

	Free Deferral Period (FDP)	Paid Deferral Period (PDP)	Emergency Deferral Period (EDP)	Special Considerations	Enquiry About Results (EAR)
Key Information	Free – no reason/evidence required Student strongly advised to consult with tutor/ASC to ensure they will continue to support their studies in the deferred session No form to be completed – student can defer by calling +44 (0)1628 427120 or emailing defer@cim.co.uk Must have current membership at time of assessment	No reason/evidence required Forms must be obtained from the ASC to ensure they can support the student in the deferred session Form must be submitted by the ASC to defer@cim.co.uk Once deferral is received by CIM, students are asked to pay £25 - only then is booking confirmed Must have current membership at time of assessment	Evidence must be submitted along with application Form must be submitted to defer@cim.co.uk by tutor/ASC Students must consult with their tutor/ASC to ensure they can continue to support their studies in the requested session Must have current membership at time of assessment	Students MUST have attended an examination or submitted an assignment to apply For students who have been prepared for an exam or an assignment submission but have experienced factors beyond their control which are likely to have impacted their performance Examples include a bereavement or accident at the time of the assessment	Must apply for EAR within 10 working days of receiving results EAR form is available on the TZ and should be sent to CIM from the ASC Takes 15 working days to process The mark can go up or down If the grade (not just the mark) goes up, the £75 will be refunded
Why apply?	Any reason will be accepted - no evidence required Assessment will be moved to requested future assessment session	Any reason will be accepted - no evidence required Assessment will be moved to requested future assessment session	Students who cannot sit their exam or submit the assignment Due to unforeseen medical or extenuating circumstances, such as bereavement etc Assessment will be moved to requested future assessment session	Consideration will be given throughout the marking of the assignment or exam paper, and may result in additional marks being rewarded if it is felt that this circumstance impacted on the assessment	If a student has further questions on their assessments which cannot be found through SER's or their tutor, they may wish to apply for EAR Includes: procedural check of the marking process, reassessment of the submission, a report showing the original mark per task and the EAR mark, and brief feedback by task.
Who can apply?	All students Students who have deferred into a session, and wish to defer again to a later session, are treated as all other students and can still defer FOC	All students Students who have deferred into a session, and wish to defer again to a later session, are treated as all other students and must pay for a PD	Any student with a medical or extenuating circumstance Has not undertaken the assessment	Student has done the assessment Factors which may have affected performance include ill health, bereavement, family crisis or disruption during the exam	Any student who has received results up to 10 days ago All papers with a mark of 48-51 are seen a second time by the subject senior examiner so an enquiry may not be in their best interest
When can they apply?	From: the booking window Until: Up until the assessment booking deadline for that session	From: FDP closing Until: 1 clear week before the CIM assignment submission deadline week or 2 clear weeks before the examination week	From: PDP closing Until: 2 clear weeks after the examination week or assignment submission week	From: 2 clear weeks before an assessment week Until: 2 weeks after the examination or assignment submission week	From: Release of results Until: 2 weeks after the official results release date
Costs	Free of Charge	£25	£25	Free of Charge	£75
Deadlines 2016/2017	Dec 16 E&A: 01 July – 21 Oct April 17 E&A: 24 Oct – 03 March July 17 E&A: 13 Feb – 09 June Dec 17 E&A: 12 June – 03 Nov	Dec 16 E: 22 Oct – 18 Nov A: 22 Oct – 25 Nov April 17 E: 04 March – 17 March A: 04 March – 24 March July 17 E: 10 June – 23 June A: 10 June – 23 June Dec 17 E: 04 Nov – 17 Nov A: 04 Nov – 24 Nov	Dec 16 E: 19 Nov – 23 Dec A: 26 Nov – 23 Dec April 17 E: 18 March – 21 April A: 25 March – 21 April July 17 E: 24 June – 28 July A: 24 June – 28 July Dec 17 E: 18 Nov – 22 Dec A: 25 Nov – 22 Dec	Dec 16 E&A: 19 Nov – 23 Dec April 17 E&A: 18 March -21 April July 17 E&A: 24 June – 28 July Dec 17 E&A: 8 Nov – 22 Dec	Dec 16 E&A: 17 Feb – 03 March April 17 E&A: 03 June – 16 June July 17 E&A: 09 Sept – 22 Sept Dec 17 E&A: 10 Feb – 23 Feb
E = Exam A = Assignment					

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A = Assignment