

## ABSENCE ON DAY OF EXAMINATION POLICY (For Regulatory Examinations Only)

With effect from 9 December 2024

If you are absent from an examination due to any of the following valid reasons, you may qualify to reschedule your missed examination:

- a) **Medical grounds** (self);
- b) **Bereavement** (immediate family members);
- c) **Disabling accident or injury** (self);
- d) **Court appearance** (self); or
- e) **National Service** (self, as per the Enlistment Act 1970).

The rescheduling process and applicable fees vary depending on whether it is your **first** or **subsequent reschedule** for the same examination session. However, if you have already registered for a retake of the missed examination within the three-day rescheduling period, you will not be able to reschedule for it anymore.

### First-Time Reschedule (No Charge)

If this is your first-time rescheduling for a specific examination session:

1. **Submit Request:** Log in to your SCI account at <https://www.scicollege.org.sg> within **three working days** from the missed examination date and apply for a reschedule.
2. **Upload Document(s):** Upload a valid supporting document for your reason (e.g., medical certificate) and confirm that your submission is genuine and valid.
3. **Reschedule Free of Charge:** Select an available examination date to reschedule at no cost. However, if you reschedule from before 5:00 p.m. session to an after 5:00 p.m. session, a top-up fee will apply, even if it is a first-time complimentary reschedule.
4. **Missed Deadline:** If you fail to reschedule the missed examination within the stipulated deadline, you must re-register for the examination and pay the examination fees again.

### Subsequent Reschedule (Administrative Fee Applies)

If you have already used your complimentary reschedule for the same examination session and need another reschedule citing the valid reason(s) in accordance with the Absence on Day of Examination Policy:

1. **Submit Request:** Log in to your SCI account at <https://www.scicollege.org.sg> within **three working days** from the missed examination date and apply for another reschedule.
2. **Upload Documents:** Provide a valid supporting document for your reason (e.g., medical certificate) and confirm that your submission is genuine and valid.
3. **Reschedule with Fee:** Select an available examination date and pay an **administrative fee of S\$32.70 (inclusive of 9% GST)**. If you reschedule from before 5:00 p.m. session to an after 5:00 p.m. session, a top-up fee will apply, which is in addition to the administrative fee of S\$32.70 (inclusive of 9% GST).
4. **Missed Deadline:** If you fail to reschedule the missed examination within the stipulated deadline, you must re-register for the examination and pay the examination fees again.

**If YOU ARE ABSENT due to other reasons, but not on the list of our valid reasons, no reschedule will be granted.**

**(FOR DGIRM, ADGIRM, DLI, DPFP, ChFC/S AND CLU/S – PLEASE REFER TO THE RESPECTIVE BROCHURES.)**