

## TERMS AND CONDITIONS FOR APPEALS FOR SPECIAL CONSIDERATION FOR EXAMS

### **Exceptional circumstances shortly before or on the day of exams**

CIMA has a process in place which allows you to appeal for special consideration if you feel that your performance in any or all of your exams was adversely affected by exceptional personal circumstances, such as temporary illness or the death of a close relative, or if there was a problem at your exam centre on the day of the exam.

All appeals for special consideration must be submitted in writing **by the student**. Appeals submitted by employers, other family members or tuition providers, on behalf of a student, will not be accepted.

In all cases your appeal **must** be accompanied by medical or other appropriate evidence, such as a doctor's certificate or death certificate. If you need to send in copies of supporting documents these must be endorsed as authentic copies. All appeals, other than those for problems at exam centres, which are not supported by documentary evidence, cannot be considered.

### **Certificate in Business Accounting (CBA)**

For the computer-based assessments, you should alert the exam supervisor at your centre, if any problem arises during the test session.

Should any issues that arise during the test session not be resolved at the centre, and you wish to make an application for Special Consideration, please write to CIMA within 5 working days of your exam, via the method outlined in the 'How to submit an appeal for Special Consideration' section below.

### **If you are absent in the first sitting of your Strategic level exams**

You should also apply to the Examinations and Assessment Oversight Panel if you have missed one of your Strategic level exams on the first sitting, through illness or any other mitigating circumstances. The EAOP will assess your case and decide whether the void that is placed upon the results, as a result of you not sitting one or more Strategic level exams, is to be lifted.

### **Deadline Dates**

#### **May and November paper based exams**

Appeals for special consideration should be sent in as soon as possible after the exam concerned and must be submitted no later than **28 June** for May 2014 exams and **date to be confirmed** for November 2014 exams.

#### **September 2014 Extra exams**

Appeals for special consideration should be sent in as soon as possible after the exam concerned and must be submitted no later than **12 September 2014** for the September 2014 Extra exams.

### **Terms and Conditions**

Appeals for special consideration will **NOT** be accepted after the deadline under **ANY** circumstances.

You should be aware that a successful appeal for special consideration can only result in a small adjustment to your overall mark. It is unlikely to be of use if you have missed out several questions or whole sections of the exam.

There is no charge for an appeal.

### **How to submit an appeal for special consideration**

If you feel your circumstances are such that you merit special consideration you must complete the Special Consideration Application Form, which is found on the **Exams** page of CIMA website, in the '**After the Exams**' tab.

Students wishing to apply for Special Consideration **must** use the Special Consideration Application Form. We will **NOT** accept applications where the form is not used.

Once you have completed the Special Consideration Application Form, you must send this in to us, together with all supporting documentation, as soon as possible after the exam concerned and before the published deadline, either by printing the form and posting it to the following address:

**The Secretary  
EXAMINATION APPEALS  
CIMA Examinations & Assessment Oversight Panel,  
C/o Examinations and Assessment Dept  
26 Chapter Street,  
London SW1P 4NP**

**or,**

by attaching the form to an email, together with your documentation and emailing to the following email address:

[exams.consideration@cimaglobal.com](mailto:exams.consideration@cimaglobal.com)

CIMA will acknowledge receipt of your appeal within 5 working days, by sending a confirmation email. You will then receive a formal letter of confirmation prior to the release of the results which will act as receipt of your application. You should retain this receipt as proof of your request. Telephoned appeals cannot be accepted and we will not discuss the details of your appeal by telephone.

### **How your appeal will be considered**

All correctly submitted appeals will be considered by the Appeals Working Party (AWP) of CIMA's Examinations & Assessment Oversight Panel (EAOP) and appropriate recommendations will be made to the CIMA EAOP.

CIMA's EAOP will consider the recommendations of the AWP in all appeal cases and make the final decision regarding the appeal including any adjustment to the student's mark, based on the evidence set before the Board.

The marks you receive in your Result Letter will reflect the decision of the EAOP.

The decision of the EAOP is final.

Appeals challenging academic judgement will not be accepted.

**All enquiries regarding appeals for special consideration should be emailed to the following address: [exams.consideration@cimaglobal.com](mailto:exams.consideration@cimaglobal.com)**