

Level 4 Diploma Deferral of Assessment

IMPORTANT NOTES TO APPLICANTS - PLEASE READ CAREFULLY

Guidance for Deferral of Assessment Applications

1. A deferral of assessment application is for Level 4 Diploma candidates to request permission from WSET to delay an attempt at an examination for which they have been enrolled.
2. Deferral of an assessment is only possible in exceptional circumstances. If a candidate is prevented from attending an examination or submitting an assignment, due to a serious cause that is beyond the candidates control and could not reasonably have been foreseen such as acute illness of the candidate or a dependant or close family bereavement, an application may be made.
3. APPs must submit this form and supporting evidence to WSET as close as possible to when they are made aware of the circumstances that may warrant a deferral. Where possible this should be before the date of Assessment but no later than 10 working days after. Applications received outside of this time frame may not be considered.
4. The application and supporting evidence provided is treated as confidential. Please see below for examples of supporting evidence that should be provided:

Grounds for deferral of assessment application	Supporting evidence required
Serious illness at the Assessment Date	<p>A medical certificate from a doctor you have consulted personally, containing a clear medical opinion as to why you were unfit for assessment on the Assessment Date.</p> <p><i>Please note that a retrospective medical certificate will only be accepted if you consulted the doctor issuing the certificate at the time you were ill. A doctor's note stating that you claim to have been unwell on the Assessment Date will not be accepted.</i></p>
Serious illness of a dependant at the Assessment Date	<p>(i) A letter from a family member detailing your relationship with the dependant; and</p> <p>(ii) A medical certificate from a doctor documenting your dependant's illness.</p> <p><i>Please note that a retrospective medical certificate will only be accepted if your dependant consulted the doctor issuing the certificate at the time he or she was ill. A doctor's note stating that you claim a dependant was unwell on the Assessment Date will not be accepted.</i></p>
Recent bereavement of a close family member at the Assessment Date	<p>(i) A letter from family and a copy of the death certificate; or</p> <p>(ii) A letter from a bereavement counsellor whom you have consulted in relation to the bereavement.</p>
Other equally serious and exceptional circumstances at the Assessment Date	<p>A letter from an independent third party outlining the circumstances which prevented you from attending the examination or submitting the coursework assignment by the specified deadline.</p> <p><i>The circumstances in question must be/have been sufficiently serious, entirely beyond your control and not reasonably foreseeable.</i></p> <p><i>Please note that the following are <u>NOT</u> acceptable grounds for a deferral of assessment application:</i></p> <ul style="list-style-type: none"> • <i>work/holiday/family commitments. You are expected to manage your time effectively around examinations.</i> • <i>transport issues, e.g. missed or delayed trains. You are expected to foresee possible problems with public transport and plan accordingly.</i> • <i>minor illnesses, injuries or ailments (e.g. a cold) or a condition which you should be able to manage (e.g. hay fever).</i> • <i>circumstances which arise from your own carelessness or negligence.</i>

5. Applications will not be accepted if candidates have completed an examination or submitted an assignment. By registering for an examination or submitting a coursework assignment you are deemed fit to make a valid attempt at the assessment in question.

6. To submit a Deferral of Assessment, please complete and return this form to exams@wsetglobal.com with appropriate supporting evidence. The form **must** be countersigned by the Main Contact of the Approved Programme Provider (APP).
7. Deferral of Assessment applications will be acknowledged within 3 working days of receipt and candidates will be informed of the outcome within 12 weeks.
8. Applications for deferral of assessment will be assessed on their merits having regard to the severity, timing and durations of the circumstances and the strength of the supporting evidence.
9. If a Deferral of Assessment application is approved, the APP will be refunded the relevant examination fee and the candidate will be permitted to sit or submit at a later date.
10. Deferral of assessment applications will not result in a change of grade or marks awarded or a waiver of assessment requirements.
11. Data protection statement: The information supplied on this form and any supporting documentation will be treated as confidential and processed by WSET in accordance with its Data Protection Policy, a copy of which is available on request.

DEFERRAL OF ASSESSMENT APPLICATION

WSET Level 4 Diploma in Wines



WSET

CANDIDATE DETAILS

First Name _____ Initial(s) _____ Surname _____

Email Address _____

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Gender Male Female

Candidate No.

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D3 Reg. Number (if known)

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APPROVED PROGRAMME PROVIDER DETAILS

APP Name Weinakademie Oesterreich GmbH APP Number 803

DETAILS OF ASSESMENT TO BE DEFERRED

Diploma Unit _____

Date of assessment

D	D	M	M	Y	Y	Y	Y
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Exam Number (if known)

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REASON FOR DEFERRAL OF ASSESSMENT APPLICATION

Please give reasons for your application:

I declare that the circumstances described on this form are true and accurate.

Signature of Candidate

Date

D	D	M	M	Y	Y
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Signature of APP Main Contact

Date

D	D	M	M	Y	Y
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