

Policy for Candidates withdrawing from an ABDO Examination

A candidate who does not attend an examination can apply for a partial refund, under certain circumstances.

If a candidate's refund request is successful, the candidate will be expected to re-apply for the next examination session by submitting a new application form and enclosing the appropriate examination fee.

A cancelled entry and examination fee already paid cannot be transferred from one session to the next.

All refund requests must be attached to the "Request to Withdraw from an Examination(s) form", which can be downloaded from the Examinations page of the ABDO website.

Criteria

Illness or Injury

An examination fee refund of 80% may be given, provided that the withdrawal is notified to ABDO Examinations in writing as soon as possible and no later than five days after the examination.

The withdrawal **must** be supported by a medical certificate.

Exceptional Personal Circumstances

An examination fee refund of 80% may be given on compassionate grounds if a candidate is withdrawn due to exceptional personal circumstances, such as bereavement (documentation evidence must be provided) or personal trauma. The application for a discretionary refund must be made in writing as soon as possible and no later than five days after the examination, with full details substantiating the request for an exceptional refund.

Reasons for a Withdrawal for which no refund will be made

- Candidate not ready for examination
- Candidate withdrawn by Training Institute
- Candidate PQP Folder incomplete or not taken to the examination venue
- Transport issue (Candidates sitting a morning practical examination should travel the day before)
- Candidate on holiday

In the event a candidate withdraws on the day of their Practical Examination, candidates should email the following contacts:

Mark Chandler, mchandler@abdo.org.uk
Alicia Thompson, athompson@abdo.org.uk
Miranda Richardson, mrichardson@abdo.org.uk
Phil Hall phall@abdo.org.uk