



INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE

EXAMINATION REGISTRATION FORM OCTOBER 2017

EXAM DATES: 2 – 11 OCTOBER 2017

Dear Student,

Please will you ensure that your exam registration form and payment is received between 1st August to 5th September 2017 at National Office, P O Box 10336 Harare. **No late entries are accepted. There are no extensions to deadlines.** You may use this form to make application to write examinations or you may write a letter but ALL the details on this form MUST be supplied to ensure your registration is accepted.

***NB: NO CANCELLATIONS, NO DEFERENCE OR REFUNDS WHATSOEVER.**

PERSONAL DETAILS

Please print information for clarity. Thank you.

Membership Number _____ Mr/Ms

Surname _____

First Names _____

Postal Address _____

Telephone:: _____ Cell: _____ Email: _____

PLEASE NOTE THAT IF YOU DO NOT HAVE MATHS OR ACCOUNTS AT O LEVEL OR A HOLDER OF A DEGREE YOU WILL NOT GRADUATE.

EXAMINATION DETAILS

A: SUBJECTS

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

B: VENUE: It is essential you complete this section.

***NB** _____

Harare; Bulawayo; Gweru; Mutare; Masvingo:

I enclose

Cash in the amount of \$ _____ (Please check fee sheet for correct payment of EACH subject) being payment for _____ subjects to be written in _____ (Month and year of examination).

ARE ALL THESE DETAILS CORRECT? Please check carefully before submitting form to IPMZ.

Office Use Only

Amount received \$ _____ Receipt Number _____

Date _____ Initials _____



INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE

ADDENDUM TO THE EXAMINATION REGISTRATION FORM OCTOBER 2017

To be completed together with the Examination Registration Form

Dear Student,

Please indicate the single subjects you have passed with Grade P and above:-

SUBJECTS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____

QUALIFICATIONS

Certified copies of certificates must accompany this Form

Please provide the following information:-

Number of 'O' Levels passed: Grade C and above (including English and Maths/Accounts)

	Subject	Grade
1		
2		
3		
4		

	Subject	Grade
5		
6		
7		
8		

Number of 'A' Levels passed: Grade E and Above.

	Subject	Grade
1		
2		

	Subject	Grade
3		
4		

DECLARATION

I, understand that students without English, Maths or Accounts will not be allowed to write the final examination.

Name: **Signature:** **Date:**



EXAMINATION REGISTRATION OCTOBER 2017

Examination Dates: 2 – 11 OCTOBER 2017
Received between 1/08/2017 – 5/09/2017 at National Office.

EXAM FEES – OCTOBER 2017

DIPLOMA

\$55.00 per subject

HIGHER DIPLOMA

\$60.00 per subject

Please read these notes carefully.

When you do not follow these instructions, delays are inevitable in your examination registration and you might NOT be registered. The staff at IPMZ do their best to understand your registration requirements, but, sometimes you make their task more difficult than necessary!

SO...

1. We have a number of departments dealing with different matters so, when writing to the Institute, please write a separate letter for each request. You can put your separate request into one envelope. This is especially important when making examination registration requests.

REMEMBER – YOUR NAME AND CORRECT MEMBERSHIP NUMBER on every letter.

It is to your advantage to submit payment registration separately, and NOT TO add other payments to it, since SEPARATE exam payments do not get referred to other IPMZ departments.

2. Please **USE THE EXAMINATION REGISTRATION FORM** on the reverse of this page and **Complete ALL details.**

IMPORTANT DETAILS on the form need **ACCURACY.**

Membership Number This is used for the computer input so is vital if **YOU** want to be registered for the examination and **NOT** register someone else.

Subject On occasions, **IPMZ** staff have great difficulty in deciding which subject **YOU** want to write. Please give correct, full name of the subjects eg. Not just “Training” but “Training Techniques” or “Management of Training.”

Venue **IPMZ** need to know where **YOU** wish to write – otherwise we have to allocate the nearest centre to your current address, and that may not be your preference, making double work for everyone and resulting in unnecessary delays.

3. **DEADLINE DATES ARE NOT NEGOTIABLE.**

The dates for examination registration for the **OCTOBER 2017** are between:

8.00 am Tuesday 1st August 2017 and

3.30 pm Tuesday 5th September 2017 when examination registration ends.

A few minutes late – for whatever reason – will mean a 6 months delay in writing your examination. Please plan ahead and submit your registration **IN GOOD TIME.**

4. Remember that

- **IF** your 2017 subscription is not paid, and
- **IF** you have not paid for, and received, study material for the subject you apply to write-

YOUR REGISTRATION WILL NOT BE PROCESSED and you cannot write the examinations.

PLEASE NOTE THAT YOUR PAYMENT WILL BE FORFEITED.

Thank you for your co-operation on these points and good luck with your studies.