

Document 19 - Information Package for Applicants Applying for IECEX CoPC

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1 Introduction

This document is the information package that is given to the candidate upon request. It details the process for the candidate to make an application and relevant rules to be followed during the exam.

Application Procedures	
Step 1	TSI sends application form to the candidate
Step 2	Candidate fills out the application form and provide TSI with all the document requested in the application form
Step 3	TSI will review the document and advise the candidate if the application is approved
Step 4	TSI will invoice the candidate if Step 3 is approved
Step 5	Once payment is received, TSI shall advise the candidates the details of the exam: <ul style="list-style-type: none"> • Location of the exam • Duration of the exam

2 What do you need to bring to the exam?

During the exam, candidates may bring the followings:

- Pen
- Ruler
- Training material or other references
- Scientific Calculator

3 How TSI controls it?

The materials brought to the exam shall be checked either by the examiner or invigilator to ensure that they are suitable for exam.

4 What is provided by TSI during the exam?

TSI shall provide the candidates with

- Relevant IEC 60079 Standards
- Certificate of Conformity
- PPE, e.g. gloves, safety glasses for practical exam
- Tools necessary for practical exam

5 What cannot be brought to the exam?

Candidate shall not bring any of the followings:

- Pre-answered questions
- Camera
- Mobile phone

6 Exam Discipline

All the candidates shall hand in any electronic devices to examiner prior to the commencement of the exam.

All candidates are required to contribute to a friendly and sound environment for Examination. Any inappropriate behaviour in the examination will be treated as interruption to the exam. A candidate may be asked to leave the exam depending on the seriousness of the situation. Inappropriate behaviour may include the followings.

- impose a negative impact in examination
- cheating
- disrespectful or offensive language
- interfere with the assessment
- any obstructive behaviour
- any candidate present in the examination under the influence of alcohol or drugs will be asked to leave the examination immediately.

Tech Skills International reserves the right to request a candidate leave the exam, without refund, if that a candidate causes disruption.

7 Fees

An applicant is required to pay the full fee to confirm the registration of the exam. A detailed receipt of payment is provided for all payments received.

8 Refund Policy

Each applicant also be alerted to our refund policy prior to their enrolment. All cancellation of attendance at a nominated exam must be received in writing. Tech Skills International will apply the following percentage of refund to all examination cancellations:

- Any cancellation with 7 days or more notice will receive a full refund, less \$150 administration fee
- Any cancellation with less than 7 days' notice will receive a 50% refund on fees paid
- No refunds will be issued if cancellation has been received less than 72 hours before the commencement of the nominated course or after a course has commenced
- Refunds will be credited to a nominated bank account within 15 working days; upon written receipt of cancellation
- If circumstances indicate that exam have not been satisfactorily rendered all fees will be refunded in full

9 Evacuation Procedure

The evacuation procedures include the followings.

1. Exit through designated route.
2. Do not enter into the hazardous area to obtain personal belongings
3. Take care of people around you
4. Go to muster areas
5. Call for help

10 Applicants Rights

10.1 General Rights

The applicant has the following rights:

- lodge complaint or appeal – policies and procedures are on TSI website “www.tsiiecex.com”
- withdraw the application – fee applies as per the section 8
- confidentiality
- provide feedback

10.2 Special Assistance

A candidate may request special assistance if an appropriate reason can be provided, e.g., wheelchair access. If the reason is acceptable, TSI shall provide the assistance to its best endeavour.