

Exam entry policy and fee charges for all exam entries in Malaysia As of January 2021

Late Entry Charges (for Face to Face exams)

Time-line	Surcharges
<i>Where applicable:</i> Up to, and including, 14 days after the close of exam registration	RM100 per candidate
More than 14 days after the close of exam registration	50% of the fee per candidate
From 4 weeks prior to the start of the exam session	100% of the fee per candidate
Less than 2 weeks before the start of the exam session	No more late entries allowed

The above charges apply to solo, duet and group entries. For group entries, the 50% or 100% surcharge applies to the total amount payable

Exam processing charges for changes, amendments and transfers (for Face to face exams)

Action	Reasons	Surcharges	Remarks
Transfer of candidate to another state	Any reason	50% of exam fee surcharge, prior to start of exam session	n/a
Changes to the exam time-table	Clash with public / school examination	No Charge Changes are permitted up to TWO weeks after receipt of the appointment slip	School time-table AND verification letter from school required Subject to availability of exam slots
	Any other reasons, including vacation, clash with another event, etc.	RM 200.00 Changes are permitted up to TWO weeks after the receipt of the appointment slip	Subject to availability of exam slots To be considered on case to case basis
	Swapping of candidates	Not allowed	n/a

No changes to candidate details - name / instrument / grade - are allowed after submission of exam entry.

This applies for both Face to Face exams as well as Digital Grade & Diplomas

For Digital Grades & Diplomas, candidates are not allowed to change the selected month of video upload or the email entered during the submission of exam entry.

All exam fees paid are **NOT** refundable

Please refer to Information and Regulations from 2017, for full details.