



APPLICATION FOR SPECIAL EXAMINATION

INSTRUCTIONS

For your application for Special Examination to be assessed you must:

1. Complete the fields in the section below
2. Attach a personal statement outlining the reason for your request
3. Supply supporting documentary evidence
4. Submit these documents to Student Central via [AskUNE](#) according to the deadlines

Additional information to assist you can be found on Page 2 of this application form.

PERSONAL DETAILS (Must be completed)

Student Number:

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Given Name(s):		Family Name:	
Contact Phone:		Date of Birth:	
Course Name:		Academic School:	

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

Unit Code	Exam Type (Supervised/Online/Take Home)	Scheduled Exam Date	Did/will you attend the exam on the scheduled date?	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>

I understand the requirements for this application and will submit;

- This application form
- My personal statement
- Supporting documentary evidence

Student's Signature: _____ **Date:** _____

SPECIAL EXAMINATION

Information for Applicants

What is a Special Examination?

If you are unable to sit your exam or if your performance in the exam was severely affected due to unforeseen circumstances beyond your control, you may be eligible for a Special Examination. A Special Examination is a deferred exam or a chance to re-sit the exam, which is normally held in the next formal examination period. Your application is subject to approval, so it is always best that you attend your exam if you are able.

- **Misreading (or not reading) your exam timetable is not grounds for a Special Exam**
- **Sitting consecutive examinations is not a sufficient reason for a Special Exam**
- **You may only apply for either Special Examination OR Special Consideration per exam**

If you have been awarded a Special Exam for a previous semester it is not possible to apply to defer this exam further. If you are unable to sit your Special Exam you should apply to Student Administration and Services for a Withdrawal Without Academic Penalty and supply further supporting documentation. This is subject to approval.

What supporting evidence will I need?

All applications must include written supporting documentary evidence provided by an external source, and a personal statement explaining your situation. These must be submitted with your application **or it will not be considered**.

Medical certificates must include the following:

- The date you consulted your doctor
- The effect your medical condition had on your ability to attend the exam or performance during the exam
- The length of time your medical condition impacted your studies
- 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 relevant health professional, a minister of religion, a solicitor, a Head of College (not a college tutor), the Oorala Centre, Police Report, employer, etc
- A statement from the NRMA, RACV, RACQ etc
- In exceptional circumstances UNE will accept a formal Statutory Declaration signed by a Justice of the Peace

When must I apply – is there an Application Deadline?

Applications must be received by Student Central no later than five working days after your final exam for the teaching period. Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission.

Applications may be rejected if they are late so it is important to get your application in on time.

Where do I submit my application?

Via [AskUNE](#), is the preferred method for submitting your application, please be sure to attach your supporting documentation and personal statement.

Alternate methods of submitting your application;

Fax to: **(02) 6773 4400**

Mail to: 'Student Central, Lamble Building, UNE NSW 2351'.

Submit a copy to the UNE Dixon Library on Campus.

How will I know the outcome of my application?

You will be notified via your UNE email of the outcome of your application. If approved, your grade when released will display as 'SPE' (Special exam arranged by Student Central) or 'SPS' (Special exam arranged by the School). Special Exams that are arranged by Student Central (SPE) will be held in the next formal exam period.

When will I sit a Special Examination?

Special exams are held during the next formal exam period (except for SPS). You will be notified of the scheduled date and time for your Special Exam via your Exam Timetable for the following trimester's exam period.

- Special exams for T1 units are held in the T2 exam period in September/October
- Special exams for T2 units are held in the T3 exam period January/February the following year
- Special exams for T3 units are held in the following T1 exam period in May/June