

ASX ACCREDITED DERIVATIVES ADVISER - (ADA) LEVEL 1 & 2

EXAM BOOKING FORM

General Information

- Exams bookings require at least 5 working days notice.
- Group exam bookings should be forwarded to Kaplan Professional, on one booking form, together with an attachment if there are more than 4 candidates participating.
- If booking an exam via facsimile, please keep your fax confirmation and exam booking form as a record.
- If your exam booking has not been confirmed at least one week prior to your exam date, please contact exambookings@kaplan.edu.au immediately.
- All ASX Accredited Derivatives Adviser exams are online exams, with instant results.
- **Students must know their “My Kaplan” logon ID and password to access the exam.**
- Exams will only be held during business hours (9am–5pm Monday–Friday).
- Kaplan Professional office exam times are available from the study information section of www.kaplanprofessional.edu.au
- The Kaplan Professional exam room closes at the confirmed booking time. If you arrive after this time, Kaplan Professional may refuse entry and you may be subject to a re-booking fee. If you are running late, you must call Kaplan Professional.
- External exams will only be held at a business address or a public venue (eg. Library), not a residential address. The student will pay all costs associated with room hire. It's the student's responsibility to ensure a suitable computer and internet access is available for the duration of the exam.
- Students must not bring additional notes to the exam.
- Students are permitted to bring in a calculator and pen to their exams.

Costs

- All students are entitled to one amendment or reschedule to their booked exam per subject enrolment at no cost, providing Kaplan Professional is advised at least one business day prior to the scheduled exam date. Thereafter, all amendments/cancellations or failure to attend an exam/assessment as per nominated on exam/assessment booking form will incur a **\$50** fee.
- The cost of the first sit exam is included in the cost of the course materials.
- Resit exams are charged at **\$100**
- The Resit Exam Booking & Payment Form must be submitted with the appropriate payment amount to enable your resit exam to be booked.
- Course extensions cost **\$150** (if a new course version is available, extensions are free of charge otherwise) Extensions are available if the 4 month time allowance has not expired. A course extension will extend the course time allowance for a further 4 months from the original expiry date.*

* Prices valid until 31 December 2010.

Please complete all fields in the following form. Incomplete forms will result in delays to exam bookings.

Written by:

Administered & assessed by:



ASX ACCREDITED DERIVATIVES ADVISER - (ADA) LEVEL 1 & 2

EXAM BOOKING FORM - KAPLAN VENUE

Kaplan Education Pty Ltd. ABN 54 089 002 371

Please complete all fields in the following form. Incomplete forms will result in delays to exam bookings.

Exam Type: ASX ADA Exam - Online*

*Email address must be included for all online exams. It is also used to confirm exam bookings.

Exam Details

Exam Date: _____ Exam Time: _____

Person Booking Exam: _____ Organisation: _____

Contact Number: _____ Email: _____

Kaplan Exam Venue : Sydney Melbourne Brisbane Perth

*see next page for exam booking at your own venue.

Candidates Details

Candidate Name	Kaplan Student Number	Subject	Exam Type please tick
		<input type="checkbox"/> ADA1 <input type="checkbox"/> ADA2	<input type="checkbox"/> FIRST SIT <input type="checkbox"/> RESIT
		<input type="checkbox"/> ADA1 <input type="checkbox"/> ADA2	<input type="checkbox"/> FIRST SIT <input type="checkbox"/> RESIT
		<input type="checkbox"/> ADA1 <input type="checkbox"/> ADA2	<input type="checkbox"/> FIRST SIT <input type="checkbox"/> RESIT
		<input type="checkbox"/> ADA1 <input type="checkbox"/> ADA2	<input type="checkbox"/> FIRST SIT <input type="checkbox"/> RESIT

If you have more than 4 candidates please provide a separate attachment.

** Course ID List

Accredited Derivatives Adviser Level 1 (ADA1)

Accredited Derivatives Adviser Level 2 (ADA2)

I am paying (please tick) \$100 Resit exam

* Prices are GST free and valid until 31 December 2010

Payment Details

Invoice Company Only available to approved companies. Invoices will be sent to the address specified on your debtor card.

Name: _____ Phone Number: _____ Debtor ID: _____

Email Address: _____ Signature*: _____

*To authorise this invoice request you must be an existing contact on your company debtor card with Kaplan Professional. In the absence of an authorised signature an email will be sent for approval of enrolment.

Cheque (Please make cheque payable to Kaplan Education Pty Ltd) Cheque No. _____

Mastercard **Visa**

Card Number _____ Expiry Date ____ / ____ Total \$ _____

Cardholder's Name _____ Cardholder's Signature _____

MAIL

GPO Box 9995, Sydney NSW 2001

FAX

1300 137 802

EMAIL

exambookings@kaplan.edu.au

Written by:

Administered & assessed by:



ASX ACCREDITED DERIVATIVES ADVISER - (ADA) LEVEL 1 & 2

EXAM BOOKING FORM - STUDENT VENUE

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

1. PERSONAL DETAILS

Title: Dr/Mr/Mrs/Ms/Miss/Other:

Student ID: INT _____ First Name: _____

Last Name(s): _____ Date of Birth: _____

Company: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____ Phone Number: _____

Subject Name: ADA 1 ADA2 Exam Date: _____ Exam Time: _____

Exam type: Online First Sit Resit

2. SUPERVISOR INFORMATION AND CONTACT DETAILS – to be completed by supervisor, please PRINT clearly.

Title: Dr/Mr/Mrs/Ms/Miss/Other: _____ First Name: _____

Last Name(s): _____ Title/Position: _____

Company: _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Email (Compulsory): _____

Tel (W) : _____ (H): _____ (M): _____ Fax: _____

Supervisor's compulsory declaration

I agree to act as supervisor for this candidate's examination(s) during the examination dates nominated. I understand that Kaplan Professional will send me the confirmed arrangements once this nomination has been approved. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief and that I am not related to, or reside with, or work with the examination candidate.

Signature: _____ Date: _____

3. EXAM VENUE DETAILS

Note: External exams are unable to be conducted at a residential address.

Same as Personal Details Same as Supervisor's details Other; please specify below

Exam Venue: _____

Venue Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact at Venue: _____ Phone number: _____

I am paying (please tick) \$100 Resit *Prices are GST free and valid until 31 December 2010.

Payment Details

Invoice Company Only available to approved companies. Invoices will be sent to the address specified on your debtor card.

Name: _____ Phone Number: _____ Debtor ID: _____

Email Address: _____ Signature*: _____

*To authorise this invoice request you must be an existing contact on your company debtor card with Kaplan Professional. In the absence of an authorised signature an email will be sent for approval of enrolment.

Cheque (Please make cheque payable to Kaplan Education Pty Ltd) Cheque No. _____

Mastercard **Visa**

Card Number _____ Expiry Date ____ / ____ Total \$ _____

Cardholder's Name _____ Cardholder's Signature _____

Return this form to the Kaplan Professional office via:

MAIL

GPO Box 9995 Sydney NSW 2001

FAX

1300 137 802

EMAIL

exambookings@kaplan.edu.au

Written by:

Administered & assessed by:

