



Purchased Voucher Terms and Conditions

Purchased vouchers are for use with web-based online proctored exams; ordered based on type of exam.

Active Date

Vouchers become active as soon as the voucher order has been placed.

Expiry Date

Voucher will expire 6 months from purchased date. Expiry dates cannot be extended.

Exam Type

Vouchers are ordered for a specific exam type and are not transferable to another type of exam.

Voucher Assignment

The Association is responsible for assigning vouchers-to-candidates.

Exam Sessions

Each voucher is connected to a candidate and subsequent exam session ID. Vouchers are considered redeemed once the exam session has been created for the candidate linked to that voucher during registration.

Voucher Creation & Display

To assign a voucher, the Association must enter the candidate name into LEMS. The number of vouchers purchased and the number of outstanding vouchers for each exam type can be viewed by using the filters available in LEMS. The Association may assign or print a specific voucher number as displayed in LEMS.

Voucher Tracking

The Association is responsible for the status and tracking of vouchers, ensuring the candidate uses the voucher assigned to them.

Communication with Exam Candidate

The Association is responsible for communicating these terms and conditions to their exam candidates and to ensure the usage requirements are understood.

Agreement

By completing and submitting the voucher request form, the Association and their representatives, including their exam candidates, agree to the terms and conditions as set out in this document.

Terms and Conditions are subject to change without notice. Check the website for up to date information.