

## Extenuating Circumstances Form

This form is to be submitted by candidates when applying for a transfer of the examination fee or for an additional attempt or extension of time to complete a module/examination. All details must be completed to ensure appropriate consideration by the Board of Examiners.

If you are completing this form electronically, first save the form to your computer. Print your completed form, sign and send it to the Assessment Division via our Customer Services at [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my). For further queries, you may also contact us at 603 2095 6833.

### 1. DETAILS OF EXAMINATION CANDIDATE

Name	
Registration No.	

### 2. DETAILS OF MODULE/ EXAMINATION AFFECTED

Title of Qualification	
Title of Module(s)	
Examination Session	

### 3. PURPOSE FOR CLAIMING EXTENUATING CIRCUMSTANCES

Please indicate the purpose for claiming extenuating circumstances

- Application for a transfer of the examination fee
- Application for an additional attempt to complete the module/examination
- Application for an extension of time to complete the module/examination

## 4. NATURE OF CIRCUMSTANCES

### 4.1 Please indicate the nature of the circumstances

- Illness/ injury/ hospitalisation
- Illness of a close family member
- Bereavement of a close family member
- Acute personal/ emotional circumstances
- Involvement in an accident
- Victim of crime
- Other circumstances (Please give details in Section 4.2.)

### 4.2 Please describe the nature of the circumstances and the extent of impact that the circumstances have had on your assessment performance or ability to attend the examination or undertake an assessment. If the space below is insufficient, please expand or attach another sheet.

## 5. SUPPORTING EVIDENCE

Please state the type of documentary evidence you are attaching to support your claim for extenuating circumstances. **Appendix A** provides examples of the types of documentary evidence required for extenuating circumstances.

If you have not attached any documentary evidence, please explain why.

## 6. DECLARATION

I declare that the information given in this form is complete and correct.

I consent to the Institute to make enquiries and/or seek information from third parties to verify the accuracy of the information given in this form.

Signature:

Date:

Please send your Extenuating Circumstances Form and supporting documents together with your application for a transfer of the examination fee or for an additional attempt or extension of time to complete a module/examination (as applicable) to the Assessment Division via our Customer Services at [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my). For further queries, you may also contact us at 603 2095 6833

## Examples of Documentary Evidence Required for Extenuating Circumstances

Circumstance	Required Evidence	Guidance Note
<b>Illness/ injury/ hospitalisation</b>	A medical certificate or letter signed by a registered medical practitioner	The medical certificate or letter must verify the nature of the illness and the likely impact it has had on the candidate's assessment performance or ability to undertake assessment. Mild illness such as common cold, headaches, sore throats or digestive problems will not normally be regarded as an extenuating circumstance.
<b>Illness of close family member</b>	A medical certificate or letter signed by a registered medical practitioner	The medical certificate or letter must verify the nature and severity of the illness. The candidate must explain why his personal attention was required and that no one else was available to provide support in the Extenuating Circumstances Form.
<b>Bereavement</b>	A death certificate or an official copy of a death certificate or a letter from an independent person (such as family doctor)	It is appreciated that the candidate may not be able to attach a death certificate. If a copy of the death certificate is attached, it must be duly certified by an independent party (e.g. a doctor, police officer, bank manager, commissioner for oaths).

<p><b>Personal/ emotional circumstances</b></p>	<p>A signed statement from a professional counsellor or registered medical practitioner</p>	<p>The statement must verify the nature of the illness and/or the circumstances and the likely impact it has had on the candidate's assessment performance or ability to undertake assessment.</p> <p>Examination stress is a common experience and not considered an extenuating circumstance unless a medical diagnosis of illness has been made.</p>
<p><b>Involvement in accident</b></p>	<p>A written statement of events supported by police report</p>	<p>Where the impact of the accident has led to a medical consultation, a medical certificate or letter from a registered medical practitioner verifying the likely impact it has had on the candidate's assessment performance or ability to undertake assessment should be submitted.</p>
<p><b>Victim of crime</b></p>	<p>A written statement of events supported by police report or a signed statement from a professional counsellor or registered medical practitioner</p>	<p>Where the impact of the crime has led to a medical or professional consultation, a medical certificate or letter from a registered medical practitioner verifying the likely impact it has had on the candidate's assessment performance or ability to undertake assessment should be submitted.</p> <p>It is acknowledged that in certain circumstances victims of crime will not have contacted the Police. In such circumstances a statement from a professional counsellor or registered medical</p>

		practitioner confirming the occurrence of the events and the likely impact it has had on the candidate's assessment performance or ability to undertake assessment will be accepted.
<b>Other circumstances</b>		The list of circumstances is not exhaustive and it is possible that other circumstances may arise which are acceptable as grounds for extenuating circumstances