



The HKBPA Business Psychology Certification Programme Policy on Deferred Examinations

1. Preamble: This policy establishes the framework under which candidates of the Business Psychology Certification Programme may be granted a deferred examination. A deferred examination is defined as any examination taken after the originally scheduled date. This policy covers two distinct types: Pre-emptive Deferrals and Resit Deferrals.

2. Types of Deferred Examinations

2.1. Pre-emptive Deferral

A Pre-emptive Deferral is granted to a candidate who, due to exceptional circumstances, is unable to make a first attempt at the examination on its scheduled date.

2.1.1. Application for a Pre-emptive Deferral must be submitted to the Examinations Office prior to the scheduled examination, except in cases of acute, unforeseen incident on the day of the assessment.

2.1.2. Valid grounds for a Pre-emptive Deferral are limited to significant, documented circumstances beyond the candidate's control. These include:

- a) Acute medical incapacitation, supported by an official medical certificate.
- b) Bereavement of a primary kin relation.
- c) Other compelling personal circumstances of a grave nature, requiring appropriate evidence.
- d) Unavoidable professional obligations for executive candidates, substantiated by formal employer attestation.

2.1.3. A Pre-emptive Deferral may be granted only once per module and subject to an administrative fee.

2.2. Resit Deferral

A Resit Deferral is a deferred examination granted to a candidate following an unsuccessful first attempt, permitting a second and final attempt.

2.2.1. Eligibility for a Resit Deferral is not automatic. Candidates must submit a formal application to the Examinations Office within the stipulated deadline following the publication of results.

2.2.2. A Resit Deferral is permitted only once per module. The application must be accompanied by the stipulated administrative fee (can be waived for special consideration).

2.2.3. The maximum grade attainable in a Resit Deferral shall be recorded as "Fair" on the academic transcript. The module certificate shall not bear any annotation indicating the module was completed via a deferral.

3. General Provisions

3.1. The authority to grant or refuse any application for a deferred examination resides solely with the Committee of Examination Office, whose decisions are final.

3.2. All deferred examinations, both Pre-emptive and Resit, shall be scheduled within a designated supplementary assessment period.

3.3. Candidates are obligated to attend their scheduled deferred examination. No further deferrals are permitted for the same module, and any absence will be classified as a failed attempt.