

Application for a Deferred Examination

Deferred examinations may be approved for students who are unable to take 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*.

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

- Phone your GP or the Public Health Hotline (TAS 1800 671 738, **Tasmania testing Clinics** and **NSW testing clinics**) and get tested. Other than to get tested or for urgent medical care, stay at home or in your place of isolation until you get your test results.
- **Submit this form to U.Connect@utas.edu.au with attached evidence of your PCR test booking and result.** (Your test result does not have to be positive to qualify for a deferred exam)
- Notify the University if your COVID test is positive via the **Service Now form**.

If you are a close contact you are encouraged not 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.

SECTION A

To be completed by the student – PLEASE USE BLOCK LETTERS

Student ID:	
Family Name:	
Given Names:	
UTAS Email:	

I, the aforementioned, request to defer the following examinations:

Course Code	Unit Code	Unit Title	Date of exam

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/ 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. 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.
5. 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

- 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.

Name:	Date:
	Signature:

SECTION C – OTHER

Applications 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 independent supporting documentation from one of the following:
 - 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 statement from a minister of religion or a copy of a death or funeral notice 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. 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.
 - c. to accommodate work or holiday schedules.

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.

Name:	Date:
	Signature:

Exams Office Use Only

Received on:	Application processed on:
Received on:	Application processed on:
Comments:	