

EXAM WITHDRAWAL or DEFERMENT REQUEST FORM

PLEASE PRINT

Surname:	Given Name:
Candidate Number:	

Please note that being absent counts as an attempt. Whereas, withdrawing before the exam and approved deferrals are not counted as attempts.

Please only complete the PART of the form applicable to your situation.

PART A – WITHDRAWAL within 14 days of the application deadline (Cancellation Deadline)

I hereby request to **WITHDRAW** my application from the exam for which I am registered.

WRITTEN OSCE BOTH

- I am withdrawing within 14 days of the application deadline, and I expect to receive a full refund, minus the administrative fee.

PART B – WITHDRAWAL —after the Cancellation Deadline and up to the start time of the exam

I hereby request to **WITHDRAW** my application from the exam for which I am registered.

WRITTEN OSCE BOTH

- I understand that I am withdrawing after the published Cancellation Deadline and I will forfeit the full examination fee.

PART C – DEFERRMENT— SEEKING A DEFERRMENT

If there was a situation beyond the control of the candidate (i.e., illness, an accident, emergency, bereavement), the candidate requests to defer their attempt to the next administration. Your request for deferral must be made as soon as possible.

I hereby request to **DEFER** my application from the exam for which I am registered.

WRITTEN OSCE BOTH

- I understand that,
- a) If I defer my Exam attempt, that I must attempt the deferred component at the **following administration**. If I withdraw from that attempt for any reason, I not only forfeit my exam fees but also the deferral.



- b) If my request for deferment is not approved and
 - I filed it before the start of the exam that it will be treated as a withdrawal and I forfeit my fees, or
 - I filed it after the start of the exam, therefore it will be treated as a “no show” and I forfeit my fees and an attempt.
- c) The deadline to provide an explanation of the extenuating circumstances and supporting evidence is due 15 days following the completion of the exam.

Signature

Date

The completed form may be emailed to the OEBC office at: exams@oebc.ca.