**Examination/**

**Assessment Deferral Form**

March 2023

Designed in England,

Great Britain

This form may be updated at any time to create service efficiency. Please ensure that you are using the most current version of the form.

**Very Important Information**

**Fees paid towards this application is non-refundable.**

**Please ensure that you provide us with accurate information in this application (together with any required supporting document/s where applicable) to enable us process your application and issue your document.**

**We must be able to process your application and issue your document, in the first instance or attempt, using the “correct” information you provide to us (together with any required supporting document/s where applicable). The application fee that you pay towards this application, is in respect of, IPED processing your application in the first instance or attempt, and NOT for multiple instances or attempts. An application fee is required any time you submit an application to us, and this applies even if you are submitting the same application because you failed the first time.**

**You are required to double check your application before submitting it to us. Please do not submit your application if you are unsure of any of the information you are providing in the application, or where applicable, if you are not accompanying the application with the required supporting document/s.**

**If we reject your application because you provided us with incorrect information, or failed to provide us with the required information (including the required supporting document/s where applicable), YOU WILL LOSE ALL THE FEES YOU HAVE PAID TOWARDS THIS APPLICATION. If your application is rejected under these circumstances, we will not re-allocate any fees that you have previously paid towards an unsuccessful application, to a future “corrected” application that you may make.**

**By proceeding with this application, you are agreeing that should your application be rejected, because you failed to provide us with needed correct information (including the required supporting document/s where applicable), you will lose all your application fee. This refers to all methods of payment used to pay for the application fee.**

**Examination/Assessment Deferral Form**

**Introduction**

IPED requires candidates to take all examinations/assessments for which examination/assessment registrations have been made and confirmed. In exceptional cases, a candidate may be permitted to defer one or more examinations/assessments including project reports to the next available examination/assessment session, provided our requirements are met in respect of the request.

**Our requirements**

* Complete the form in full and correctly. We will not process a hand completed application form. An incorrectly or partly completed application form will be rejected.
* The deferral request - including full payment for the deferral – must be made before the scheduled examination/assessment(s) and not after.
* Deferral request will not be considered after a scheduled examination/assessment has taken place. Any exception (i.e. consideration of a deferral request after the scheduled examination/assessment) will only be considered on a case by case basis, and there is no guarantee that such request will be granted.
* Deferral request must be made due to exceptional circumstances beyond the control of the candidate (for e.g. due to illness, injury, family bereavement, issues arising out of natural disaster such as severe storms etc.) and not based on non-exceptional circumstances such as candidate’s inability to fully prepare for the examination/assessment(s), failure to make adequate transportation arrangements to the examination/assessment venue etc.
* The deferral request must be supported with the appropriate verifiable and authentic evidence. We will not consider your request in the absence of verifiable and authentic evidence.
* Scan your supporting document(s) using a purpose built scanner and convert the document(s) into a PDF(s). Do not send us pictures taken of your supporting document(s) using a mobile phone or camera. The contents or information in your electronic supporting document(s) must be clear and should not blur out when printed or when reasonably zoomed in on a computer (typically at 75% on a PDF). If we are unable to make a decision at the point of consideration because the documents you submit to us are of poor quality, your application will be rejected without consideration. You will lose all the fees you have paid towards the request consequently.
* If the deferral fee is the same as, or more than the examination/assessment fee that you have already paid towards that paper/subject, it is advisable not to apply for the deferral at all.
* You can only defer the paper(s)/subject(s) in the current examination/assessment session to a single future examination/assessment session. This means that if you intend to defer more than one (1) paper or subject to a future examination/assessment session, you will not be permitted to disperse those papers or subjects over more than one (1) examination/assessment session. When the deferral is approved you must take all the papers or subjects in a single examination/assessment session.
* Where your deferral is approved, **it will not be valid for more than six (6) months**. As a result, we will specify to you; in your deferral approval letter; the next applicable examination/assessment session in which you must take the examination/assessment(s). You will lose your right to take the examination/assessment(s) after this period or examination/assessment session.
* Under no circumstance will we allow an extension of a deferral approval we have already made. If you are unable to utilize your deferral approval, please re-register for the respective examination/assessment(s).
* If you registered for your examination/assessment(s) through an affiliate IPED centre, the respective centre must submit the deferral request and pay the relevant deferral fee on your behalf. If you registered for your examination/assessment(s) through an affiliate centre, and you submit your deferral request directly to us, your request will not be considered.
* If you are registered as a private candidate directly with IPED, and you wish to defer your examination/assessment(s), please submit your deferral request, relevant supporting document(s) and the accompanying deferral fees directly to IPED.
* If you have not received examination/assessment entry confirmation for an examination/assessment session, then you do not need to request to defer examination/assessment(s).
* Should there be an upward review of an examination/assessment fee for a paper/subject at the time when you are due to take your deferred examination/assessment, you will be required to pay the difference in fee for that examination/assessment before being allowed to take that examination/assessment.
* Should a module/subject relating to your deferred examination/assessment be modified, you will be notified in advance, in writing, and advised to update yourself with the latest contents of the module, as you will be examined/assessed based on the updated content of that module/subject (not the former). If a module/subject is removed from a programme entirely (for any reason) before you are due to take your deferred examination/assessment, you will be notified in advance, and in writing. In this case, you will be given the option to use the fee you have paid towards another IPED examination/assessment before the expiry of the deferral approval. No refund of the fee you have paid will be made.
* Your application, relevant supporting document(s) where applicable and the deferral fee must be received by IPED **no later than five (5) working days (excluding weekends and statutory holidays) before the exam/assessment start date** (this refers to the first date on which IPED exams/assessments commence for the respective exam/assessment session, and not the exam/assessment date for the paper/subject that you wish to defer). In other words, if you submit your application within five (5) days to the exam/assessment start date, it will not be considered except for exceptional circumstances such as issues relating to illness, injury, family bereavement, issues arising out of natural disaster such as severe storms etc. Please do not consider sending us your application within this period unless you qualify for the exceptional circumstances services, as we will not collect the deferral fee payment nor process it.
* **Do not insert picture(s) into this form. Send supporting document(s) as separate attachment(s).**

