

# **Request for Special Examination**

# **Special Examination**

Special Examination may be granted to students who were unable to attend the final examination because of illness, misadventure or religious commitment.

The running of a Special Examination is at the discretion of UTS College. No other examination arrangements will be made if students fail to attend the Special Examination.

## Request for Special Examination form

To request a Special Examination, students must submit a Request for Special Examination form by emailing to **exams@utscollege.edu.au** with supporting documents. Submission of medical certificates alone will not be accepted.

UTS College is not bound to accept a backdated Request for Special Examination form.

Submission of this form does not guarantee a Special Examination – all requests are reviewed by Student Administration.

#### Please note:

- o In case of illness, this form must be completed and attached with a medical certificate issued by a registered medical practitioner, psychologist or counsellor
- If religious commitment will prevent a student from attending a formal examination, this form must be completed and attached with a letter from a minister of religion and submitted as early as possible <u>prior</u> to the Examination period
- o In cases of misadventure, the circumstances must be clearly beyond the control of the student and where possible must be clearly documented (e.g. police report)

Documentation such as a medical report, death notice or certificate or police report may be attached to this form. If the student does not wish details of illness or circumstances to be disclosed on this form, the student may see a UTS College Academic Adviser who will keep the documentation on a confidential file.

After review, UTS College may contact you via your UTS email account if further information is required to support your request.

This is NOT the correct form to use if students attended the formal examination and attempted any part of the examination paper. Instead, students must apply for special consideration by submitting a Request for Special Consideration form.

#### Special Examination timetable

If the student is eligible, UTS College will email the Special Examination timetable directly to the student's UTS email account.

### Deadline for lodging a request for Special Examination

Submit your application form by emailing to **Exams@utscollege.edu.au** along with all your supporting documents. Request for Special Exam forms must be submitted within the timeframe shown below.

Missed Exams	Application Expires
Monday	Wednesday 5pm
Tuesday	Thursday 5pm
Wednesday	Friday 5pm
Thursday	Following Monday Noon (Tuesday Noon if Monday is public holiday)
Friday	Following Monday Noon (Tuesday Noon if Monday is public holiday)





UTS College Student ID Number					

Request for	Special Examination	
Family Name:		
Given Names:		
Mobile: Teleş	phone:	
List any formal examinations that you were unable to	o attend:	
Subject	Subject Code	Date of Examination
Student Statement (You may provide details of your reasons for reques	ting Special Examinations. Attach anoth	er page if needed.)

Informed Consent					
I understand that my request for a Special Examination requires authority (such as registered medical practitioner, psychological or misadventure. To this end, I authorise that person to proving misadventure.	st, minister of religion or counsellor) about my illness				
I acknowledge that disciplinary action may be taken if I kell certify that, to the best of my acknowledge the information					
Student Signature:	Date (DD/MM/YYYY):				
OFFICE USE ONLY					
Received by: Date	received (DD/MM/YYYY):				
	Time received:				
Processed by: Date p	Time received:				
Processed by: Date p					
Previous requests:					

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