

APPLICATION FOR SPECIAL EXAMINATION

INSTRUCTIONS

1. Please read the attached rules relating to Special Examinations prior to completing this form.
2. Applications **MUST** be received by Student Administration and Services **NO LATER THAN FIVE WORKING DAYS AFTER YOUR FINAL EXAMINATION** in the relevant examination period.
3. A written statement outlining your reason for this request and original supporting documentary evidence **MUST** accompany this form. Your application cannot be considered without supporting documentation (e.g. Medical Certificate, a current treating health professional report, letter from College Principal, Police Report, NRMA report, letter from employer etc).
4. Please note that you may only apply for a Special Examination **OR** Special Consideration.
5. Return this application form and supporting documentation to the Student Administration and Services. **Please use BLACK or BLUE PEN.**
6. Please note that if you have been awarded a Special Exam for a previous semester it is not possible to apply for a 'Special for a Special'. If you are unable to sit your Special Exam you should apply to Student Administration and Services for a Withdrawal Without Academic Penalty and supply further supporting documentation. This is subject to approval.

PERSONAL DETAILS (Must be completed)

Student Number:

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Examination Type:

Online <input type="checkbox"/>	Take Home <input type="checkbox"/>	Centrally Managed (Supervised) <input type="checkbox"/>
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Family Name:		Given Name(s):		Title:	
Contact phone:		Date of birth:			
Course name:		Faculty:			

EXAMINATION(S) FOR WHICH YOU ARE SEEKING A SPECIAL EXAMINATION

Unit Code	Unit Name	Exam Date	Did/will you sit for the exam on the exam date
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach to this form your statement and relevant independent documentation

Student's Signature: _____ Date: _____

SPECIAL EXAMINATIONS - Information for Applicants

What are Special Examinations?

UNE expects that you will make yourself available for the examination period. If you are unable to sit your exam or if your performance in the exam was severely affected due to unforeseen circumstances beyond your control, you may be eligible for a Special Examination. A Special Examination is a deferred exam or a chance to re-sit the exam if you failed the first one, which is normally held in the next formal examination period. Your application is subject to approval, so it is always best that you attend your examination if you possibly can.

- *Misreading (or not reading) your exam timetable is not grounds for a Special Exam*
- *Sitting consecutive examinations is not a sufficient reason for a Special Exam*

For further details on the UNE Special Assessment Policy see:

www.une.edu.au/policies/pdf/specialassessment.pdf

What supporting evidence will I need?

All applications must include supporting documentary evidence to prove your case, and a cover letter explaining your situation. This **must** be submitted with your application **OR IT WILL NOT BE CONSIDERED**.

Medical certificates must include the following:

- The date you consulted your doctor
- The state or extent of your medical condition
- The period covered by your medical certificate
- NB The medical certificate **MUST** cover the date(s) of the exam(s)

We do not require specific information on the nature of your medical condition.

Other types of supporting evidence include:

- A supporting letter from a minister of religion, a solicitor, a Head of College (not a college tutor), the Oorala Centre, relevant health professional, Police Report, employer, etc
- A statement from the NRMA, RACV, RACQ etc
- In exceptional circumstances UNE will accept a formal Statutory Declaration signed by a Justice of the Peace

When must I apply – is there an Application Deadline?

Applications must be received by Student Central no later than five (5) working days after your final examination. Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission.

Applications may be rejected purely because they are late so it is important to get your application in on time.

How will I know the outcome of my application?

You will be notified by mail, and via your results, of the outcome of your application.

If approved, your grade will be 'SPE' (Special exam arranged by Student Central) or 'SPS' (Special exam arranged by the School). Special Exams that are arranged by Student Central (SPE) will be held in the next formal exam period for your course, and you will be advised via your UNE email address of the date, time and venue approximately eight weeks prior to the relevant examination period.

If you have been granted a Special Exam arranged by the School (SPS), you should contact your Unit Coordinator for the details. If you sat the original exam and passed, you will not be required to re-sit the exam.

When will I sit a Special Examination?

Special exams are usually held during the next formal exam period (except for SPS see above)

- Special exams for Trimester 1 units are held in the Trimester 2 exam period in October
- Special exams for Trimester 2 units are held in the Trimester 3 exam period Jan/Feb the following year
- Special exams for Trimester 3 units are held in the following Trimester 1 exam period in May/June

Where do I submit my application?

The preferred method for submitting your application is via **AskUNE**, please be sure to attach your supporting documentation. Or alternatively you may submit your application and supporting documentation by fax to: **(02) 6773 4400** or mail to 'Student Central, Lambie Building, UNE NSW 2351'. It is a good idea to keep a copy of your application.