



Deferrals Policy 2025

Version No.	Summary of changes	Owner	Signed off by	Sign off date	Effective Date
2	First Draft of New Policy	CIBD Exam Board	Chair of Board of Examiners	04/12/2024	04/12/2024
1	Deferral Policy	CIBD Exam Board	Chair of Board of Examiners		16 th August 2023

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1 Definition of Deferrals

- 1.1 Deferred assessment allows a candidate to postpone/delay an exam. This might be pre-planned, or if a candidate believes that their performance in an assessment will be affected by personal circumstances (e.g. medical condition, family crisis, bereavement).
- 1.2 To apply for deferral, a candidate is entitled to submit their request in writing to examinationboard@CIBD.org.uk for the Examination Board to assess.
- 1.3 If your request is approved, only one deferral will be permitted:
 - All candidates have the option to defer;
 - Specific fees will apply based on the timing of your deferral request (see section 2);
 - An approved deferral is only until the next course instance of the same exam, and once applicable fees have been paid;
 - Deferrals are limited to one per person, per exam.

2 Deferral Fees

2.1 Early Deferral - Requests made well in advance of the exam date – 2+ months prior

- 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 all exams.
- 2.1.2 To do this, please write to examinationboard@CIBD.org.uk once your deferral request is confirmed you will be sent a payment link which must be used to make payment within 48 hours of receipt. 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 Mid-Term Deferral – Requests made 8 – 2 weeks prior

- 2.2.1 You can change your exam date, to the next advertised session for the same exam only, for which the following fees apply:
 - Foundation - £155
 - General Certificate - £170
 - Diploma - £195
 - Master - £225
- 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 circumstances, this may include any applicable letters/certifications from a medical practitioner, which the Examination Board will assess.
- 2.2.3 Once your deferral request is confirmed you will be sent a payment link which must be used to make payment within 48 hours of receipt. 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.
- 2.2.4 We will not consider your application any further if the administration fee has not been paid by the due date.

2.3 Last Minute Deferral – Requests made less than 2 weeks prior, including the day of

- 2.3.1 You can change your exam date, to the next advertised session for the same exam only, for which the following fees apply:
 - Foundation - £175
 - General Certificate - £190
 - Diploma - £215

- Master - £245

2.3.2 If you wish to apply, the same requirements apply as section 2.2.2 – 2.2.4.

3 Outcome of deferral application

- 3.1 All deferral requests are upheld where the administration fee is paid within 48 hours of receiving the payment link.
- 3.2 If payment of fees are not received and candidates choose not to take the exam, then they will forfeit the exam and be required to book a future examination of their choosing, paying all associated fees.

4 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.

5 Appeals

If a candidate wishes to appeal their Diploma or Master examination 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](http://CIBD.org.uk) (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.