

Narrative Examination Transfers, Withdrawals & Late Entries Policy

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Narrative Examination Withdrawals, Transfers & Late Entries Policy

This policy provides information for candidates who wish to transfer or withdraw their narrative examination booking, or to request a late entry to a narrative examination.

1. Withdrawing from a narrative examination

Candidates may withdraw from an examination only in the case of illness or bereavement. In this case, an alternative examination date may be offered free of charge or the examination fee will be funded, less a £20 administration fee. A candidate who wishes to withdraw from their examination must provide full written details to the CISI Customer Support Team by email (to customersupport@cisi.org) within 48 hours of the original examination date. The medical evidence must cover the date of the examination.

Candidates who are indisposed on the day of their examination should refer to the CISI [Special Consideration Policy](#) on the CISI website, for details of the action that they should take.

Requests to transfer an examination booking to another date must be made in writing by email. Transfers can be made only for the same subject, and the new examination date must be provided when the transfer request is made.

Examination bookings cannot be transferred to another candidate.

2. Narrative examination transfers

Requests to transfer an examination booking to another date must be made in writing by email. Transfers can be made only for the same subject, and the new examination date must be provided when the transfer request is made.

Examination bookings cannot be transferred to another candidate.

In instances where, for reasons other than illness or bereavement, a candidate wishes to transfer an examination booking to another date, the pricing structure below applies.

2.1 UK, Channel Islands and Isle of Man

- If the transfer request is received before the standard examination closing date, the transfer is free of charge.
- If the transfer request is received after the standard examination closing date, the full fee applies.
- Any subsequent transfer request for the same examination subject will be charged at full fee, irrespective of the notice period given.
- Examination closing dates for each session are available on the [CISI website](#).

2.2 International examinations

- If the transfer request is received before the overseas examination closing date, the transfer is free of charge.
- If the transfer request is received after the overseas examination closing date, the full fee applies and candidates will also be liable to pay any associated local invigilation fees where a local invigilator has been arranged.
- Any subsequent transfer request for the same examination subject will be charged at full fee, irrespective of the notice period given.
- Examination closing dates for each session are available on the [CISI website](#).

3. Late entry fees – narrative examinations

There are standard and late closing dates for all CISI narrative examinations.

3.1 UK, Channel Islands and Isle of Man

- If an examination application is received after the standard closing date but before the late closing date, an additional late entry fee of £50 will be charged along with the examination fee.
- If an application is received after the late closing date, it is at the discretion of the CISI whether the candidate can be accommodated, and this is subject to availability. If the late application is accepted, there will be an additional late entry fee of £100. This is payable along with the examination fee.

3.2 International examinations

- There is only one overseas closing date for overseas candidates. If an examination application is received after the closing date, it is at the discretion of the CISI whether the candidate can be accommodated, and this is subject to availability. If the application is accepted, there will be an additional late entry fee of £100. This is payable along with the examination fee.
- Candidates sitting at international narrative examination venues will also need to pay any associated local invigilation fees. These vary from venue to venue and further details may be obtained from the CISI's Customer Support Team (customersupport@cisi.org).
- Payment of both the examination fee and the local invigilation fee must be made in advance of the examination in order to secure the booking.