**Fees**

* The deferral fee is a non-refundable; **£35 per subject or paper.**
* Your application will not be processed if the relevant deferral fee applicable to you is not received in full. **You must pay (fully) upfront for the service before your application will be considered**. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* Fees are subject to review and change

**Who can use this form?**

Centre based applicants **√**

Please complete this form and hand it over to your centre of study, together with the relevant supporting document/s for onward submission to IPED (UK). The centre of study must submit this form for the applicant. The student must *not* submit this form directly to IPED (UK). Centre is to submit form to [info@ipeduk.com](mailto:info@ipeduk.com).

Private candidates **√**

Any individual who is not applying through a centre is deemed to be a private candidate/applicant. If you are registered as a private candidate directly with IPED, and you wish to defer your examination/assessment(s), please submit your deferral request, relevant supporting document(s) and the accompanying deferral fees directly to IPED; info@ipeduk.com.

**Processing time**

**Up to 5 working days:**

* For a correctly and fully completed application form accompanied with the correct supporting document(s) and correct application fee.
* Please bear processing time in mind when applying.

**Part A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal details** | | | | |
| Full name |  | | | |
| Address |  | | | |
| Your IPED student reg. no. |  | | Your tel. number |  |
| Your email address |  | | | |
| Your IPED centre  (Leave blank if you are a private candidate) |  | Address of centre  (Leave blank if you are a private candidate) | |  |

**Part B**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **About your request** | | | | | |
| What examination/assessment session does your request apply to? | **Month/Session** | | | **Year** | |
| E.g. June | | | 2013 | |
|  | | |  | |
| What subject(s)/paper(s) do you want to defer to a future available examination/assessment session? | **Subject** | | | | **Fee** |
|  | Subject Code | Subject Name | | £ |
| 1 |  |  | |  |
| 2 |  |  | |  |
| 3 |  |  | |  |
| 4 |  |  | |  |
| 5 |  |  | |  |
| 6 |  |  | |  |
| Total fees payable | | | |  |

**Part B Cont’d**

|  |
| --- |
| **Please tell us why you are unable to take your examination/assessment(s) as scheduled.** |
|  |

**Part C**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you attached all the relevant supporting document(s) where applicable?  Please place X in the space provided. | | | Yes | |  | No |  |
| If No please provide reason(s) | | | | | | | |
|  | | | | | | | |
| Have you attached proof of payment or for centre based applicant’s, has centre accepted to pay on your behalf? Please place X in the space provided. | | | Yes |  | | No |  |
| Signature |  | Date |  | | | | |