



Advanced Certificate in Market & Social Research Practice  
Direct Registration – Resit/Resubmission Form

Personal Details

Title:	
Surname:	First name(s):
Company Name:	
Address:	
County:	Postcode:
Tel:	Fax:
E-mail:	Mobile:

Resit Examination

Yes  No

Please detail the date of the examination in which you were not successful *i.e. June 2020* :

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Please confirm when you wish to Resit the examination:

<input checked="" type="checkbox"/>	Exam	Registration Cut-off Date
	Wednesday 26 <sup>th</sup> June 2024	Wednesday 8 <sup>th</sup> May 2024
	Wednesday 29 <sup>th</sup> January 2024	Monday 9 <sup>th</sup> December 2024

Format of Examination

The Examination is online and remotely invigilated. Candidates answer questions on a computer supervised by an invigilator over the internet. The exam can therefore be sat at any suitable location. No special equipment is required for a remotely invigilated exam, a standard desktop or laptop with a webcam, a microphone and good quality internet connectivity (not dial-up) is sufficient. [Please refer to Guide to the Examination - Candidates](#)

## Resub IA

Yes  No

Please detail the assessment round in which you were not successful *i.e. June 2020*

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Please confirm when you wish to Resubmit your IA:

<input checked="" type="checkbox"/>	IA Submission Deadline	Registration Cut-off Date
	Wednesday 19 June 2024	Wednesday 8 May 2024
	Wednesday 22 January 2025	Wednesday 9 December 2024

## Reasonable Adjustments

Reasonable adjustments refer to adjustments made to allow access to assessment for candidates who would otherwise be disadvantaged by temporary or permanent disability. A wide range of adjustments can be made, depending on the individual candidate's specific needs

All requests for reasonable adjustments, including those which require only minor adjustments to the assessment environment should be made to the Professional Development Manager at MRS. The request should, be made in writing, and should include details of:

- the nature of the disability for which the adjustment is required
- the type of adjustment requested. If possible, details should be given of any adjustments normally made to the work or study environment to support the candidate's learning
- if appropriate, a copy of any medical report or statement which gives guidance on the individual candidate's needs or foreseen needs at the time of assessment

## Registration & Examination Regulations – Direct Registration Candidates

- Fees are not refundable or transferable, except in cases of serious illness or bereavement.
- All current fees are published on the MRS Website or available on request from [profdevelopment@mrs.org.uk](mailto:profdevelopment@mrs.org.uk)
- Direct Registration Candidates who register directly for the assessment for the MRS Advanced Certificate and who are not in membership of the Society are required to apply for MRS Membership. This ensures that candidates have direct access to information and are bound by the MRS Code of Conduct. A discounted rate is available please refer to Discounted Subscriptions Options - <https://www.mrs.org.uk/membership/fees>
- Direct Registration candidates who are not members of MRS are required to submit their application for membership with this Direct Registration Entry form. We are unable process Direct Registration Forms not accompanied by a completed Membership Form.
- Candidates who fail to attend an examination due to illness must inform MRS within 14 days of the date of the examination. Candidates must enclose a supporting document (e.g. a medical certificate). In such cases the registration fee will then be transferred to the next exam sitting, provided that all fees have been paid in advance.
- Candidates may defer their registration to a later exam date. A deferral fee is payable. A request for deferral must be made in writing and must be received prior to the candidate's allocated examination date.
- Candidates who fail to attend an examination 'No-Show' without notifying MRS Qualifications will be required to pay a deferral fee and a re-sit fee in order to be transferred to another assessment round.

MRS processes the information provided by members and non-members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes.

MRS uses informed consent as the legal bases for communications which are outside of membership, specifically the marketing of our commercial products and services. As an MRS member you will receive regular emails from us about your membership, including information on benefits and governance.

Please Opt in to be kept informed about other MRS activity including awards, reports, conferences and events.

Tick here if you wish to receive MRS Marketing emails

Once you have opted-in, you can customise the content you receive by logging in to your MyMRS account and updating your email preferences.

Your data will be shared with MRS for the purposes of learning, conducting examinations and assessments, and issuing of examination results and certificates. In order to facilitate the online examination MRS will share with TestReach candidates names, email addresses and candidate number.

Candidates can view the MRS Privacy Policy located at [https://www.mrs.org.uk/privacy\\_policy](https://www.mrs.org.uk/privacy_policy)

MRS is the examiner/awarding body and remains the data controller, TestReach is the data processor. The data that TestReach holds is as per that outlined in Annex 1 at the bottom of the Master Subscription Agreement (view [here](#).) The videos of candidates taking exams via

remote invigilation, are automatically deleted 6 weeks after the exam date by TestReach (unless they are specifically asked to hold a video for longer, e.g. to assist in the assessment process). Videos will only be viewed by MRS Awarding Body Staff. All exam data is transferred from TestReach to MRS via sFTP and stored on MRS Servers.

The Market Research Society processes the information provided by individuals to enable it to carry out its activities in accordance with its objectives and for its administrative purposes.

MRS respects your privacy. We will always treat your personal details with the utmost care and respect. Your data will never be shared with third parties for marketing purposes. In order to administer your membership effectively, MRS may share your data with data processor suppliers who adhere to our strict data security policy. Please take a moment to read through this. [www.mrs.org.uk/privacy\\_policy](http://www.mrs.org.uk/privacy_policy)

### Confirmation of Registration

I confirm that I wish to register as a Direct Registration Candidate for the 'Advanced Certificate in Market & Social Research Practice'. I have read and understand the above regulations which apply to Direct Registration and assessment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment

All fees to be paid in Pounds Sterling, including international registrations. Please indicate below:

**Cheque/Bankers Draft**  
Made payable to "The Market Research Society" – not "MRS"

**Bank Transfer**

MRS Bank Details: NatWest, City of London Office, 1 Princes Street, London, EC2R 8BP

Sort Code: 60-00-01

Account No: 48843512

Swift Code: NWBKGB2L

IBAN No: GB84 NWBK 6000 0148 843512

**Debit/Credit Card**  
If you wish to pay by debit or credit card please call MRS Qualifications on +44 (0) 20 7566 1805 with your card details. Please do not fax or email your card details.

**Please send invoice** (not applicable to registrations from outside of the UK)  
Invoice address:

**Please note** that all invoices must be settled two working days prior to the examination/assessment date to ensure entry. MRS reserves the right to refuse an applicant's entry at any examination/assessment where payment has not been received in advance. All bookings from outside the UK must be accompanied by a bank transfer or credit card payment.

Return form to: [profdevelopment@mrs.org.uk](mailto:profdevelopment@mrs.org.uk)