages for all examination sessions.
10. Candidates are advised against sitting both the Foundation and Gemmology Diploma examinations in the same session. In such circumstances candidates should contact their tutor and Gem-A before any form is submitted. The entry for the two examinations must be made on separate forms. Please note that no Diploma or Practical Certificate is awarded if the candidate does not qualify in the Foundation examination.
11. AWARDS (Merit, Distinction and Prizes): Awards are only given to candidates who qualify on their first sitting of each examination. For the Gemmology Diploma and the Diamond Diploma, to be eligible for an Award, a candidate's first sitting of a theory exam must be within one year of first sitting their practical examination.
12. Please note that certain examination centres, particularly overseas, may make their own local examination charges. These charges are separate from The Gem-A examination fee and such charges are payable by the candidate direct to the Centre. Please check with your examination centre for further information.
13. The Association sets up examination centres in areas where there is usually a sufficient number of candidates wishing to sit the Examinations and availability of gemmological instruments for the practical exams. The allocation of a centre is entirely at the discretion of Gem-A and no guarantee is given that a centre will be set up in any particular locality.
14. EXAMINATION REGISTRATION: Registration Forms and instructions will be sent in May. Candidates who have not received their Registration Form by the middle of May should contact Gem-A.
15. Candidates who break rules as detailed in the examination information booklet, or those read out by the Invigilator, are subject to DISQUALIFICATION. Disqualification may be temporary or permanent.
16. If you experience any problems on the day of the exam or with the Examination Centre, please notify Gem-A in writing within two weeks of the examination. We will be unable to deal with any complaints regarding the examination, after the results have been released.
17. NOTIFICATION OF RESULTS: all candidates will be notified of their results by letter, and a grading standard will be indicated. Any enquiry about the examination result should be received by Gem-A within four weeks of the date of the individual candidate's results letter. The Examination results will normally be sent to your address by the end of August. Please ensure that Gem-A has your latest address for posting your results.
18. All Examination papers are the property of Gem-A. Answer papers are not returnable.
19. Please do not telephone The Association for results. To abide by data protection regulations we can only supply results in written form.