

EXTENSION OF TIME FOR EXAMINATION

Complete this form if you require extra time to complete an examination.
Please read the information and instructions below carefully before you complete the details.

INFORMATION

- Recommendation of extension of time is solely at the discretion of lecturers and course coordinators, and can only be granted on the basis of the provision of documentary evidence supporting a valid reason for the extension of time.
- The Examinations office will assess each application and will advise you if the application is denied.
- **PLEASE NOTE** the recommended maximum additional time is **15 MINUTES**.

IF ENGLISH IS YOUR SECOND LANGUAGE:

Extension of time may be granted if you are in the first two years of your enrolment at VU.

You need to provide the following:

1. Evidence that you arrived in Australia within the last five years from a non-English speaking country.
2. Evidence that your immediate prior course of study was in a language other than English.

In addition, course coordinators may require you to provide your ELICOS (English Language Intensive Courses for Overseas Students) results that were submitted with your application for entry into your course as an indicator of your English language proficiency.

If you have a disability or medical condition, you must register with Accessibility Services. Please see vu.edu.au/accessibility-services for details.

INSTRUCTIONS

1. Request the relevant lecturer(s) to sign against their unit of study on the form.
2. Submit the application, along with your supporting evidence, to your Faculty office for approval at least 14 days prior to the commencement of the examination period.
3. If your examination start time is earlier than the scheduled time, the Examinations office will notify you in writing of the new commencement and completion times.

PLEASE WRITE IN **BLOCK LETTERS** USING A BLACK OR BLUE PEN.

PERSONAL DETAILS

FAMILY NAME: _____ STUDENT ID: _____
GIVEN NAME: _____

CONTACT DETAILS

COURSE NAME: _____ STUDY YEAR/PERIOD: _____
COURSE CODE: _____ LOCATION: _____

PLEASE NOTE: Have you changed your address? If so, please update your details on MyVU or submit a Personal Details Amendment form (vu.edu.au/forms).

COURSE DETAILS

STREET NUMBER AND NAME: _____
SUBURB: _____ STATE: _____ POSTCODE: _____
COUNTRY: _____ PHONE: _____

ARE YOU AN INTERNATIONAL STUDENT? YES NO

PLEASE NOTE: Have you changed your address? If so, please update your details on MyVU or submit a Personal Details Amendment form (vu.edu.au/forms).

REASON FOR REQUEST

You must provide supporting documentation:

- ENGLISH AS A SECOND LANGUAGE
- MEDICAL CONDITION OR DISABILITY (SEE ABOVE)
- OTHER (PLEASE STATE):

PLEASE NOTE: YOUR LECTURER MUST SIGN AGAINST EACH UNIT BEFORE TAKING THE FORM TO YOUR FACULTY FOR APPROVAL.

EXAM DATE	UNIT OF STUDY CODE	UNIT OF STUDY TITLE	EXTRA READING TIME REQUESTED	EXTRA READING TIME GRANTED	EXTRA WRITING TIME REQUESTED	EXTRA WRITING TIME GRANTED	SIGNATURE OF UOS LECTURER

I apply for extension of time to complete the examination(s) in the above named unit(s) of study. I have read the instructions and the Privacy information via the link at the bottom of this form and declare the information supplied is true and correct.

SIGNATURE:

DATE:

COURSE COORDINATOR RECOMMENDATION

If extra time is recommended, this form should be forwarded to the Examinations office at least seven working days prior to the commencement of the examination period FOR FINAL APPROVAL. If the exam is to commence at a time other than the scheduled time, the Examinations office will advise the student.

REQUEST RECOMMENDED: YES NO

COMMENTS:

COURSE COORDINATOR'S NAME:

PHONE:

COURSE COORDINATOR'S SIGNATURE:

DATE:

OFFICE USE ONLY	EXAMINATIONS DEPARTMENT		
	<input type="checkbox"/> EXTRA TIME APPROVED	<input type="checkbox"/> EXTRA TIME DENIED	<input type="checkbox"/> STUDENT NOTIFIED
	REASON APPLICATION DENIED:		
	PROCESSED BY:		
	SIGNATURE:	DATE:	

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access **ASKVU**, speak to us via live chat or call us on **+61 3 9919 6100**.

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	