



LEEA ASSESSMENT RESIT BOOKING FORM

Routes to Assessment

1. Contact LEEA at assessments@leeaint.com or +44 (0) 1480 432801 to book an assessment at our Huntingdon Training Centre
2. Contact LEEA at assessments@leeaint.com or +44 (0) 1480 432801 to arrange your Assessment and an approved LEEA Assessment Centre in your region, or to arrange the approval and booking of a new Assessment Centre in your region
3. Contact your Company's LEEA Technical Specialist to arrange the required Assessment(s) at a future audit or other visit (*this should be done through your company's LEEA Contact*)

Important Note

Any student enrolled on an online course must have started the course in order to sit the assessment. Although we do not insist the course is completed before sitting the assessment it would be highly advantageous as the assessment tests are closely aligned to the course material. LEEA will check that a student has started the course before processing any assessment application.

Assessment Prices

For re-sits of Assessments, where students did not achieve the required "pass" mark on the first attempt the cost is:

Employees of LEEA Member Companies:	£90 (incl. VAT)	£75 (excl. VAT)
Individual Trainees:	£120 (All incl. VAT to comply with UK law)	



2019 Assessment (Resit Form)

PLEASE NOTE THAT LEEA MEMBER COMPANIES SHOULD ONLY PUT FORWARD THEIR OWN EMPLOYEES FOR LEEA ASSESSMENTS - IF IT IS DISCOVERED THAT NON-EMPLOYEES ARE ATTENDING ASSESSMENTS BOOKED FOR THEM BY A LEEA MEMBER COMPANY THEN ALL ASSESSMENTS IN THAT SESSION FOR THAT PARTICULAR MEMBER COMPANY WILL BE VOIDED.

Instructions

Please complete the required fields below, then the appropriate section clearly indicating the assessment that you wish to take and the required assessment date:

PLEASE NOTE THAT ALL LEEA ASSESSMENTS ARE PAPER BASED

Given Name:	Family Name:
Date of birth (COMPULSORY - If not completed, form will be returned):	
Is the student an: Employee of Member Company <input type="checkbox"/> OR an Individual Trainee (ITS) <input type="checkbox"/> (tick)	
Company name (and branch if applicable):	
Individual Trainee Reference Number (where applicable):	
Enter your LEEA student number here (if known):	

Arranged Assessments (non-Global Assessments)		
Required Date & Time	Subject	Venue / Other Relevant Information

PLEASE NOTE: ASSESSMENT TIMINGS ARE SUBJECT TO CHANGE

We appreciate that should we need to change assessment session times, this could present our members with operational difficulties, therefore we will endeavour to notify you of any such changes up to 10 days prior to any scheduled assessment.

Please ensure that this booking form is fully completed as it will be returned to you if any information is missing or incorrect and your booking will not be allocated.

Upon receipt of fully completed assessment forms, you will receive an e-mail acknowledgement from LEEA.

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Website: www.leeaint.com
Chief Executive: Dr Ross Moloney

Employer's Declaration (TO BE SIGNED BY EMPLOYER ONLY)

I hereby certify that this candidate is eligible to sit the assessment(s).

Signed _____ Date _____

Name _____ Title _____

E-mail address _____

Employers of candidates with learning difficulties, e.g. Dyslexia, should make LEEA aware at the time of completing this form by providing a brief explanation of their difficulty in the box below.

Individual Trainee Declaration (TO BE SIGNED BY REGISTERED INDIVIDUAL TRAINEES ONLY)

I hereby certify that I am registered under the Individual Trainee programme and eligible to sit the assessment(s).

Signed _____ Date _____

Name _____ Title _____

E-mail address _____

Credit/Debit card payment:

Please complete the details below. Card type (please indicate):

MasterCard, Visa Credit, Visa Electron, Maestro, Solo, JCB, American Express, Visa Debit

Card number: _____

Card expiry date: ___ / ___

Security code (last 3 digits in signature box) _____

For Maestro and Solo cards, the issue number or start date: _____

Cardholder's name (as on the card): _____

Cardholder's signature _____



Guidance

1. All parts of the Assessment Entrance Form are to be completed. It is ESSENTIAL that the EMPLOYER'S DECLARATION or INDIVIDUAL TRAINEE DECLARATION is signed.
2. The completed Assessment Entrance Form should be e-mailed to assessments@leeaint.com and must be received before the closing date.
3. Credits will not be given to members if we are notified of any cancellation within 28 days of your chosen assessment. Individual Trainees will not receive a refund for any cancellation once the assessment has been booked.
4. All completed Assessment Entrance Forms must be forwarded to LEEA as separate pdf/word documents as each form is stored individually against the employee's LEEA database record. Each pdf/word document can be attached to one covering e-mail.
5. Any request received to change a confirmed assessment booking up to 8 days prior to the assessment will be subject to an administration fee of £50 per candidate. No changes of any assessment details after this will be accepted. Any candidate that does not attend a booked assessment for which their voucher has been used, will have been deemed to have spent their voucher.
6. Advanced Programme certificates will not be issued unless the LEEA Foundation assessment has been passed. All results, certificates, and Team Cards (where applicable) will be sent to the company training contact.
7. Force Majeure - neither LEEA or the member/individual trainee shall be liable to the other for any failure to perform any part of the agreement which is due to an event beyond the control of either party, including but not limited to terrorism, war, Political insurgence, strike, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality which may cause the termination of the event.
8. Feedback will not be offered to any company/candidate regarding assessment results unless in exceptional circumstances (to be decided by the Training Supervisor). LEEA is also unable to release any assessment papers or send any extracts of information from them to companies or Individual Trainees.
9. A candidate failing any LEEA assessment will be subject to a 3-month waiting period before the candidate can retake the specific assessment. This is to allow the individual sufficient time to re-visit the LEEA training material and continue with revision studies before the next assessment.
10. Candidates who fail the examination will be able to re-sit at a cost of £75 (plus VAT where applicable) for employees of member companies, or £120 for Individual Trainees subject to the normal examination re-sit process.