

DEFERMENT FORM

Purpose and Eligibility

This form is applicable to **EB, PB, CCE, RCP, BCP, BRM, CBA, IPPC** and **PKMC** candidates who were unable to:

- reschedule the online examination at least 48 hours prior to the original examination session, **OR**
- take the online examination due to extenuating circumstances.

This form is also applicable to **CB, CAMEX, CAMCO** and **PEC** candidates who would like to defer the examination sitting/intake due to extenuating circumstances (refer **Appendix 1**).

Kindly submit the completed form and supporting documents to enquiries@aicb.org.my no later than 10 working days from the date of the examination.

1. PERSONAL DETAILS	
Name	
NRIC/Passport No.	

2. MODULE/ EXAMINATION	
Qualification	
Module	
Examination Sitting	
Examination Date	

3. NATURE OF CIRCUMSTANCES

3.1 Please indicate the nature of the circumstances

- Illness/ injury/ hospitalisation
- Illness of an immediate family member
- Bereavement of an immediate family member
- Acute personal/ emotional circumstances
- Involvement in an accident
- Victim of crime
- Victim of natural disaster
- Other circumstances (Please give details in Section 3.2.)

Note: Work commitments and heavy workloads are not accepted as extenuating circumstances.

3.2 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.

4. SUPPORTING DOCUMENTS

Please state the type of documentary evidence you are attaching to support your claim for extenuating circumstances. **Appendix 1** provides examples of the types of documentary evidence required for extenuating circumstances.

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

5. 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:

For enquiries, please email to enquiries@aicb.org.my.

APPENDIX 1

Examples of Documentary Evidence Required for Extenuating Circumstances

Circumstance	Required Evidence	Guidance Note
Illness / injury / hospitalisation	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 illnesses such as common cold, headaches, sore throats or digestive problems will not normally be regarded as an extenuating circumstance.
Illness of an immediate family member	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 Deferment Form.
Bereavement of an immediate family member	A copy of the death certificate.	—
Personal / emotional circumstances	A signed statement from a professional counsellor or registered medical practitioner.	<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>

Involvement in accident	A written statement of events supported by police report.	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.
Victim of crime	A written statement of events supported by police report or a signed statement from a professional counsellor or registered medical practitioner.	<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 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.</p>
Victim of natural disaster and other circumstances	Any relevant valid documents.	—