

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 between 2022 and 2025

**All other circumstances will require a rescheduling request** (see [www.ameb.nsw.edu.au](http://www.ameb.nsw.edu.au) for more information).

**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 medical professional stating:
    1. that the candidate is not fit to attend their exam on the scheduled date, and
    2. when it is anticipated the candidate will be fit to sit their exam.
  - **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 exam.
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## TRANSFER AVAILABILITY

**DUE TO THE LIMITED AVAILABILITY OF SATURDAY EXAMS, A WEEKDAY EXAM 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 exam cannot be arranged, your request and fee will not be processed.

If the AMEB (NSW) is unable to transfer an exam within a regional area during a regional exam session, candidates may be required to travel to Sydney.

**Please note:** it is not possible under any circumstances to transfer exams to the following calendar year.

## TRANSFER FEES

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

Please visit AMEB (NSW) website ([www.ameb.nsw.edu.au/exams/fees-and-codes#reschedule](http://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 business days** after the scheduled exam date.

Page 2 of this form is attached.

Supporting documentation is attached.

Correct transfer fee is included.

Medical documentation must advise when it is anticipated the candidate will be fit to sit their exam (must be supported by medical certificate).

**Transfers to another calendar year are not possible.**

## 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 cannot be processed until both the correct transfer fee and supporting documentation are submitted.

**Fees for all transfers per candidate per exam are 50% of the original exam fee.** Please note all documents and payments must be submitted by the enrolling person no later than five business days after the scheduled exam date.

**TO BE COMPLETED BY THE ENROLLING PERSON ONLY.**

## ENROLLER DETAILS

Enroller name: ..... Enroller number: .....

Phone/mobile: .....

Email: .....

Enroller signature: .....

## CANDIDATE DETAILS

Candidate name: ..... Candidate number: .....

Subject and grade: .....

## NOTES AND DATES TO AVOID

## PAYMENT DETAILS

I authorise AMEB (NSW) to charge my credit card for \$

Mastercard / VISA (please circle)

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_