Application for a Deferred Examination

Deferred examinations may be granted to students who are prevented from sitting an ordinary examination due to medical or other serious causes. Applications to defer an ordinary examination must be submitted to the Examinations Office no later than 3 working days after the examination the student was unable to attend. The applicant will be advised of the outcome in writing to their University email address once approved, unless further enquiries need to be made.

Deferred examinations are governed by University Rule 6 – Admission, Assessment and Student Progress:

5.10.1 A student may apply for permission to sit a deferred ordinary examination in a unit if:
   (a) they were eligible to sit an ordinary examination, and
   (b) illness or other serious cause prevented them from sitting that examination.

Section A – To be completed by the student.

PLEASE USE BLOCK LETTERS

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<tr>
<th>STUDENT ID</th>
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<tr>
<td>FAMILY NAME</td>
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<td>GIVEN NAMES</td>
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I, the aforementioned, request to defer the following examinations:

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<th>Course Code</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Date of Exam</th>
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Basis for application (please tick one):

☐ Medical (see Section B). A medical practitioner must complete Section C; medical certificates will not be accepted.

☐ Other (please complete Section D and attach supporting documentation)

Please read the guidelines for the relevant section, and sign in the appropriate place. Unsigned applications will not be considered.

If you have an approved Learning Access Plan (LAP) that includes timetabling requirements (e.g. E1, E2 codes) these requirements cannot be guaranteed within the Deferred Examination period. If this presents problems for you, it is important you contact your Disability Adviser immediately as you may need to seek alternative scheduling, no later than Deferred Examinations Timetable release date.
GUIDELINES FOR AWARDING DEFERRED ORDINARY EXAMINATIONS ON MEDICAL GROUNDS

In the case of illness, Section C of this form must be completed by a medical practitioner.

The provision of this medical evidence does not guarantee that a deferred examination will be granted as the student must meet other conditions as listed below.

In all but exceptional circumstances, the medical practitioner must examine the student on or before the day of the University examination in question. Where Section C is filled out before the day of the examination, it must cover the day of the examination.

Applications on the basis of long term conditions will be considered with reference to any previous history of deferred examinations on the same basis and with reference to any Learning Access Plan currently in place. Approval of applications on the basis of long-term conditions may be conditional on implementation or review of a Learning Access Plan.

IMPORTANT ADDITIONAL CONDITIONS

Applications from students who have not fulfilled all other requirements of the unit during the semester, as set down by the School/Faculty/Institute, are unlikely to be approved.

Any history of applications for deferred examinations will be thoroughly investigated and will be considered in the assessment of the application.

Loss of study time will not qualify an applicant for a deferred examination if the circumstances do not affect attendance on the day of the examination. If a substantial proportion of the work for a unit has been missed, the student should consider applying for withdrawal without academic penalty.

Students experiencing exceptional circumstances (including extended ill health or complex personal circumstances) affecting study time should contact a Student Adviser to discuss further.

http://www.utas.edu.au/students/learning/advisers

STUDENT DECLARATION, SECTION B

I, __________________________________________ (please print name), confirm that I have read the above information and understand the guidelines under which my application will be assessed.

I authorise Dr ____________________________ (insert medical practitioner's name & phone number) to furnish the University with a report of the nature of my illness or incapacity, and I authorise the University to obtain further information from the above medical practitioner as required.

Student’s Signature ____________________________ Date __________

Student Number ____________________________
Section C – To be filled out by medical practitioner

Name of patient ____________________________________________
Date/s of medical examination/s _______________________________________

Please tick the option that applies. Please attach any extra information.

A) ☐ The student’s illness or incapacity was not sufficiently serious to prevent him/her sitting the examination/s.

B) ☐ The student’s illness or incapacity was sufficiently serious to prevent him/her taking the examinations on the dates listed in Section A.

If you have ticked this section, please also answer the following questions:

Nature of illness or incapacity ________________________________________
____________________________________________________________________
____________________________________________________________________
Estimated time of recovery ____________________________________________
Treatment prescribed ________________________________________________

Is the illness or incapacity a long-term, pre-existing or continuing condition? Please provide details.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

C) ☐ The student was not under the medical practitioner’s care at the actual time of the examination and it is not possible to say retrospectively whether or not the student was fit enough to sit the examination.

Medical Practitioner’s signature, printed name and date (above line)

Do not hand this form back to the patient. Please return the entire form (including student’s section) within 3 working days of the medical examination to the Examinations Office: exams.office@utas.edu.au, University of Tasmania, Private Bag 47, Hobart TAS 7001.
GUIDELINES FORAWARDING DEFERRED ORDINARY EXAMINATIONS ON NON-MEDICAL GROUNDS

Applications for a Deferred Ordinary examination on non-medical grounds must be for a serious cause. All applications for a Deferred Ordinary examination must be supported by documentation to substantiate the events resulting in the application. The University retains the right to make further enquiries, if necessary, to substantiate any claim.

Applications from students who have not filled all other requirements of the unit during the semester, as set down by the School/Faculty/Institute, are unlikely to be approved.

Any history of applications for deferred examinations will be thoroughly investigated and will be considered in the assessment of the application.

Loss of study time will not qualify an applicant for a deferred examination if the circumstances do not affect attendance on the day of the examination. If a substantial proportion of the work for a unit has been missed, the student should consider applying for withdrawal without academic penalty.

Students required to attend professional placement for their unit/s are not eligible to defer examinations. Students must contact Exams Office to arrange to sit their exams at the school/workplace where placement is organised.

Examples of acceptable supporting evidence include:

- A letter from a medical practitioner or other appropriate person regarding emergency care of a family member. Routine care commitments will not be accepted.
- A report from an attending police officer or other authority called to attend a traffic accident.
- A statement from a police officer to the effect that a road was closed due to bad weather.
- A statement from a professional counsellor indicating that the student could not reasonably be expected to sit the examination as a result of a crisis.
- A statement from a minister of religion or a copy of a death or funeral notice to support an application on the basis of bereavement on or close to the date of examination/s.

Work, holiday and sporting commitments are not acceptable reasons to defer examinations.

Types of commitments which may be accepted include:

- Weddings of immediate family members or where the student is a member of the bridal party. A copy of the wedding invitation will be required, and other documentation may be necessary to prove the relationship.
- Commitments related to or beneficial to study, such as research trips, exchanges etc. The event and its benefit to the student’s studies must be confirmed by an academic staff member.
- International or state representation in sporting or cultural events, confirmed by the organising body.

STUDENT DECLARATION, SECTION D

I, __________________________ (please print name), confirm that I have read the above information and understand the guidelines under which my application will be assessed. I have included with my application appropriate supporting documentation. I authorise the University to seek such additional information as may be required.

__________________________________________  __________________________
Student’s Signature                          Date

Student Number

[Space for student number]