

## **Experience Assessment**

Extension, Deferral and Rescheduling Policy

## Contents

Introduction .....	3
Extensions .....	3
Deferrals.....	3
Rescheduling.....	4

## Introduction

This policy outlines the circumstances under which candidates may request an extension, deferral, or rescheduling of their assessment submission or Professional Discussion. It is designed to ensure fairness and consistency across all such requests.

## Extensions

An extension to the deadline for an assessment may be granted if there are genuine extenuating circumstances. These circumstances may include, but are not limited to:

- Illness or injury: The candidate must provide a medical certificate or other appropriate documentation.
- Bereavement: Death of a close family member or significant other.
- Emergencies: Fire, Flood, Civil commotion etc.

Extensions must be requested at least 48 hours before the assessment deadline. If the extension request necessitates moving the PD, it will be subject to rescheduling charges. Requests must be made in writing to [ea@cipd.co.uk](mailto:ea@cipd.co.uk) and include supporting documentation where necessary.

## Deferrals

A deferral, or postponement of an assessment, may be granted if there are genuine extenuating circumstances. These circumstances may include, but are not limited to:

- Illness or injury: The candidate must provide a medical certificate or other appropriate documentation.
- Bereavement: Death of a close family member or significant other.
- Significant life events: Such as a birth, marriage, or moving house.
- Change in working circumstances: Redundancy, secondment etc.
- Jury service or court attendance: The candidate must provide a copy of the summons or court order.

Deferrals must be requested at least 28 days before the professional discussion date. After this time, they will be subject to rescheduling charges. Requests must be made in writing to [ea@cipd.co.uk](mailto:ea@cipd.co.uk) and include supporting documentation where necessary.

## Rescheduling

Rescheduling a professional discussion may be subject to a charge. Charges will depend on how far in advance the rescheduling request is made:

- More than 28 days before the scheduled PD - no charge
- Between 28 and 15 days before the scheduled PD - £150
- Within 14 days of the scheduled PD - £400

CIPD may at its sole discretion reduce the rescheduling charge if there are genuine extenuating circumstances. These circumstances may include, but are not limited to:

- Illness or injury: The candidate must provide a medical certificate or other appropriate documentation.
- Bereavement: Death of a close family member or significant other.
- Emergencies: Fire, Flood, Civil commotion etc.

Rescheduling requests must be made as soon as the need is known. Requests must be made in writing and to [ea@cipd.co.uk](mailto:ea@cipd.co.uk) include supporting documentation where necessary.

For the avoidance of doubt, failure to attend the PD due to travel arrangements or work commitments will not constitute extenuating circumstances.