

## Application for special examination

### INSTRUCTIONS

1. Please read the attached rules relating to Special Examinations prior to completing this form
2. A written statement outlining your reason for this request and original supporting documentary evidence **MUST** accompany this form. Your application cannot be considered without supporting documentation (e.g. Medical Certificate, Counsellor's Report, letter from College Principal).
3. Return this application form, completed in **BLACK** pen, and supporting documentation to the Graduate School of Business.
4. Applications **MUST** be received by the Graduate School of Business **NO LATER THAN** five working days after your final examination in the relevant examination period.
5. Please note that if you have been awarded a Special Exam for a previous semester it is not possible to apply for a 'Special for a Special'. If you are unable to sit your Special Exam you should apply to the School for a Withdrawal Without Academic Penalty and supply further supporting documentation.
6. Please note that you may only apply for a Special Examination OR Special Consideration

### PERSONAL DETAILS (Must be completed)

**Student Number:**

Title: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Course Name: \_\_\_\_\_ Faculty: \_\_\_\_\_

### EXAMINATION(S) FOR WHICH YOU ARE SEEKING A SPECIAL EXAMINATION

Unit code	Unit Name	Exam Date	Did/will you sit for the exam on the exam date	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Please attach to this form your statement and relevant independent documentation

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Information for Applicants

## Special examinations

For further details on the UNE Special Assessment Policy see

<http://www.une.edu.au/rmo/policies/acad/specialassess.pdf>

### What are Special Examinations?

If you are unable to sit your exam or if your performance in the exam was severely affected, you may apply for a Special Examination. You are not allowed to decide whether you will sit the exam - only if you have evidence that you could not sit (such as a medical certificate) may you not attend the exam.

**Misreading of the exam timetable is not a sufficient reason for the award of a Special.**

**Sitting consecutive examinations is not a sufficient reason for the award of a Special.**

### What supporting evidence will I need?

All applications need supporting evidence. This must be submitted with your application or it cannot be considered.

#### Medical certificates including:

- The date you consulted your doctor
- The state or extent of your medical condition
- The period covered by your medical certificate

**NB The medical certificate must cover the date(s) of the exam(s)**

We do not require specific information on the nature of your medical condition.

#### Other types of supporting evidence include:

- A supporting letter from a minister of religion, a solicitor, a Head of College (not a college tutor), the Director of the Oorala Centre, a counsellor, psychologist, employer etc
- A statement from the NRMA, RACV, RACQ etc.
- In exceptional circumstances the School will accept a Statutory Declaration.

### When must I apply - is there an Application Deadline?

Applications for Special Examination must be received by the School no later than five (5) working days after your final examination. Late applications will only be considered in exceptional circumstances and you must explain why your application is late.

Applications received after examination results have been released will be treated as appeals under the Student Appeals Policy

<http://www.une.edu.au/policies/pdf/studentappealspolicy.pdf>

### How will I know if my application was successful?

You will know by the codes on your examination results notice - you will not receive any further communication on the result of your application.

### Example Special Examination Result Codes

A code such as **SPE** (Special Examination administered centrally by the Exams Unit in the Student Centre)

A code such as **SPS** (Special Examination administered by your Unit Coordinator, contact the School for details)

### When will I sit a Special Examination?

Specials are usually held at the next examination period (except for SPS results, see above)

**Specials for April/May papers are held in August**

**Specials for August papers are held in December.**

**Specials for December papers are held in April/May the following year.**

### Where do I submit my application?

Send your application with the original independent documentation to:

The Graduate School of Business  
University of New England  
Armidale, NSW, 2351