

Experience Assessment

Full terms and conditions

By going through Experience Assessment you're confirming your acceptance of the payment terms set out on the relevant registration form and of the following terms and conditions. These terms and conditions apply to all experience assessments for all grades of membership.

1. Assessor allocation

The Professional Discussion (PD) is a key part of the Experience Assessment process. We'll send you a link to our PD booking tool shortly after you begin Experience Assessment so you can select a date for your PD to take place. We reserve the right to determine whether a change of assessor is appropriate, for example where there might be a conflict of interest.

2. Suitable alternative venues

You may specifically request a PD in person but you'll be responsible for any associated costs, including venue hire (if applicable) and the assessor's travel and expenses. Suitable venues include an alternative office space (including your own), hotel meeting facilities or other bookable meeting accommodation. Venues not suitable include hotel bedrooms and the residences of either the assessor or the candidate.

If you request an alternative venue, you'll pay your assessor's travel and expenses, provided the assessor has obtained your prior approval in writing and they only charge expenses which are in accordance with the Experience Assessment travel and expenses policy (available on request from the CIPD).

We will not be liable in any way for loss, damage or expense arising directly or indirectly from any failure or delay in performing any obligation under this agreement due to the occurrence of an event of force majeure.

3. Rescheduling of Professional Discussion (PD)

Once a PD appointment has been agreed with your assessor, this is a fixed agreement. A request for rescheduling must be in writing by email to ea@cipd.co.uk and will be acknowledged in writing. Candidates who wish to reschedule the PD may be subject to a rescheduling surcharge.

Rescheduling requested:

- more than 28 days before the scheduled PD - no charge
- between 28 and 15 days of the scheduled PD - £150
- within 14 days of the scheduled PD - £400.

All rescheduled PDs must take place within six weeks of the original PD date. Failure to undertake the PD within this timeframe, unless there are genuine extenuating circumstances, will result in you failing your Experience Assessment overall.

4. Deferments/extensions for genuine extenuating circumstances

The timeframes for the assessment process are fixed to ensure fairness and consistency. Where you can demonstrate genuine extenuating circumstances beyond your control, CIPD may reduce the rescheduling fee or grant an extension or deferral. Please refer to the Experience Assessment Extension, Deferral and Rescheduling Policy.

We reserve the sole discretion to determine whether you have genuine extenuating circumstances' and any decision taken shall be final.

5. Reasonable adjustments

At the point of registering on Experience Assessment, please to inform us of any special requirements you have that may affect you undertaking Experience Assessment. We and our nominated assessors will endeavour to make all reasonable adjustments to accommodate any special requirements, particularly in relation to those covered by the Equality Act 2010 or similar statutory provision.

6. Data protection, materials, copyright and confidentiality

All information you submit is held securely and processed in accordance with the General Data Protection Regulation (GDPR) of 2018 and our **privacy policy**.

We and our assessors will neither disclose, nor permit members of its staff to disclose, any confidential information you provide unless required to do so by law. All materials and documentation in any format created by us or our consultants as assessment or other aids and used in the provision of our services, shall remain our property and cannot be used without our prior written permission.

We retain ownership of all our intellectual property rights. This means all patents, inventions, trademarks, service marks, registered designs, design rights, topography rights, copyright, database rights, trade secrets and other confidential information, know-how, business or trade names, and all other intellectual property and neighbouring rights, whether registered or unregistered and whether or not capable of registration.

By registering for Experience Assessment you're confirming you agree to the use of your information in this way.

7. Literacy

You understand that the services we provide are in English and you have sufficient literacy skills to achieve CIPD accreditation. If English is not your first language, and you've already taken an International English Language Testing System (IELTS) test, you need a minimum IELTS score of 6.5 for all CIPD programmes. IELTS have over 900 test centres around the world.

You can book a test at http://www.ielts.org/test_takers_information.aspx

8. Application submission information

You confirm that you shall not submit any information to the CIPD:

- that you know to be fake, inaccurate or misleading;
- that infringes intellectual property, publicity or privacy rights;
- which violates any legislation or regulations;
- which may be considered defamatory, libellous, hateful, racist, religiously biased or offensive, unlawfully threatening, unlawfully harassing, or sexually suggestive;
- for which you've been compensated or granted any consideration or received any special benefit;
- that contains any computer virus, worms or other potentially damaging computer programs; and
- that isn't your own work, has been copied from material produced by others, from written sources, from the internet, generated by artificial intelligence (AI) or from any other source.

9. Assessment decision

We don't review your evidence before it's assessed by your designated assessor. Your assessments are based solely upon the evidence presented for assessment during the Experience Assessment process. No further evidence may be submitted once the PD is concluded and you're therefore strongly advised to present any relevant evidence during the PD. Whilst the assessor will request certain evidence, it is your responsibility to present any evidence you consider relevant to your assessment. You'll not be automatically entitled to another membership grade if you do not meet the criteria (for the grade) you've been assessed against.

10. Recording of Assessments

Your professional discussion will be recorded for training and quality assurance purposes. Recordings are stored securely and retained for a maximum of 60 days, before being permanently deleted. By registering for Experience Assessment, you're confirming you agree to the use of your information in this way.

11. Re-assessment

If you complete Experience Assessment and do not achieve the membership level you applied for, you are eligible for **one free re-assessment**. To qualify, your re-assessment professional discussion (PD) must be scheduled to take place within one year of your original PD date.

Candidates who cancel or reschedule a re-assessment PD will be subject to the rescheduling charges detailed in section 3.

12. Delivery of services

We don't allow members of its staff or assessors to accept any money or gifts from clients or potential clients.

13. Complaints/appeals against assessment decisions

We endeavour to ensure the Experience Assessment process is fair, transparent and open to scrutiny. Our assessment procedure is rigorous, and assessments are subject to standardisation as well as internal and external verification.

The Assessment complaints and appeals procedure is available on request by emailing ea@cipd.co.uk