

Deferred exams

Deferred exams - guidance for learners

What is a deferred exam?

A deferred exam is a concession intended to allow a learner who is unable to attend an exam on the date confirmed, or, who is compelled by illness to leave before the completion of an exam, to take an exam at a later date.

A deferred exam is only granted to a learner whose absence or withdrawal from an exam is on **acceptable grounds**.

The deferred exam application process can only be used to defer PMI timetabled exams.

How do you apply to defer an exam?

You must wait until the final exam timetable has been published before applying to defer an exam.

To apply for a deferred exam please submit an application via email to the PMI Qualifications team (pmiqualifications@pensions-pmi.org.uk) with “**Apply for an Exam Deferral**” in the title.

Independent supporting documentation is **always** required and must be provided at the point of submitting the application. If you do not have a supporting document at the point of application, you must explain in the email what supporting documentation/evidence will be obtained and when it will be submitted.

Any application without supporting documentation will be rejected immediately and you will be withdrawn from the exam, with the full fee of your exam payable to PMI.

Deferred exam application deadline

The deadline to apply for a deferred exam is the day the exam bookings close onwards.

When can you take the deferred exam?

If you defer your exam, you should note that you will be required to take the exam at the next available sitting of that exam – unless otherwise agreed to. If you choose not to sit a deferred exam agreed to, in the period suggested, then you will forfeit that exam. If you want to book onto the same exam at another time, you will be charged the and full costs of that exam.

What happens after I submit a Deferred Exam Application?

All deferred exam applications are considered by the Qualification Team and decisions are communicated in writing to learners via email as quickly as possible.

If your application is unsuccessful, you may supply further information and ask for a reconsideration of the case by the Qualifications Manager.

What are 'acceptable grounds'?

1. Unavoidable Detention Elsewhere:

You can apply to defer an exam if you have been detained elsewhere on the date the exam is scheduled to take place, e.g.:

- In hospital
- In court/detention
- By a disability, previously disclosed

If you apply to defer an exam on the grounds of unavoidable detention elsewhere, the type of supporting documentation required would be:

- Hospital – a letter from the hospital confirming the nature of the learner's admission and the dates he/she was hospitalised.
- Court/Detention – a court summons or lawyer's letter
- Medical Grounds:

You can apply to defer an exam if you are suffering from physical or mental symptoms that cause you to be unexpectedly unable to attend or to complete an exam.

If you apply to defer an exam on medical grounds, the type of supporting documentation required would be a medical certificate or a letter from a GP/consultant etc. This should confirm the symptoms, but not necessarily the nature of the illness or injury, and clearly state that the learner is unfit/unable to attend the exam on the exact date it is scheduled to take place.

If you are unable to complete an exam on the grounds of ill health, **you must** advise the PMI **prior** to the exam. In these circumstances you are only expected to see a doctor if medical assistance is required. We would still need to see evidence of ill health i.e., through a note/letter from a medical professional **in addition to** an official email from your employer advising of absence from work. Please note, we are unable to accept one of the documents stated and instead, we need to see **both** documents combined, to then be able to make a formal decision.

An application to defer an exam on grounds of incapacity to complete the exam will not be considered if you have left the exam venue within the last quarter of the exam period.

2. Compassionate Grounds:

You can apply to defer an exam if you are suffering bereavement or similar distress during or just before the exam to the extent that you cannot be expected to attend the exam, e.g.:

- Death of a close person during or just before the exam;
- Acute or serious illness or injury (including serious mental illness) of a close person during or just before the exam.

The definition of a 'close person' is a family member (parent/guardian, spouse/partner, son/daughter, brother/sister, grandparent, grandchild), or someone living at the same address as you.

If you apply to defer an exam on compassionate grounds the type of supporting documentation required would be:

- Death of a close person – a death certificate/an order of service
- Acute or serious illness or injury of a close person - a medical document confirming the illness/injury of the close person (if this cannot be obtained a medical document from your own GP confirming the impact of the illness/injury and clearly stating that you are unfit/unable to sit the exam on the exact date it is scheduled to take place is acceptable)
- If the bereavement or illness/injury of a close person is not during or just before the exam but still affects your ability to attend an exam, a medical document from your GP confirming the impact of the bereavement or illness/injury and clearly stating that you are unfit/unable to sit the exam on the exact date it is scheduled to take place is acceptable.
- If the bereavement or illness/injury does not relate to the PMI's definition of a 'close person' a statement and supporting document should be provided for consideration by the PMI Qualifications team.

3. Disability Grounds:

Where you have disclosed a disability, a deferred exam may be granted when your ability to prepare adequately by the date of the exam has been significantly impeded.

You may also apply to defer an exam when a disability prevents attendance at the exam.

If you apply to defer an exam on disability grounds the type of supporting documentation required would be a statement from a clinician understanding of the situation.

4. Other Exceptional Grounds:

Whilst other grounds will not normally be accepted, exceptional individual circumstances will always be considered on their merits. Supporting documentation must be provided wherever possible.

What are unacceptable grounds?

The following will **not** be considered acceptable grounds for deferred exam applications:

- Impromptu meetings / unexpected work events/tasks that mean you are not free leading up to or on the day of the exam(s)
- Not having enough time to prepare for the exam(s)
- Failure to install or get permission to install the Testreach exam portal app
- Inability to not schedule your exam on the Testreach app 72 hours prior to your exam(s)
- going on holiday
- attending weddings or other family occasions (except funerals)
- misreading the exam timetable or turning up at the wrong time
- failing to check changes between the provisional and final exam timetables.
- failing to get up in time.
- transport difficulty
- death or illness of pets

Medical grounds, which may have adversely affected your study leading up to the exam, and we are unaware of, are not acceptable grounds for deferred exam applications and this is something you would need to make a decision on before bookings close, to ensure your deferral can be permitted.

All **unacceptable grounds** or **late deferral** (after the closing date for bookings without evidence) will be charged at the rate of **£100** per learner per exam.