

## **IATA International Travel and Tourism Training Programme - Examination Information**

All newly enrolled students are automatically registered to sit their examination in the first eligible examination session. An Examination Confirmation Letter is included in each study kit. This letter specifies exactly which exam session each student has been registered for. It also identifies the IATA Local Co-ordinator responsible for organising the examination session.

Please note that students are able to change their registered exam session to a later one. Student can select 1 out of 6 exam sessions within enrolment period. This is done by writing to airBaltic Training center at [iata@airbaltictraining.com](mailto:iata@airbaltictraining.com). All exam registration changes must be made before the exam registration deadline posted on the [www.airbaltictraining.com](http://www.airbaltictraining.com) page.

Already registered students requiring a second exam attempt must register for the exam of their choice by remitting the exam voucher received with their first attempt exam results.

To obtain an IATA diploma or certificate, students must pass written examinations. An examination consists of two papers. Both must be written at the first attempt. Starting with September 2011 exam session all exams will be single exam paper. Examinations are held in March, June, September and December. Students may be required to take examinations at an exam centre that is not in their home city or country of enrolment. All travel and personal expenses and travel documentation are the students' responsibility. The IATA Local Co-ordinator determines the exact date and location of the examination. At each location, examinations occur during one full day, divided into a morning and afternoon sitting, with one paper written per sitting. Courses with two exam papers will require both the morning and afternoon sitting. Students enrolled in more than one course will therefore be limited to one course examination per session. Exam registration deadlines apply to each course examination.

Examinations are based on the most current course editions. During your enrolment period, a new course edition may be released. In this case, we will make available for sale a Course Addendum. Please visit the IATA website for details of the course editions being examined, as well as the availability of a Course Addendum.

## Examination Session Details:

- All students must use a lead pencil.
- IATA Travel and Tourism examinations are Open Course Book format.
- Guidelines specific to the examination session are:
  - Students:- Only your IATA/UFTAA course study materials are allowed in the examination room.
  - The IATA/UFTAA Folia/Legind foldout map is not permitted.
  - No other external or supplementary references are allowed.
  - Atlases, notebooks, loose paper notes (other than course content pages), diaries and agendas are not permitted in the examination room.
  - A non-programmable pocket calculator and a language dictionary are permitted.

The IATA Foundation course examination will be based on course Edition 5.10

The IATA / UFTAA Consultant course examination will be based on course Edition 6.10

Students of the GDS Fares Ticketing course will be examined on the study material received from IATA at the beginning of their course enrolment period.

## Change of Country

IATA will accept a change of country for a student under the following conditions: (a) the student forwards all necessary information to IATA Training Development Institute concerning the change of address, including full name, Client ID, Previous address, New address, New telephone number, E-mail address (if applicable). (b) If the Training Programme is not offered in the new country of residence, the student accepts the responsibility for travelling to a country where the programme is offered for his/her examinations. (c) The student is aware of the visa and residency requirements to enable sitting the examination in the new country of residence. IATA Training Development Institute requires that an administrative fee of USD \$100.00 be paid to process the change. Payment of this fee must be forwarded with the request for change. Changes in country do not influence the enrolment period. The student's enrolment period will be based on his/her initial enrolment and not on the date of the change of country. If the student wishes to sit the upcoming examination in the new country, the request for a change of country and payment must be processed by the exam registration deadline.

**All fees and conditions are subject to change without prior notice.**