RE-SCHEDULING POLICY FOR ALL EXAMINATIONS

If Candidates Submit Their Request:	Administrative Fee Payable
7 or more working days (excluding weekends and public holidays) before examination date	• No fee is payable for the first time a request to change the examination date/time is made for a particular examination. • An administrative fee of S$32.40 (inclusive of prevailing GST) per request is payable for subsequent request to change the examination date/time for that particular examination.
Less than 7 working days but more than 2 working days (excluding weekends and public holidays) before examination date	• An administrative fee of S$32.40 (inclusive of prevailing GST) per request is payable.
2 working days or less (excluding weekends and public holidays) before examination date	• No re-scheduling is allowed.

Note: Counting of the days does not include the actual examination date itself.