

## Exam entry policy and fee charges for all exam entries in Malaysia As of January 2024

NO Late Entry Provision (for Face to Face exams)

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

Action	Reasons	Surcharges	Remarks
Changes to the exam time-table	Clash with public / school examination	No surcharge We will issue 100% re-entry permit valid for 12 months	School time-table AND verification letter from school required
	Absent due to Covid – either Covid case or close contact	No surcharge We will issue 100% re-entry permit valid for 12 months	MySJ or other proof of Covid infection Close contact needs documentation proof of association
	Absent due to medical reason (other than Covid)	No surcharge We will issue 50% re-entry permit valid for 12 months	MC required
	Any other reasons, including vacation, clash with another event, etc.	No changes allowed	n/a
	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

In terms of any amendments necessary, this will be considered on a case by case basis and will incur a penalty charge.

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.*