



## Advanced Certificate in Market & Social Research Practice Direct Registration Entry Form

### Personal Details

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

### Relevant Educational & Professional Qualifications

*Please enclose copies of relevant certificates. (Please do not enclose original Certificates.)*

Dates	Name of Qualification	Awarding Body	Result

### Relevant Work Experience

*Please enclose copies of testimonials if applicable.*

Dates	Employer	Job title/ Summary of role	Relevant training received

### Assessment Session

Please indicate your chosen assessment session:

<input checked="" type="checkbox"/>	Exam	IA Submission Deadline	Registration Cut off Date
	Wednesday 28 <sup>th</sup> June 2017	Wednesday 21 <sup>st</sup> June 2017	Wednesday 7 <sup>th</sup> June 2017
	Wednesday 31 <sup>st</sup> January 2018	Wednesday 24 <sup>th</sup> January 2018	Wednesday 3 <sup>rd</sup> January 2018

## Venue

Please indicate your chosen examination venue:

London  Manchester  Glasgow  Overseas\*

\* It is the responsibility of the candidate to contact their local British Council to arrange the examination sitting and any fees levied by the venue for holding the examination are payable by the candidate or their company. MRS need to be informed of contact details of the person at the British Council responsible for administering the examination no later than 3 weeks prior to the examination date.

### 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 Co-ordinator 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.
- An additional fee is payable to MRS by candidates sitting assessment at a venue outside of the UK. This fee covers MRS administration and examination materials despatch costs. Candidates who wish to sit the exam in their country of residence are responsible for making the venue arrangements and for the costs associated.
- 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 register as MRS Studying Affiliates. This ensures that candidates have direct access to information and are bound by the MRS Code of Conduct.
- Direct Registration candidates who are not members of MRS are required to submit their application for Studying Affiliate membership with this Direct Registration Entry form. We are unable process Direct Registration Forms not accompanied by a completed Studying Affiliate 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.

### Confirmation of Registration

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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.

We may use the information to tell you about our other products and services. We may also make it available to any person on request to enable them to contact you for any purpose other than direct marketing. If you do not wish the information to be disclosed in this way, please notify us in writing.

The Society is occasionally approached by other organisations who wish to engage in direct marketing to its customers. If you do not object to the Society disclosing the information it holds for these purposes, please tick this box.

## 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: Barclays Bank plc, 27 Soho Square, London W1D 3QR

Sort Code: 20-67-83                      Account No: 20618357                      Swift Code: BARCGB22  
IBAN No: GB23 BARC 2067 5920 6183 57

**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

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Post code \_\_\_\_\_

**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

***Please Return to:***  
Professional Development Coordinator  
Qualifications Dept  
The Market Research Society  
The Old Trading House  
15 Northburgh Street  
London  
EC1V 0JR