

The Chartered Valuer and Appraiser (CVA) Programme Examination Deferment and Withdrawal Guidelines

Should a candidate need to defer an examination, a request for deferment can be made, subject to approval.

Submission of Deferment Request

Candidates may request examination deferment at any point during the CVA Programme should they have valid reasons. Requests must be submitted at least one month prior to the scheduled examination.

Valid reasons for deferment include:

1. Illness
2. Compassionate grounds (e.g. demise of an immediate family member)
3. Statutory obligations (e.g. attendance at a court hearing)
4. Extreme family incidences
5. Any other reasonable incident which renders the candidate unable to take the examination

Supporting documents such as medical certificates, death certificates, court orders and other appropriate documents must be submitted with deferment requests.

Candidates can submit their deferment request online: [CVA Exam Deferment Form](#).

Deferment Request Outcomes

Candidates will be informed of the outcome of their request for deferment via email.

Requests Approved

1. Candidates whose deferment requests are approved will be automatically scheduled for the next immediate exam.
2. The course content used for the eventual exam may differ from that of the intake that the candidate deferred from. Therefore, they should prepare for their re-scheduled examination by obtaining the latest programme information, including course and examination details.

Requests Rejected

1. Candidates who submit deferment requests before the examinations and whose requests are rejected, will be deemed 'Absent' if they do not attend their scheduled examinations.
2. Candidates will also be deemed 'Absent' if they do not attend their scheduled examinations and their deferment requests submitted after the examinations are subsequently rejected. They will be required to pay a Re-Assessment Fee to be eligible

for the next examination session, together with other prevailing candidature requirements. The fees are:

Re-Assessment Fees	
Module	Fee
Module 1 to 4	SGD\$ 200 per attempt/module
Capstone	SGD\$ 400 per attempt/module