

# EXAM BOOKING

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## PERSONAL INFORMATION

|           |                      |         |                      |
|-----------|----------------------|---------|----------------------|
| TITLE     | <input type="text"/> | COMPANY | <input type="text"/> |
| NAME      | <input type="text"/> | SURNAME | <input type="text"/> |
| ADDRESS   | <input type="text"/> |         |                      |
| TEL       | <input type="text"/> | CELL    | <input type="text"/> |
| E-MAIL    | <input type="text"/> |         |                      |
| ID NUMBER | <input type="text"/> |         |                      |

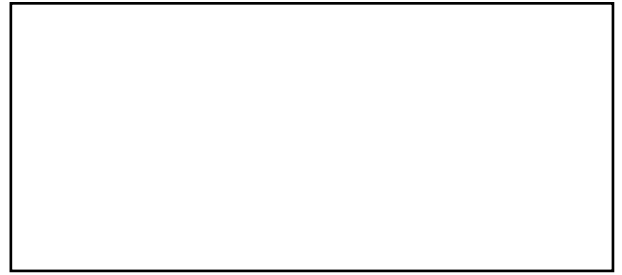
## EXAM BOOKING INFORMATION

|               |                      |               |                      |        |
|---------------|----------------------|---------------|----------------------|--------|
| EXAM DETAIL   | <input type="text"/> | EXAM DETAIL   | <input type="text"/> |        |
| DATE          | <input type="text"/> | DATE          | <input type="text"/> |        |
| TIME          | <input type="text"/> | TIME          | <input type="text"/> |        |
| VOUCHER NO.   | <input type="text"/> | VOUCHER NO.   | <input type="text"/> |        |
| AUTHORISED BY | <input type="text"/> | AUTHORISED BY | <input type="text"/> |        |
| DATE          |                      | ORDER NO.     | <input type="text"/> |        |
| VENUE         | CENTURION            | FOURWAYS      | CAPE TOWN            | ONLINE |

## AUTHORISING SIGNATURE

Here are the steps that needs to be followed to replace the current process there.

- Please click on the signature field to add your digital signature.
- If you do not have an existing digital signature follow the instructions to create yours.
- [Click here](#) for additional Adobe digital signature setup guidelines



By clicking on SEND FORM, your completed enrolment form will be attached to new mail in your email programme, addressed to the ACCOUNT MANAGER specified in SECTION 1. Your Account Manager will be in touch with you soonest to confirm your booking status.

**SEND FORM**

## TERMS & CONDITIONS

### STANDARD EXAM CENTRE TERMS & CONDITIONS

1. Examination bookings are subject to availability.
2. This exam booking is provisional. Your booking will only be valid, if accompanied by Proof of Payment or a Company Purchase Order. Exam Vouchers are valid for eight (8) months from date of purchase/ Invoice.
3. An examination booking form will only be regarded as valid if it contains the following information.
  - 3.1 A valid identification numbers.
  - 3.2 A signature
4. Final confirmation will be sent once all the documents are received.
5. When a student registers to take any examination at a Netcampus branch, the student will be required to provide an original and valid identification, i.e.:
  - 5.1 ID document that is recognized by the country in which the student is a citizen or permanent resident.
  - 5.2 In the absence of a formal identification document a driver's license may be accepted
  - 5.3 Foreign Nationals must provide an official Passport.
  - 5.4 It is the student's responsibility to ensure that his/her Identification documents are up-to-date and available on the day of the test
6. A second form of identification is also required and can be presented in the form of a Bank card which displays the candidate's name and surname
7. Prior to entering the testing room, candidates will be identified, and processed for admission by a certified Test Centre Administrator (TCA), in line with the Exam Centre admission requirements.
8. Exam bookings must be secured at least one (1) week prior to the planned date of the exam sitting to ensure availability of a seat.
9. Exam vouchers must be redeemed within the stipulated validation period to avoid expiry and loss of validity.  
**Note that exam prices are subject to periodic changes and are quoted as per the current pricelist at the time as determined by the various examination bodies.**
10. Note that international exam pricing is subject to the fluctuation of the exchange rate and cannot be guaranteed for long periods.

### EXAM CANCELLATION & RESCHEDULING REQUESTS:

1. Requests for the cancellation or postponement of any exam must be made in writing to a certified Netcampus Exam Center Representative.
2. Microsoft and PeopleCert exam postponements requires five (5) working days notification prior to the original exam booking date to avoid penalty fees.
3. Cancellation requests for any APMG, PeopleCert and MS exams must reach any Netcampus branch 5 working days prior to the confirmed exam booking date.
4. The cancellation or postponement of any exam will only be considered and accepted as successful if the candidate has received a written confirmation from a certified Netcampus Exam Centre Representative.
5. In the event of the student / company requesting a cancellation or postponement of the exam 5 or more working days before the confirmed exam sitting, there will be no charge.
6. A 100% cancellation fee will be levied for any exam cancellations made within 5 working days or less before the scheduled exam sitting.
7. All other exam postponements require two (2) days, notification prior to the original exam booking date.
8. All exam postponement requests will only be considered and accepted as successful once a written confirmation has been received and acknowledged by a Netcampus Representative.
9. Please familiarize yourself with all standard cancellation and rescheduling exam policies available on our website: [www.netcampus.com](http://www.netcampus.com)
10. Cancellations cannot be made once the appointment is confirmed. All bookings are non-refundable.

NETCAMPUS PRIVACY AND SECURITY POLICY

[www.netcampus.com](http://www.netcampus.com) | [info@netcampus.com](mailto:info@netcampus.com)

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