

Deferred Examination Request

Please read the notes on the reverse before completing this form. It is the **STUDENT's** responsibility to ensure that all sections are completed correctly.

Student Details

ID Number: U Full Name: _____

Are you registered with the University of Canberra AccessAbility Office Y N

You will be notified of your application outcome via your UC student email (Please ensure your UC student email inbox is not full)

Unit Details

Unit code: Unit title: _____

Date of Examination: ___/___/___

Semester and Year this unit was studied: _____

Basis of Submission

Please note: Deferred of Deferred Examination requests will only be approved under exceptional circumstances.

Legal commitments Unavoidable work commitments Bereavement Sporting commitments

Medical. NOTE: All Medical Certificates must adhere to UC policy. See Reverse of this sheet for details

Medical Certificate Dates ___/___/___ to ___/___/___

You must supply original or certified documents to support your claim. Applications without supporting documentation will not be considered.

Student Declaration

I declare that the information I have supplied is correct and complete and that the documentary evidence supporting this application is authentic. I authorise the University of Canberra to obtain information with respect to my application and, if necessary, to verify the authenticity of the documentation I have provided. I undertake to not disclose or seek from any person, information on the contents of any examination. I have read and understand the information on the back of this form, noting relevant details in regards to the Deferred Examinations process. **By signing this document you are agreeing to make yourself available for the Deferred Examination Period which will be 1st August to 10th August 2012**

Signature: _____ Date ___/___/___

Lodgement of Form *

Student Centre located on the concourse in Building 1B150

Postal Address:

Timetabling and Examinations Office, Student Administration, UNIVERSITY OF CANBERRA ACT 2601

**Applications must be submitted to the Student Centre within 3 working days of the missed examination.*

Office Use Only

Additional information/docs required Yes Deadline given ___/___/___ Submitted Y N

Deferred exam attendance Absent Present

Approved Declined Date ___/___/___ Initial _____ DX Result Entered

Unit Convenor Name: _____

Student notified by Email Date ___/___/___ Date of Deferred Examination: ___/___/___

Request for Deferred Examination application received.

ID Number:

Full Name: _____

Unit code:

Unit title: _____

Date ___/___/___

(Office use only)
Received stamp

Acceptable Grounds for Approval

Circumstance	Documentary Evidence Required
Illness or serious health problems	A medical certificate, certifying that the student received medical attention and that the illness would prevent/prevented the student from undertaking the examination. The certificate must be signed by a registered medical, dental or health practitioner. The certificate must contain the following: <ul style="list-style-type: none"> The registered provider number. The date on which the student was to sit the examination. Advice regarding the severity and duration of the complaint and that the circumstances would affect the student's performance in the specified examination.
Bereavement - death of family member or close friend	Death notice or other appropriate evidence
Sporting commitments at the state or national representative level	Documentary evidence of participation such as written advice from the team manager on an appropriate National Athlete Career and Education (ACE) adviser
Unavoidable work commitment	Documentary evidence from employer
Car accident or breakdown on the way to the examination	Police report (in the case of an accident) or a mechanics report (in the case of a breakdown)
Legal commitments such as jury duty or being subpoenaed to attend court	Documentary evidence from the Court.
Voluntary defence or emergency commitments	Documentary evidence from the relevant authority

Please Note: All documentary evidence supplied should be original or certified copies.

Unacceptable Grounds for Approval

- A Certificate of Attendance or a Letter of Support issued by a general practitioner or counsellor may not be accepted as sufficient documentary evidence to support an application for a deferred examination.
- Less than four consecutive examinations (for example, two on one day, and one the previous afternoon or following morning).
- Sitting an examination when the student is unwell.
- Travel arrangements (including holidays) in Australia or overseas for purposes unrelated to study.
- Social and leisure events, including sporting (and sports training) other than at state, national or international representative level.
- Misreading the Examination Timetable (including arriving more than 30 minutes after the commencement of the examination).
- Where the student could reasonably have been expected to avoid the circumstances of missing or performing poorly in the examination.
- Attending a wedding, as either a guest or participant.

Lodgement Checklist (Office Use Only)

- Documentation meets acceptable grounds for approval
- Application recorded
- Receipt returned to student

Lodgement Date ___/___/___ Initial _____

Please Note

- Submission of this form does not guarantee automatic approval of the request.
- If you are intending to graduate and have deferred your examination, your graduation will be delayed until the following semester.
- The Timetabling and Examinations Office only arranges deferred examinations during the deferred and supplementary examination period.
- It is your responsibility to confirm your deferred examination date/s.
- You will be notified of your application outcome via your UC student email account.
- You must make yourself available for the Deferred/Supplementary Examination period. This information can be found at <http://www.canberra.edu.au/student-services/examinations>
- Applications must be submitted to the Student Centre within 3 working days of the missed exam. Applications lodged after the due submission date will be considered only if circumstances made it impossible for the application to be lodged before, or immediately after, the original examination (for example, where an ongoing serious illness exists).