

DEFERRAL OF ASSESSMENT APPLICATION

WSET Level 4 Diploma in Wines and Spirits



WSET
AWARDS

CANDIDATE DETAILS

First Name Initial(s) Surname

Email Address Tel. Number

Address (correspondence 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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Unit 3 Reg. Number (if known)

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APPROVED PROGRAMME PROVIDER DETAILS

APP Name WEINAKADEMIE ÖSTERREICH APP Number 803

APP Main Contact

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)

D							
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REASON FOR DEFERRAL OF ASSESSMENT APPLICATION

Please give reasons for your application:

You must attach supporting evidence as detailed in the Guidance for Deferral of Assessment Applicants below.

I declare that I have read the Guidance for Deferral of Assessment Applicants and 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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Guidance for Deferral of Assessment Applicants

Deferral of assessment is permission from WSET Awards for you to delay an attempt at an examination for which you have been enrolled by your Approved Programme Provider (“APP”).

If you are prevented from attending an examination or from submitting a coursework assignment by the specified deadline as a result of acute illness, close family bereavement or other equally serious cause acceptable to WSET Awards, you may apply for deferral of assessment.

If WSET Awards is satisfied that a deferral of assessment should be granted, your APP will be refunded the relevant examination fee and you will be permitted to sit the examination or submit your coursework assignment at a later date.

Please note that deferral of assessment is only possible in exceptional circumstances. It will only be granted in accordance with the policy and procedures set out in this document.

Grounds for a deferral of assessment application

You may apply for deferral of assessment on the following three grounds:

1. The serious illness of yourself or a dependant on the day of the examination or submission deadline (the “Assessment Date”); or
2. Recent bereavement of a close family member; or
3. Other equally serious and exceptional circumstances which are:
 - (i) beyond your control; and
 - (ii) could not reasonably have been foreseen.

In each case, deferral of assessment will only be granted if WSET Awards is satisfied that the circumstances warrant it and the conditions set out below have been complied with.

Conditions to be satisfied for deferral of assessment

1. Applications for deferral of assessment must be made using this form and must be accompanied by appropriate supporting evidence as specified below.

2. The Deferral of Assessment Application must be countersigned by the Main Contact at your APP.
3. Your APP must submit the Deferral of Assessment Application and supporting evidence to WSET Awards as close as possible in time to the circumstances being claimed as grounds for deferral of assessment. If possible, it should be received by WSET Awards before the Assessment Date. If this is not possible, it must be received by WSET Awards **no later than 10 working days** after the Assessment Date. Applications for deferral of assessment received outside this time frame will not be considered.

Supporting evidence for deferral of assessment applications

This section outlines the form and content of the supporting evidence which you must submit with your completed Deferral of Assessment Application.

WSET Awards will assess each application on its merits having regard to:

- the severity, timing and duration of the circumstances being claimed as grounds for deferral; and
- the strength of the evidence submitted in support of the application (as determined by WSET® Awards in its absolute discretion).

All supporting evidence is treated as confidential by WSET Awards. If your supporting evidence is of an exceptionally sensitive or private nature, you may request that it is seen only by the Chief Examiner. To do so, you must submit the evidence in a sealed envelope attached to your Deferral of Assessment Application Form, addressed to the Chief Examiner and clearly marked 'Private and Confidential: from [your name]'.

You are advised to keep copies of all supporting evidence submitted.

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>

	(ii) A letter from a bereavement counsellor whom you have consulted in relation to the bereavement.
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 NOT 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>

Important notes for applicants

- Applications for deferral of assessment after you have completed an examination or have submitted a coursework assignment will not be accepted. By registering for an examination or submitting a coursework assignment you are deemed fit to make a valid attempt at the assessment in question.
- If, having applied for a deferral of assessment, you subsequently attend the examination or submit a coursework assignment on the Assessment Date, deferral will not be granted and your work will be assessed in the usual way.
- Applications for deferral of assessment will not result in a change of grade or marks awarded or a waiver of the assessment requirements for a particular Unit.
- WSET Awards will acknowledge receipt of a Deferral of Assessment Application within three working days and will notify you of a decision within 12 weeks.
- If your application for deferral of assessment is successful, your APP will be refunded the relevant examination fee and you will be permitted to sit the examination or submit your coursework assignment at a later date. You should contact your APP to make the necessary arrangements.

Data protection statement: The information supplied on this form and any supporting documentation will be treated as confidential and processed by WSET Awards in accordance with its Data Protection Policy, a copy of which is available on request.