**e-volve application form**

Once you have read and confirmed you are able to meet the minimum technical [requirements](http://www.cityandguilds.com/~/media/Documents/what-we-offer/evolve/r11/SecureAssess%20Minimum%20technical%20requirements%20pdf.ashx), please complete the relevant information requested on this form and return it to [approval@i-l-m.com](mailto:approval@i-l-m.com). The information you provide will be used to create a profile for your testing centre on the e-volve system.

## Tips for filling in the form

|  |  |
| --- | --- |
| **Primary Contact** | Main contact for e-volve issues. Responsible for creation of additional centre users and amending details e.g. Exams Officer (can be the same person as Technical Contact) |
| **Technical Contact** | User registered at Centre responsible for technical set-up of e-volve e.g. IT Admin (IT/Network manager at the Centre) |
| **Preferred Username** | Must be at least 6 characters and can't contain any special characters. If your preferred username is already in use, we will provide an alternative. If this user has a Walled Garden profile, it's advisable they use the same username for e-volve |

**Important note:** To use e-volve, you will need a Walled Garden account. At least one user at the centre should have Walled Garden access to enter learner registrations and bookings for tests.

Please allow 7 days for the installation profile to be created. Your account details will be sent to you by email.

**Centre details**

|  |  |
| --- | --- |
| Centre name: |  |
| Centre number (NCN): |  |

**Primary contact**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Email address: |  |
| Telephone number: |  |
| Preferred username: |  |

**Technical contact**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Email address: |  |
| Telephone number: |  |
| Preferred username: |  |

|  |  |
| --- | --- |
| Installation reference\*: |  |

\*what will installation be used for?

|  |  |
| --- | --- |
| Additional comments: |  |

|  |  |
| --- | --- |
|  | I agree to the [Terms of Use](http://www.cityandguilds.com/~/media/Documents/ProvideTraining/e-learning/e-volve/e-volve%20familiarisation/e-volve_Terms_of_Acceptable_Use_ver1_0_201105.ashx) and [Software License](http://www.cityandguilds.com/~/media/Documents/ProvideTraining/e-learning/e-volve/e-volve%20familiarisation/e-volve_Software_Licence_agreement_ver1_0_201105.ashx) |

If you have any queries about your e-volve profile request, please contact

[customer@i-l-m.com](mailto:customer@i-l-m.com) or 01543 266867