

This form is intended for use by students who wish to request alternative arrangements for exams.

Please return this request form to **Examinations:** examinations@uq.edu.au or **in person:** to the Student Centre

Student Number
(e.g. 12345678, **not** s1234567)

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Home Campus	St Lucia <input type="checkbox"/>	Ipswich <input type="checkbox"/>	Gatton <input type="checkbox"/>	Herston <input type="checkbox"/>
Name	Family Name:		Given Names:	
Student Email	s _____@student.uq.edu.au (Official UQ student email address)			
Telephone	Home:		Mobile:	
Semester	Semester 1 <input type="checkbox"/>	Semester 2 <input type="checkbox"/>	Summer Semester <input type="checkbox"/>	
Examination	Mid-semester <input type="checkbox"/>	End of semester <input type="checkbox"/>	Deferred <input type="checkbox"/>	Supplementary <input type="checkbox"/>
Reason for Request	Registered with Student Services for Exam Adjustments <input type="checkbox"/>		Timetable Clash <input type="checkbox"/>	
	Campus Clash <input type="checkbox"/>	Religious Observance* <input type="checkbox"/>	3 exams in one day <input type="checkbox"/>	

*NB: Please attach a letter from your place of worship indicating your inability to sit an exam due to religious observance.

The information on this form is collected for the primary purpose of assessing your application for alternative examination arrangements and deciding the type of special examination arrangements available under the policy. Information on this form may be disclosed to relevant bodies for the assessment and verification of the application. Otherwise, the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://ppl.app.uq.edu.au/content/1.60.02-privacy-management>

Please provide details of all course codes and include specific examination indicators such as 'A' or 'B' paper (e.g. VETS2006/A).

COURSE CODE	DATE AND TIME (required for mid-semester exams <u>only</u>)	Exam type (insert X)					
		Theory	Prac	Video	PowerPoint	Oral	Online

APPLICATION DEADLINES

Mid-semester: Applications must be received at least 14 days before the exam date.

End of Semester: Applications may be submitted as soon as exam adjustments are in place, but no later than 14 days before the exam period. In the case of clashes and religious observance, applications should be submitted as soon as possible, but no later than 14 days before the exam period.

Deferred/Supplementary: Applications should be submitted at the same time as your request for deferred/supplementary exams.

Applications received after the closing date **MAY NOT BE CONSIDERED** and you may be expected to take any examinations with the main cohort of students.

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