

Department: Examination Board

Title: EX004 - Deferrals Policy

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1 Definition of Deferrals

- 1.1 Deferred assessment allows a student to postpone/delay an exam. This might be pre-planned, or if a student believes that his/her performance in an assessment will be affected by personal circumstances (e.g. medical condition, family crisis, bereavement).
- 1.2 To apply for deferral, a student is entitled to submit an application in writing to examinationboard@CIBD.org.uk for the Examination Board to assess.
- 1.3 If your request is approved, usually only one deferral will be permitted;
 - Deferred entry is entirely at the discretion of the Examination Board.
 - An approved deferral is only until the next course instance of the same exam.
 - Deferrals are limited to one deferral per person, per exam.

2 Deferral before registration closes

2.1 Deferral 10 weeks before start of examination cycle

- 2.1.1 You can change your exam date, to the next advertised session for the same exam only, for an administration fee of £100 for Foundation, General Certificate and Diploma Examinations and £150 for Master Examinations.
- 2.1.2 To do this, please write to examinationboard@CIBD.org.uk, once your deferral is confirmed you will be sent a payment link which must be used to make payment within 48 hours of

POSITION

NAME

DATE

Owner	Head of Examination Board	Deb Kennedy	16 JUN 2025
Review	CEO	Tom Shelston	
Approval	GRC Chair	Steve Price	

receiving this link. If the payment is made as due, then you will be transferred to the next exam date; access to your coursework will be paused and you will be informed of this.

- 2.1.3 We will not consider your application any further if the administration fee has not been paid by the due date.

2.2 Deferral less than 10 weeks before start of examination cycle

- 2.2.1 You are not able to change your exam date except for a medical emergency or other exceptional circumstances¹ that prevent you from sitting the exam.
- 2.2.2 If you wish to apply, then please write to examinationboard@CIBD.org.uk detailing the circumstances which have led you to request a late deferral. You will be asked to provide formal evidence to corroborate your case, this may include any applicable letters/certifications from a medical practitioner. All accepted deferrals are subject to a non-refundable administration fee as per 2.1.
- 2.2.3 The Examination Board assesses the merits of each deferral request on a case-by-case basis, and it is at the sole discretion of the Examination Board that a deferral request is upheld.

3 Circumstances for which a deferral application is considered

- 3.1 Unforeseen medical emergency/condition
- 3.2 Immediate family bereavement
- 3.3 Being subject to investigation, suspension, or capability procedures
- 3.4 It is unlikely that deferral would be granted in the following circumstances:
- Short term sickness outside of exam date(s)
 - Work related issues i.e., scheduling clash or workload
- 3.5 If your application is unsuccessful and you choose not to take the exam, then you will forfeit the exam and be required to rebook your examination paying all associated fees.

¹ When considering "exceptional circumstances", CIBD will apply the rule of forces majeure.

4 Outcome of deferral application

- 4.1 All deferral applications made 10 weeks BEFORE start of examination cycle is upheld where the administration fee is paid within 48 hours.
- 4.2 Where a deferral application is made AFTER the 10-week deadline, the outcome will be determined on a case-by-case basis and after review of the formal evidence. The administration fee is payable if the application is accepted.

5 Additional Considerations

Where a company has paid for a candidate's examination and where the examination is booked against a purchase order the candidate deferral application will first need to be authorised in writing by the registered company manager.

6 Appeals

If a candidate wishes to appeal their results, including where a mitigating circumstances request has been made, they must refer to the CIBD appeals procedure, which is available on our website. Exam Policies (CIBD.org.uk).

This policy shall be reviewed and appropriately updated on an annual basis. It shall also be reviewed and appropriately updated when there are any changes to relevant regulations on information security and/or data protection.

Change control (most recent at the top)

Version No.	Description	Author	Approval	Effective Date
1	Deferral Policy	CIBD Exam Board	Chair of Board of Examiners	16 th August 2023
1.1	Deferral Policy	CIBD Exam Board	Chair of Board of Examiners	16 th June 2025

Policy name, version number and date

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