

ALTERNATIVE EXAMINATION TIME APPLICATION

Complete this form if you are unable to attend a scheduled examination. Please read the information and instructions below carefully before you complete the details.

IMPORTANT INFORMATION

- ALL STUDENTS MUST BE AVAILABLE FOR THE FULL EXAMINATION PERIOD**
- For students studying in **BLOCK mode** this form is not applicable. Please refer to [Special Consideration](#) to determine if you are eligible to apply.
- Alternative examinations will only be approved for the following reasons:
 - Medical or compassionate grounds**, such as confinement, surgery or illness – supporting documentation **MUST** be attached
 - Military service** – supporting documentation **MUST** be attached
 - Work commitments** beyond your control – a letter on company letterhead from your employer confirming this **MUST** be attached
 - Competitive sporting events** at state/national/international level – a letter on company letterhead from the sporting body confirming this **MUST** be attached
 - Weddings**, only in case of a close relative – a Statutory Declaration confirming your relationship **MUST** be attached
 - Religious convictions** – a letter from a religious leader confirming this **MUST** be attached
 - Other exceptional circumstances** (eg. jury duty, your exam timetable falls outside the timetabling guidelines)- a Statutory Declaration describing your circumstances **MUST** be attached
- You must sit your alternative examination within the current examination period**
- You must complete a separate form for each Unit of Study in which you are requesting an alternative examination
- The Examinations unit must receive your completed and Faculty approved form **at least 5 days prior to the commencement of the examination period**
- Your application **will not be approved** unless it falls within one of the above categories or in exceptional circumstances beyond your control, **AND** you provide the relevant supporting documentation as described
- Your application **will not be approved if you want to return home early**, except on compassionate grounds with supporting documentation.
Booking a plane/train/boat ticket for overseas or domestic travel is not considered an adequate reason for an alternative examination

INSTRUCTIONS

- Complete the details and the Statutory Declaration and have a person authorised to sign Statutory Declarations witness it
- Submit this application along with your supporting documentation to the Faculty/School office or your Unit of Study lecturer for recommendation
- Submit the completed and authorised form to a Student Service Centre at least 5 days prior to the commencement of the examination period
- The Examinations office will notify you of the outcome of your application prior to the examination period

STATUTORY DECLARATION

I, (full name) _____ of (address): _____

_____ in the State of Victoria, do solemnly and sincerely declare:

THAT I will not disclose or source any information contained in the examination paper for the Unit of Study stated below, to or from any person whatsoever until all students have sat the required examination.

UNIT OF STUDY CODE: _____ **UNIT OF STUDY TITLE:** _____

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making false declaration punishable for wilful and corrupt perjury.

SIGNATURE OF DECLARANT: _____

DECLARED at _____ in the State of Victoria, this _____ day of _____ in the year 20 _____

and before me (print name), _____

SIGNATURE OF WITNESS: _____

PLEASE STAMP

(PERSON AUTHORISED TO SIGN STATUTORY DECLARATIONS SUCH AS
A JUSTICE OF THEPEACE, SOLICITOR, POLICE OFFICER OR PHARMACIST)

MAIL TO: Assessment & Completions Office, St Albans Campus, Victoria University, PO Box 14428, Melbourne VIC 8001

PERSONAL DETAILS

FAMILY NAME:

STUDENT ID:

GIVEN NAME:

CONTACT DETAILS

STREET NUMBER AND NAME:

SUBURB:

STATE:

POSTCODE:

COUNTRY:

PHONE:

COURSE DETAILS

COURSE NAME:

COURSE CODE:

LOCATION:

STUDY YEAR/PERIOD:

ARE YOU AN INTERNATIONAL STUDENT? YES NO*PLEASE NOTE: Have you changed your address? If so, please update your details on Student Connect or submit a Personal Details Amendment form.***PLEASE ENSURE THE BELOW DETAILS ARE CORRECT AND WRITTEN IN BLOCK LETTERS**

UNIT OF STUDY CODE:

UNIT OF STUDY TITLE:

SCHEDULED DATE AND SESSION OF EXAM:

REQUESTED DATE AND SESSION TO SIT EXAM:

REASON FOR REQUEST (YOU MUST SUPPLY SUPPORTING DOCUMENTATION):

- MEDICAL OR COMPASSIONATE GROUNDS
- MILITARY SERVICE
- WORK COMMITMENTS
- COMPETITIVE SPORTING EVENT
- WEDDING
- RELIGIOUS CONVICTIONS
- EXCEPTIONAL CIRCUMSTANCES (PLEASE SPECIFY):

The Statutory Declaration on the reverse of this form has been completed and witnessed by a person authorised to sign such forms. I have attached the appropriate supporting documentation. I have read the instructions and the Privacy information on the reverse of this form and declare that the information supplied is true and correct.

STUDENT SIGNATURE:**DATE:**

UNIT OF STUDY LECTURER TO COMPLETE (PLEASE NOTE: Unit of Study lecturer must be available for the alternative exam time)

REQUEST MEETS ACCEPTABLE CRITERIA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ALTERNATIVE EXAM TIME IS RECOMMENDED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SUPPORTING DOCUMENTATION HAS BEEN SIGHTED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	I AM AVAILABLE FOR THE ALTERNATIVE EXAM TIME	<input type="checkbox"/> YES	<input type="checkbox"/> NO

COMMENTS:

LECTURER’S SIGNATURE: _____ DATE: _____

LECTURER’S NAME (BLOCK LETTERS): _____ PHONE: _____

OFFICE USE ONLY	EXAMINATIONS PROCESSING	
	APPROVING OFFICER’S NAME:	APPLICATION APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO
	APPROVING OFFICER’S SIGNATURE:	EMAIL SENT TO STUDENT ADVISING OUTCOME? <input type="checkbox"/> YES <input type="checkbox"/> NO
	PHONE:	DATE:
	COMMENTS:	

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 | |