

The Chartered Valuer and Appraiser (CVA) Programme Examination Deferment Guidelines (from 1 August 2022)

Candidates are automatically scheduled for examinations at the next available session. However, should a candidate need to defer an examination, a request for deferment can be made, subject to approval.

Submission of Deferment Request

Candidates should have valid reasons to request a deferment, supported by documents such as medical certificates, death certificates or court orders, among other appropriate documents. Valid reasons 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

An examination deferment request can be made at any point of the CVA Programme before the scheduled examination. Candidates can request for the Deferment Request Form and submit the completed form via cva@ntu.edu.sg.

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 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. Thus, they should be prepared for their re-scheduled examination by finding out the latest programme information, including course and examination details.

Requests Rejected

1. Candidates whose deferment requests are rejected will be deemed 'Absent' if they do not turn up for their scheduled exams. They will also 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

Deferment requests may also affect candidates' use of SkillsFuture Funding, resulting in the return of the full funded amount.
