



Please complete the form and return it with your payment to Gem-A, 21 Ely Place, London, EC1N 6TD, UK. Email: education@gem-a.com

Title Mr, Mrs, Miss, Ms, Dr, other _____ Family or Surname Name _____

Given Names _____

Student N° _____ Email _____

Telephone _____ Mobile _____

Address _____

Town/City _____ County/State _____

Postcode/Zip code _____ Country _____

PLEASE VERIFY IN BLOCK LETTERS HOW YOU WISH YOUR NAME TO APPEAR ON YOUR CERTIFICATE/DIPLOMA

Please tick one of these boxes:

- Foundation Exam Gemmology Diploma Exam Theory & Practical Gemmology Theory Gemmology Practical
 Diamond Diploma Exam Theory & Practical Diamond Theory Diamond Practical

Please enter preferred place of examination (see notes page) _____

If you have not done so already, please contact studentservices@gem-a.com if you have any learning or health disabilities that you feel may require additional support in order for you to sit the exam.

Please indicate written language of your exam answer script. *Note: if you tick a language other than English, you will incur an immediate charge:*

- English French + £50.00 Simplified Chinese + £50.00 Traditional Chinese + £50.00

If your required language is not indicated please add in the space provided : _____

We will then inform you if this language is available and any additional cost you will incur

Payment of fees (RESIT STUDENTS) (see notes page)

Exam Fees £ _____ Language Fees £ _____ Other Fees £ _____ Total Fees £ _____

Payment information

Payments by bank transfer (bank charges must be included) Sort Code: 20-37-83
Account number: 90360929
IBAN: GB51BUKB20378390360929
SWIFT: BUKGB22

For payments via Credit Card/Debit Card (Visa or MasterCard only), please call Gem-A by prior arrangement only on +44 (0) 2074043334 Please do not communicate your card details to us in writing. Alternatively payment can be made by PayPal.

Privacy statement: Gem-A is a data controller and will collect and process the data on this form to provide you with the service you requested. Gem-A shares your personal data with its subsidiaries and other third parties to fulfil its legal, public or contractual obligations. Gem-A retains your personal data for as long as is necessary for the relevant purpose. If you want to know more about how Gem-A will use your information please take a look at our privacy policy: www.gem-a.com/privacypolicy

Declaration

I, the undersigned, have read the examination guidance supplied with this form and hereby apply to be registered for the examination noted above and, if accepted, agree to be bound by the rules and regulations of Gem-A.

Name (in block capitals) _____ Signed _____

PLEASE READ CAREFULLY AND KEEP THESE NOTES

EXAMINATIONS IN JANUARY 2024 SUMMARISED NOTES

- Gem-A may, without assigning a reason, refuse entry to any part of the Examination.
- FINAL ENTRY DATE 13TH NOVEMBER 2023. LATE ENTRIES ARE NOT ACCEPTED.
- THE EXAMINATIONS WILL BE HELD ON THE FOLLOWING DATES:

Theory Examinations	
Diamond Diploma (paper 1, theory - afternoon)	19 JANUARY 2024
Foundation (papers 1 & 2, theory papers only)	22 JANUARY 2024
Gemmology Diploma (papers 1 & 2, theory papers)	23 JANUARY 2024
Practical Examinations	
Diamond Diploma (paper 2, practical)	Dependent on exam centre
Gemmology Diploma (paper 3, practical)	Dependent on exam centre

The practical parts of the Gemmology and Diamond Diploma Examinations may be held on any date considered suitable by Gem-A and the Centre and subsequently notified to candidates.

- Please note that EXAMINATION FEES ARE NOT REFUNDABLE. No refunds are given but transfers of exam fees, to the following session only, may be considered in exceptional circumstances and at the discretion of Gem-A. If you are unable to attend the exam please email education@gem-a.com immediately with any medical documents or evidence to support your transfer request. We will not be able to accept any transfer requests two weeks after the examination date. Only one transfer request per student per qualification may be applied for.
- EXAMINATION RESIT FEES:

Foundation		
Re-sit: £360		
Diploma		
Theory & Practical re-sit: £710	Theory re-sit: £410	Practical re-sit: £325
Diamond		
Theory & Practical re-sit: £830	Theory re-sit: £300	Practical re-sit: £550

Candidates sitting in a language other than English must pay a language administration fee upon entry.

- Please note that all examinations must be written in English, unless previously agreed with Gem-A. Gem-A will be unable to mark papers submitted in any other language unless agreed before the examination. Please note that Gem-A is unable to guarantee the availability of all languages for all examination sessions.
- Candidates are advised against sitting both the Foundation and Gemmology Diploma examinations in the same session. In such circumstances candidates should contact their tutor and Gem-A before any form is submitted. The entry for the two examinations must be made on separate forms. Please note that no Diploma or Practical Certificate is awarded if the candidate does not qualify in the Foundation examination.
- AWARDS (Merit, Distinction and Prizes): Awards are only given to candidates who qualify on their first sitting of each examination. For the Gemmology Diploma and the Diamond Diploma, to be eligible for an Award, a candidate's first sitting of a theory exam must be within one year of first sitting their practical examination.
- Please note that certain examination centres, particularly overseas, may make their own local examination charges. These charges are separate from Gem-A examination fee and such charges are payable by the candidate direct to the Centre. Please check with your examination centre for further information.
- Gem-A sets up examination centres in areas where there is usually a sufficient number of candidates wishing to sit the examinations and availability of gemmological instruments for the practical exams. The allocation of a centre is entirely at the discretion of Gem-A and no guarantee is given that a centre will be set up in any particular locality.
- EXAMINATION REGISTRATION: Registration Forms and instructions will be sent in December. Candidates who have not received their Registration Form by the end of December should contact Gem-A.
- Candidates who break rules as detailed in the examination information booklet, or those read out by the Invigilator, are subject to DISQUALIFICATION. Disqualification may be temporary or permanent.
- If you experience any problems on the day of the exam or with the Examination Centre, please notify Gem-A in writing within two weeks of the examination. We will be unable to deal with any complaints regarding the examination, after the results have been released.
- NOTIFICATION OF RESULTS: All candidates will be notified of their results by letter, and a grading standard will be indicated. Any enquiry about the examination result should be received by Gem-A within four weeks of the date of the individual candidate's results letter. The Examination results will normally be sent to your address by the beginning of April. Please ensure that Gem-A has your latest address for posting your results.
- All examination papers are the property of Gem-A. Answer papers are not returnable.
- Please do not telephone Gem-A for results. To abide by data protection regulations we can only supply results in written form.

Gem-A

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