

JOINT INSOLVENCY EXAMINATION REGULATIONS

1. Exam Eligibility

Candidates will be eligible to enter for the examination if:

- a) They are introduced by a professional body which is recognised under Section 391 and/or Section 389A of the Insolvency Act 1986 and meet the requirements of that body for entry to the examination; or
- b) They are seeking an insolvency authorisation direct from the Secretary of State for Business, Innovation and Skills and meet any criteria for authorisation specified by the Secretary of State at the date on which they apply to sit the examination or can reasonably expect to do so within 2 years of that date.
- c) They are seeking their insolvency authorisation direct from the Department of Enterprise, Trade and Investment Northern Ireland and meet any criteria for authorisation specified by the Department at the date on which they apply to sit the examination or can reasonably expect to do so within 2 years of that date.

Candidates who have not yet passed any of the papers may opt to sit one, two or three of the papers at one sitting. They may normally only make five such attempts.

Candidates who have passed a single paper at any sitting of the examination from 2007 onwards (but not before) will be allowed to carry forward that pass, but must pass the remaining two papers at the same sitting. They will have five years in which to pass the two papers.

Candidates who have passed two papers at a single sitting will be allowed five years to pass the third.

The Board retains discretion to vary the attempt limits set down in 2, 3 and 4 above in individual cases. Any candidate seeking concessionary treatment should write to the Secretary outlining their case and including supporting evidence.

2. Assessment

The examination will consist of three papers, each three hours long with an additional 30 minutes reading time per paper. The examination will be held in November each year.

The three examination papers will consist of:

Liquidations
Administrations, Company Voluntary Arrangements and Receiverships
Personal Insolvency

The overall emphasis of the papers will be practical. There will be four compulsory questions on each paper, two questions attracting 20% of marks and two questions attracting 30% of marks.

The overall standard required will assess whether candidates have sufficient knowledge of insolvency law and practice to enable them to carry out the functions of an authorised insolvency practitioner. The standard will be broadly consistent with that required in the final qualifying examinations of the participating bodies.

Candidates are not required to have experience in insolvency practice but the examination is essentially practical and relevant experience is an advantage. Candidates will be expected to have the basic knowledge of taxation, accountancy and business law directly relevant to the performance of an office holder's duties in the practice of insolvency.

The ability to communicate is of particular importance for those practising insolvency; some marks will therefore be awarded for the demonstration of that ability. Candidates should have developed their communications skills so that, for example, they are proficient in drafting reports to banks and to the court and letters to the parties involved in insolvencies.

3. Applications

All applications must be submitted to the relevant authorising body (i.e. the recognised professional body of which the candidate is a member or student or the Secretary of State for Business, Innovation and Skills or the Department of Enterprise, Trade and Investment Northern Ireland). Any enquiries about eligibility should be addressed to the relevant authorising body.

The closing date for applications is published on the application form for the current year. Entries received after this date will not be accepted. No allowance will be made for any special circumstances nor for any error or omission by candidates, by any person acting on their behalf, or by the postal authorities.

Candidates wishing to withdraw from the examination(s) must notify the Joint Insolvency Board in writing 4 weeks before the Monday of examination week in order to receive a full refund. After this date refunds will only be granted on receipt of medical evidence, which must be submitted within 28 days of the examination.

4. Admission Details

Candidates will receive an admission letter 2 weeks before the examination, detailing the examination venue (information regarding the location of the hall and nearest stations is provided), candidate number and the date and timings of each paper.

Candidates must check their admission details carefully and are recommended to take the admission letter to the examination.

5. Entry to an examination

a) Entry

Candidates are advised to arrive at the examination hall at least 30 minutes before the start of the examination. All personal belongings should be left away from desks, in the designated area as indicated by the chief invigilator.

b) Lateness

Candidates arriving after the start of the examination may still be allowed into the examination hall, but additional time will not be awarded.

c) Identification

Candidates are required to take **two** forms of identification into the examination hall.

