Application for a Deferred Examination

Deferred examinations may be approved for students who are unable to commence their ordinary examination due to medical or other serious reasons.

- Applications to defer an ordinary examination must be emailed to U.Connect@utas.edu.au no later than 3 working days after the examination that the student was unable to attend.

- Students will be advised of the outcome in writing to their University email address once their application has been assessed.

- Deferred examinations are governed by the Assessment and Results Procedure, Section 7.3 Deferred Assessment.

- Students who attend and start their exam are not eligible for deferral and should apply instead for Special Consideration.

Information for COVID related applications:

If you are suffering from COVID or cold / flu-like symptoms on the day of your face-to-face exam, please do not attend the examination venue. To apply for a deferred exam, you must:

- Get tested - (GP, TAS 1800 671 738, Tasmania testing Clinics, NSW testing clinics). We recommend you remain in isolation until you get your test results.

- Complete Section A & C of this form and submit to U.Connect@utas.edu.au along with:
  - A statutory declaration affirming you could not attend your face-to-face exam due to COVID or flu-like symptoms
  - Notify the University if your COVID test is positive via the Service Now form.

If you are a close contact you are encouraged not to attend your face-to-face exam. To apply for a deferred exam, you must:

- Submit this form to U.Connect@utas.edu.au with an attached statutory declaration stating that you are a close contact of a COVID case.

  Note: We do not require you to have this statement witnessed in the presence of another person.
SECTION A
To be completed by the student – PLEASE USE BLOCK LETTERS

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<td>Family Name:</td>
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I, the aforementioned, request to defer the following examinations:

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

- [ ] Medical: Please complete Section B. A medical certificate must be provided by a medical practitioner and attached to this application form.

- [ ] Other: Please complete Section C and provide all documentation required.

Please read the guidelines for the relevant section, and sign in the appropriate place. Unsigned applications will not be considered.
SECTION B – MEDICAL
To be completed by the student

Eligibility for a Deferred Ordinary Examination due to medical reasons
1. To be considered for a deferred ordinary examination, students must be able to demonstrate that they:
   a. have a medical condition (short-term or long-term) which will impact or has impacted their ability to undertake their exam and
   b. have fulfilled all other requirements of the unit, as determined by the School/College.

Applying for a Deferred Ordinary Exam due to medical reasons
2. To apply for deferred ordinary examination, students must provide the following:
   a. a complete and signed Application for a Deferred Examination Form, and
   b. a medical certificate provided by a medical practitioner.

3. Students experiencing exceptional circumstances (including long term ill health or complex personal circumstances) affecting their study should contact a Student Adviser to discuss further.

Assessment of applications for Deferred Ordinary Exam due to medical reasons
4. Applications will not be approved in the following circumstances:
   a. where no medical certificate is provided
   b. loss of study time (students who have missed a substantial amount of class and/or have not completed all other assessments for their unit should contact a Student Adviser to discuss their circumstances or the potential to apply for remission).

Declaration (all boxes must be checked)
☐ I confirm that I have read the above information and understand how my application will be assessed.
☐ I have included with my application a medical certificate from a medical practitioner.
☐ The attached medical certificate covers the date(s) of the exams(s) that I am requesting to defer.
☐ I authorise the University to seek additional information if required to assess my application for a deferred exam.

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Signature:
SECTION C – APPLICATION ON OTHER GROUNDS

To be completed by the student

Eligibility for a Deferred Ordinary Examination due to non-medical reasons

1. To be considered for a deferred ordinary examination, students must be able to demonstrate that they:
   a. have compassionate and/or compelling circumstances and
   b. have fulfilled all other requirements of the unit, as determined by the School/College.

Applying for a Deferred Ordinary Exam due to non-medical reasons

2. To apply for deferred ordinary examination, students must provide the following:
   a. a complete and signed Application for a Deferred Examination Form, and
   b. professional and independent supporting documentation. For example:
      i. a letter from a medical practitioner or other appropriate person regarding emergency care of a family member.
      ii. a report from an attending police officer or other authority called to attend a traffic accident.
      iii. a statement from a police officer to the effect that a road was closed due to bad weather.
      iv. a statement from a professional counsellor indicating that the student could not reasonably be expected to sit the examination because of a crisis.
      v. A copy of a death or funeral notice or a statement from a minister of religion to support an application due to bereavement on or close to the date of examination/s.
      vi. a letter from a coach or sporting organisation confirming that the student is required to participate in a state, national or international sporting or cultural event.

Assessment of applications for Deferred Ordinary Exam due to non-medical reasons

3. In addition to the above, when assessing an application for a Deferred Ordinary Exam, the Exams Office will also take into consideration the following:
   a. any previous applications submitted by the student for a Deferred Ordinary exam.
   b. whether the student has a Learning Access Plan.

4. Applications will not be approved in the following circumstances:
   a. where no supporting documentation is provided
   b. to accommodate work or holiday schedules
   c. loss of study time (students who have missed a substantial amount of class and/or have not completed all other assessments for their unit should contact a Student Adviser to discuss their circumstances or the potential to apply for remission.

Deferred Ordinary examination applications for students on placement will be assessed on a case-by-case basis.
Reason for Deferred Ordinary Exam Request

Comments:

Declaration

☐ I confirm that I have read the above information and understand how my application will be assessed.

☐ I have included with my application appropriate documentation supporting my request for a deferred exam(s).

☐ I authorise the University to seek additional information if required to assess my application for a deferred exam.

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Exams Office Use Only

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Comments: