## Personal Details

<table>
<thead>
<tr>
<th>Student Number:</th>
<th>(e.g. 12345678 not s1234567)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr/Ms/Miss/Dr (please circle)</td>
<td>Family Name:</td>
</tr>
<tr>
<td>Given Name:</td>
<td></td>
</tr>
<tr>
<td>Student Email Address:</td>
<td><a href="mailto:S...@student.uq.edu.au">S...@student.uq.edu.au</a></td>
</tr>
<tr>
<td>Contact Phone Numbers:</td>
<td>Home:</td>
</tr>
</tbody>
</table>

## Exam Location Details

| Nominated Exam Centre (City): | (refer to list of available venues) |
| City or town where you will be located during the duration of the exam period: | |
| Date of arrival at this location: | |
| Your contact phone numbers at this location (if different to above): | Home: | Mobile: |

## Examinations Requested

<table>
<thead>
<tr>
<th>Semester:</th>
<th>First</th>
<th>Second</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Exam:</td>
<td>End of Semester</td>
<td>Deferred</td>
<td>Supplementary</td>
</tr>
<tr>
<td>Campus at which you are enrolled:</td>
<td>St Lucia</td>
<td>Ipswich</td>
<td>Gatton</td>
</tr>
<tr>
<td>Course codes for which you are applying:</td>
<td>(please include specific examination indicators such as ‘A’ or ‘B’ paper, eg. LAWS5154A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Supporting Statement

Off campus examinations are only available in the following cases:
- Semester 1 deferred and supplementary examination period for students in their final semester of study;
- Semester 2 deferred and supplementary examinations; and
- Summer Semester deferred and supplementary examinations for students not returning to study at UQ in semester 1.

All applications are subject to University approval. Supporting documentation must be supplied.

(Please attach a separate sheet if necessary)

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The information on this form is collected for the primary purpose of assessing your application for an examination off campus. 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](http://ppl.app.uq.edu.au/content/1.60.02-privacy-management)
Established Off Campus Examination Centres

UQ has a large network of examination centres available for this purpose throughout Australia and overseas, particularly in the Asia-Pacific region. Please note that you may be required to travel up to several hours to the nearest approved venue. Off-campus arrangements may not be possible for all locations.

Application Deadlines

An application form to sit an off campus examination must be submitted at the same time as your application for deferred examination / request for supplementary assessment, and by no later than the deadline for requests for supplementary assessment. Please do not attach the off campus examination application form to your online deferred examination application.

The off campus examination application form must be submitted at the Student Centre or via email to: examinations@uq.edu.au

Due dates for applications under exceptional circumstances:

- Within Australia – 14 days prior to the commencement of the examination period
- Outside Australia – 16 days prior to the commencement of the examination period

Fees

The cost for sitting an off campus examination is:

- Within Australia - $220 for each examination
- Outside Australia - $300 for each examination

Payment

Payment for approved Off-campus applications must be made online by the due date for payment below. Payment does not guarantee approval of off campus examination arrangements. Where Off Campus examination arrangements cannot be made, a request for refund should be submitted.

Due dates for payment:

- Payment is required within 2 calendar days of approval of the Off-Campus Application.

Off Campus Application approval will be advised via student’s official UQ email account.

Declaration/Signature

I acknowledge that this application for off campus examination may not be processed until the appropriate fee is paid and supporting documentation is provided, if applicable.

I declare that the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic.

I understand that an email confirming my off campus examination arrangements will be sent to my official UQ student email account after the finalisation of the examination timetable.

I acknowledge that my UQ email address may be provided to the off campus venue so that they can contact me directly, if necessary.

...........................................................  .....................................................
(Signature)  (Date)

Submitting Off Campus Application Form

This form must be submitted:

(a) at a Student Centre;
(b) by email to examinations@uq.edu.au;
(c) by fax to +61 7 3365 4415; or
(d) by mail to Examinations Section
   Level 2, J D Story Building
   The University of Queensland
   Brisbane  Qld  AUSTRALIA  4072

The Examinations Officer can be contacted on +61 7 3365 2488