

# Special Consideration Application

This Special Consideration application should be used by candidates requesting special consideration due to adverse circumstances beyond their control on the day of the test, or preventing them from rescheduling. If you plan to apply for special consideration, please notify the Society within 25 calendar days of the scheduled exam. All applications with supporting documentation must be received within 25 calendar days of the scheduled exam. All applications must be accompanied by appropriate supporting documentation.

Office use only:  
Approved (inits):   
Requested (inits):

## Personal information: (\*essential)

Title: ..... Forenames\* ..... Surname\*:

Address\*: .....

..... DOB\*: .....

Email\*: ..... Tel: .....

Candidate number (SIP) \*: ..... Exam: .....

Test date and time: .....

## Type of application:

I was unable to reschedule my exam due to adverse personal circumstances 72 hours prior to the appointment

I was unable to attend my exam due to adverse personal circumstances on the day of the appointment

I attended my exam but was unable to perform to the best of my ability due to adverse personal circumstances

## Summary of adverse circumstances:

.....  
.....  
.....  
.....  
.....  
.....

## Evidence in support of your application:

This may include: medical or psychological evidence, crime reference number, statement from test centre invigilator.

Please provide details of your supporting evidence: .....

.....

.....

Date of supporting evidence: .....

## Declaration:

I can confirm that the information provided is accurate.

Signed: ..... Dated: .....

## Next steps:

Once your request has been assessed by the CFA Society of the UK, you will be contacted by email to let you know the result of your application.

Special consideration is granted at the discretion of the CFA Society of the UK. Exam scores will not be adjusted retrospectively under any circumstances

Please allow 1 - 2 weeks for your request to be processed. Please direct any questions to [examsupport@cfauk.org](mailto:examsupport@cfauk.org)

Return form to: Email: [examsupport@cfauk.org](mailto:examsupport@cfauk.org)

Post: CFA Society of the UK, 3rd Floor, 63-64 New Broad Street, EC2M 1JJ