- One identification must have a signature and a photograph e.g.
 - a current passport,
 - a photographic driving license
 - company ID card containing photo and signature
 - national identity document containing photo and signature
- Other identification must have a signature e.g.
 - any of the above, or
 - a credit or debit card

d) Examination Materials

Candidates are required to bring their own writing implements. All writing should be completed in pen (corrector fluid is permitted).

Candidates are only permitted to use the calculator provided (SHARP EL-240). Candidates are not permitted to remove the calculator from the examination hall.

Candidates are strongly advised to bring a watch to the examination for time-keeping purposes, but this must not emit any sound.

e) Permitted texts

A copy of the 10th edition of Butterworth's Insolvency Law Handbook will be provided at the examination hall. Candidates are not permitted to remove this text from the examination hall.

6. Before the Examination

a) Signature Slip

Candidates must complete a signature slip for each paper prior to the start of the examination. Extra time will not be given at the end. Signature Slips and identification must be left on the desk for checking and collection during the examination.

b) Answer Booklets and Question Paper

Before the examination starts candidates will be given time to enter their candidate number on the front of their answer booklet and question paper.

7. During the Examination

a) Answer Booklet

Candidates will be provided with answer booklets in which to submit their answers. Each question must be answered in a separate booklet. Any answers that are submitted on material other than JIEB answer booklets will be classed as misconduct and candidate details passed to the Joint Insolvency Board.

b) In the Examination Hall

Candidates are required to remain seated during the examination. If candidates require an extra booklet or have a specific request, they must raise their hand.

If a candidate leaves the examination hall without permission they will not be allowed to return. Candidates are not permitted to leave the hall during the first and last 30 minutes of the examination.

If a candidate wishes to leave the examination and not return they should submit their booklets to the invigilator.

c) 10-Minute Warning

The invigilator will give candidates a warning 10 minutes before the end of the examination. Once the examination is finished, candidates may collate their booklets but no writing will be allowed.

8. Close of Examination

a) End of paper

When the examination is declared closed, candidates must stop writing immediately. No writing may be completed, even if it is administrative such as writing a candidate number.

Booklets and question papers will be collected separately and once all booklets are collected, candidates may leave the examination hall.

b) Request for scripts not to be marked

If a candidate decides not to have their answers marked, a declaration to that effect must be made. The candidate must write "Do Not Mark" on their booklet(s) and sign a form which will be provided by the Invigilator. A mark of zero and a bad fail will be awarded and the sitting will count as an attempt.

9. Misconduct

It is the duty of the Chief Invigilator to report to the Joint Insolvency Board all cases of irregularity or misconduct in connection with an examination. Chief Invigilators are empowered to stop the examination of students who conduct themselves improperly. Expulsion from the examination hall will be resorted to only when the Chief Invigilator considers that such action is essential.

Any unauthorised material introduced by candidates into an examination hall will be retained for transmission to the Joint Insolvency Board.

Candidates must not pass any information from one to another during an examination unless expressly authorised to do so.

The Joint Insolvency Board reserves the right to withhold publication of the results of an examination of any candidate suspected of having been involved in any irregularity or misconduct in connection with an examination, pending the completion of investigations into the alleged irregularity or misconduct.

10. Factors Affecting Performance

If a candidate feels their performance in the examination has been adversely affected by illness or other special circumstances, they may apply to the Joint Insolvency Board to request that their circumstances be considered during the results determination process.

Applications must be received within 28 days of the examination. Further guidance is included with the examination admission letter.

11. Results

Results will be despatched by first class post on the published results date in March. Each candidate will receive a results letter showing an overall result of Pass, Referred or Fail. Marks achieved will be provided for each individual paper.

A list of those who have completed the requirements for the JIEB qualification will be published at www.r3.org.uk at 5pm on results day.

The Board does not offer a re-mark service, marks reviews or marks feedback. A candidate may request an administrative check of their mark and the procedures surrounding the determination of their result. Applications for an administrative check must be received within 28 days of the published results date.

Examination scripts will not be returned to candidates under any circumstances.