

Exam entry policy for all exam entries in Malaysia As of January 2025

NO Late Entry Provision (for Face to Face exams)

Exam processing for changes and amendments.

Action	Reasons	Surcharges	Remarks
Changes to the exam time-table	Clash with public / school examination / event	100% re-entry permit valid for 12 months or refund of exam fees.*	School time-table AND verification letter from school / event required
	Absent due to medical reasons	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 to both Face to Face exams as well as Digital Grades & Diplomas

Any amendments necessary 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.

For Digital Grades & Diplomas, there is no refund for wrong instrument/grade, incorrect video submitted / incorrect email when the log-in details are received.

All exam fees paid are **NOT** refundable.*

**Dependant on exam process timelines and circumstances of each case. Terms & Conditions apply.*