

29 October 2021 - Changes and Additions to Exam Entries

We would like to stress the importance of ensuring that your exam entries are correct at the time of submitting your entry. However, we realise that things change and sometimes it will be necessary to make changes to your exam entries. Changes and additions to exam entries can involve considerable time to complete so we have recently reviewed our charges for additions and amendments to ensure that we are levying a standardised fee that reflects the time involved.

In accordance with the [RAD Exam Specifications](#), late entries *'are accepted at the RAD's discretion and medical or other evidence may be required. Where late entries are accepted, a 10% surcharge will be applied to the fees for all entries received up to seven days after the closing date, and a 20% surcharge for entries received between seven and fourteen days after the closing date.*

After exams have been confirmed, changes to the running order can only be considered in exceptional circumstances, e.g. candidate withdrawal or illness. All alterations to the timetable must be agreed in advance with the appropriate RAD office. An administration fee will normally be incurred. Changes must not be presented to the examiner on the exam day.

Teachers are emailed their teachers pack approximately 3-4 weeks after the closing date. It is very important that teachers check the Confirmed Exam Report (CER) as soon as it is received as it will only be possible to add or amend entries up to one week after the pack has been sent except in exceptional circumstances.

Changes and Amendment Administration Fees

1. Either the 10% (for 1 week) or 20% (for 2 weeks) late entry fee for any late entries received up to 2 weeks from closing date will apply - there will be no additional administration fee
2. Any other changes within the first two weeks - other than late entries - will also incur a \$70 Admin fee
3. Late entries and changes will be accepted up to 1 week after the teachers have been sent their teachers pack and a 20% late entry fee plus a \$70 admin fee will apply for each change.
4. After the 1 week cut off date from when teachers have been sent their teachers pack, changes will only be accepted in exceptional circumstances and have to be requested in writing to the National Director. These changes will incur a \$70 Admin fee and a 20% late entry fee. Discretion may be applied by the National Director in exceptional circumstances.

Exceptional circumstances will include exams and students affected by extreme events such as COVID-19 restrictions. Similarly, there will be no charges for changing exams to class awards under the COVID-19 adjustments.