

CIPFA Assessment: Cancellations and Deferrals Policy

This policy applies from September 2022 examinations.

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Purpose

- 1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets and runs professional examinations to enable our members to demonstrate high levels of competence in the field of public finance.
- 1.2 This document sets out the policy and procedures related to all registered students who are intending to cancel or defer CIPFA assessments. This includes all levels of qualification, examinations and End Point Assessments operated by CIPFA.

Scope

- 2.1 The policy will be used by internal CIPFA staff, students and accredited providers to ensure that cancellations and deferrals are dealt with in a fair and consistent manner. All CIPFA students are covered by this policy.

Principles

- 3.1 CIPFA organises, sets and runs four professional assessment sessions per calendar year. Students book these assessments once they have studied the relevant module.
- 3.2 Students may wish to cancel or defer their pre-booked assessments.

Definitions

- 4.1 For the purpose of this document 'assessment' includes all forms of assessment, including examinations and End Point Assessments.
- 4.2 'Student' is any registered student undertaking, or preparing to undertake, an assessment.
- 4.3 'Exam booking window' is the time in each calendar quarter in which the CIPFA assessments can be booked by a student without the requirement of late booking fees.

Assessment Cancellations

- 5.1 A student may wish to cancel their exam and withdraw their exam booking.

Assessment Refunds

- 5.2 A full or partial refund of assessment fees will be made in the following circumstances;
 - 5.2.1 Where the exam booking window is open and a student requests to cancel their assessment, a 100% refund will be offered. In this circumstance, the student needs to contact Student Support to inform CIPFA of their decision to withdraw from the assessment.
 - 5.2.2 Where the exam booking window is closed and the student is prevented from attending the assessment due to medical circumstances, bereavement, or local emergency, a 50% refund will be offered. If the student does not meet any of the referenced criteria, a refund will not be offered.

- 5.3 The Assessment Deferrals Application process procedure (section 6.3 onwards) should be followed in order for a refund to be considered.

Assessment Deferrals

- 6.1 Instead of cancelling an assessment, a student may transfer the assessment fee to the next available assessment session. This assessment fee can only be transferred to the same or equivalent module as the original exam booking. The fee can only be applied to the next available exam session.

Assessment Deferral Criteria

- 6.2 Assessment deferrals will be considered if the student is prevented from attending the assessment and an application is received after the assessment booking window closes and before the date of the assessment.

Assessment Deferral Application

- 6.3 Assessment deferral applications must be made via the application form on the CIPFA website (<https://www.cipfa.org/qualifications/exams>). Applications will only be considered if received after the assessment booking window closes and before the assessment date. The deferral application must reference the reason as to why the student is intending to defer.
- 6.4 If the application is made:
- 6.4.1 More than 5 days prior to the assessment date then no evidence is required.
 - 6.4.2 5 days or less prior to the assessment, supporting evidence must be attached.
- 6.5 Examples of supporting evidence include;
- 6.5.1 A doctor's note
 - 6.5.2 Medical certificate
 - 6.5.3 Death certificate
 - 6.5.4 Letter from employer
- 6.6 If the student is an Apprentice and they apply within 5 working days of the assessment yet cannot supply the supporting evidence, they must supply evidence that the Apprenticeship Team authorise an amendment to their Assessment Plan.
- 6.7 If the application for a deferral is approved, Student Support will contact the student to confirm approval and will confirm their assessment booking for the next available session.
- 6.8 If the application for a deferral is denied, Student Support will contact the student to explain why the deferral criteria was not met.

Assessment Deferral Limitations

- 6.9 Once a deferral is applied, if this subsequent assessment booking is then cancelled, no refund or further transfer is permitted unless a new deferral application is approved.
- 6.10 A student may defer each module, up to a maximum of two attempts. Once the second deferral has been applied, no refund or further transfer is permitted.

Policy details

Policy owner	Head of Qualifications and Membership
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Regulatory references

Ofqual General Conditions of Recognition
NA