

It is possible to request a transfer to a new exam date in the following circumstances:

- Candidate illness or injury
- School or university exams
- Compulsory school excursions or sport commitments
- Candidate has been previously taught by the examiner or attended a masterclass conducted by the examiner.

**All other circumstances will require a rescheduling request.**

**Please note:** This transfer request does not apply to period-to-period transfer requests.

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## DOCUMENTATION REQUIRED

- **Medical transfer requests** must include a medical certificate from a registered doctor stating:
    1. that the candidate is not fit to attend their examination on the scheduled date
    2. when it is anticipated the candidate will be fit to sit their examination.
  - **School or university activity transfer request** must include a copy of official correspondence from the school/university outlining the reason for the candidate's inability to attend the examination.
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## TRANSFER AVAILABILITY

**DUE TO THE LIMITED AVAILABILITY OF SATURDAY EXAMINATIONS A WEEKDAY EXAMINATION MAY BE THE ONLY OPTION. TRANSFER DATES MAY BE OFFERED WITH MINIMAL NOTICE.**

Every effort will be made to accommodate transfers, but transfers cannot be guaranteed. If a replacement examination cannot be arranged, your request and fee will not be processed.

If the AMEB (NSW) is unable to transfer a regional examination while examiners are still touring that particular region, candidates may be required to travel to Sydney.

**Please note:** It is not possible under any circumstances to transfer examinations to the following year.

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## TRANSFER FEES

Fees for all transfers per candidate per examination are 50% of the original exam fee.

Please visit the AMEB (NSW) website (<https://www.ameb.nsw.edu.au/exams/fees-and-codes#reschedule>) for exact cost.

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## CHECK LIST

- Transfer request to be submitted no later than **five working days** after the scheduled examination date
- Page 2 of this form completed
- Supporting documentation attached
- Correct transfer fee included
- Medical ONLY  
Advise when it is anticipated the candidate will be fit to sit their examination. It is not possible to transfer to the following year. (must be supported by doctors certificate).

HOW TO SUBMIT A TRANSFER REQUEST

Please complete the personal details and payment information below and attach a copy of the official documentation supporting the transfer. Requests **WILL NOT** be processed until both the correct transfer fee and supporting documents eg medical certificate are submitted. (Please see page 1 for details).

**Fees for all transfers per candidate per examination are 50% of the original exam fee.**

Please note all documents and payments must be submitted by the **TEACHER / PRIVATE ENROLLER ONLY** as soon as possible and no later than **FIVE BUSINESS DAYS** after the scheduled examination date.

**TO BE COMPLETED BY THE TEACHER / PRIVATE ENROLLER ONLY.**

TEACHER / PRIVATE ENROLLER DETAILS

Teacher/Private Enroller Name:

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Teacher/Private Enroller Number: .....

Phone: ..... Mobile: .....

Email: .....

Teacher/Private Enroller Signature: .....

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CANDIDATE DETAILS

Candidate Name: ..... Candidate Number: .....

Subject and Grade: .....

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NOTES AND DATES TO AVOID

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PAYMENT DETAILS (Please note requests WILL NOT be processed without the accompanying fee)

I authorise AMEB (NSW) to charge my credit card for \$ \_\_\_\_\_ (plus 0.4% merchant interchange fee)

Master Card / VISA (Please Circle)

Name on Card: ..... Signature: .....

Card Number: |\_|\_|\_|\_| |\_|\_|\_|\_| |\_|\_|\_|\_| |\_|\_|\_|\_|

Expiry date: \_\_/\_\_/\_\_