ADVICE OF SCHEDULING DIFFICULTIES
FOR CENTRALLY CONDUCTED EXAMINATIONS

Closing date:

See: Important dates for scheduling difficulties

Lodge your application in person at a UTS Student Centre:

Broadway Campus - Building 10  Haymarket Campus – Building 5
Level 2  Block C, Level 1
235 Jones Street  Cnr Quay Street & Ultimo Road
ULTIMO  HAYMARKET

1. STUDENT DETAILS

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Session:</th>
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</thead>
<tbody>
<tr>
<td>Family Name:</td>
<td>First Name:</td>
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Are you registered with Accessibility Services or HELPS?  ☐ Yes  ☐ No

2. SUBJECTS TO BE RESCHEDULED

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Subject Name</th>
<th>Exam Date &amp; Time</th>
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Note: If your application is approved, your exam will be rescheduled within the Alternative Exam Period. Students are expected to make themselves available during this time.

3. ACCEPTABLE GROUNDS FOR SCHEDULING DIFFICULTY

Select reason:

☐ Three (3) examinations in any 24 hour period  N/A

☐ Medical/ Psychological

☐ Sporting or cultural commitment at state, national or international level

Supporting documentation (MUST be attached to this application or your application will not be considered). Flight confirmation details must be attached for any domestic and international travels.

☐ Completed Professional Authority Form. This applies to medical, stress, domestic upset etc. See last page.

☐ A letter from your coach on official organization letterhead stating the details of the sporting event, the date(s) which you are unavailable, and confirming that you are competing as a state, national or international representative.

Version: May 2019
<table>
<thead>
<tr>
<th>Supporting Documentation Requirements:</th>
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<tbody>
<tr>
<td>• Students are reminded that any documentation supplied may be checked for legitimacy.</td>
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<tr>
<td>• Disciplinary action will be taken if false or misleading information is supplied with any application.</td>
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<tr>
<td>• In all cases, the documentation must specifically state the dates concerned and the reason for your absence from the examination.</td>
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Please do not complete the Professional Authority Form (last page) if it is not required in your circumstances.

*Refer to “About this form” for full details. Please read the information carefully before submitting this form.*
4. PERSONAL STATEMENT

You must:

- Provide a detailed statement of your circumstances
- State the period you are unavailable to sit your exam/s
- Specify how your circumstances and reasons for your absence are beyond your control

Independent supporting documentation MUST be attached (as per Part 3.) to this application or your application will not be considered. Attach a separate sheet if you require more room.

5. STUDENT DECLARATION

Informed Consent:
I understand that my Application for Scheduling Difficulty for Centrally Conducted Exams may require information from a registered Professional Authority (such as a registered Medical Practitioner, Psychologist, Minister of religion, or Counsellor) about my illness or misadventure as applicable. To this end, I authorise that person to provide the University with information requested in the professional authority section of this form.

I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information. I certify that, to the best of my knowledge, the information supplied on this form is complete and correct.

Signature  Date

Refer to the next page for full details. Please read the information carefully before submitting this form.
What is a scheduling difficulty?
A situation where, through circumstances beyond your control, you are unable to attend a centrally-conducted exam, and you are aware of this before the exam period.

A rescheduled examination is an examination prepared for students who have a scheduling difficulty.

What are acceptable grounds for scheduling difficulties?
Refer to page 1 of the application form.

What are unacceptable grounds for scheduling difficulties?
- Holiday arrangements;
- Sport and leisure activities where you are not a state or national representative;
- Personal events such as your 21st Birthday party;
- Travel arrangements other than for UTS approved overseas study;
- Normal demands of employment that are part of your role (we expect students to tell their employers about their examination commitments at the beginning of each session). This includes, but not limited to, irregular casual work, increased ordinary work commitments as a result of promotion or financial problems;
- Two exams in consecutive sessions and/or in two different locations – e.g. an exam at 9.00AM in UTS Building 11 and an exam at 12.30PM at Wentworth Park Grounds;
- Routine family commitments such as birthdays or weddings for which you are not a member of the wedding party;
- UTS student clubs/society commitments (e.g. UTS debating team, UTS rowing club).

What if I have a clash?
If you have a direct clash on your timetable (two centrally-conducted exams at the same time), you will automatically be rescheduled prior to the publication of the exam timetable. If you notice that there is still a direct clash on My Student Admin, please submit a scheduling difficulties application before the deadline.

Your centrally-conducted exams will take precedence over any faculty-based assessments (Rule 9.1.3). So if there are any clashes with a faculty-based assessment, please email your subject coordinator to make alternative arrangements.

Submit your application on time.
Late applications for scheduling difficulties will not be considered unless there are extenuating circumstances (for which you can provide documentary evidence) that prevented you from applying prior to the deadline.

Late applications will be assessed on a case-by-case basis and UTS reserves the right to decline any late applications.

What happens next?
Once your application is received by SAU Examinations & Assessments, your application will be assessed according to the UTS rules, policies and procedures. See: http://www.gsu.uts.edu.au/rules/student/section-9.html.

You will be contacted via email to your UTS student email of the outcome.

If your application is approved, your exam will be rescheduled within the Alternative Exam period.

Students are expected to make themselves available during this official examination period. Official examination periods are part of the officially designated teaching periods of the University. All students undertaking coursework subjects have a responsibility to make themselves available for assessment and examination during the official examination periods.
PROFESSIONAL AUTHORITY SECTION

To be completed by a registered medical practitioner, psychologist or counsellor for a student who was (or will be) forced to miss an examination because of illness or other circumstances beyond their control. Such causes include:

- serious illness or psychological condition
- loss or bereavement
- hardship/trauma

An application for Scheduling Difficulties must be supported by documentary evidence from an appropriate professional authority (a registered medical practitioner, psychologist, counsellor). Your help in providing information about the student’s illness or misadventure is appreciated. This information will help the University make a fair and informed assessment about the student’s application to reschedule their examination. The information you provide on this form will be used solely to assess this application.

PROFESSIONAL PRACTITIONER CERTIFICATE (to be completed by medical practitioner, psychologist, etc)

STUDENT NUMBER: ___________________________ STUDENT NAME: ____________________________________________

Date/s of consultation: ___________________________

Please indicate your evaluation of the severity, duration and effect on the student’s ability to attend for classes, learn, retain and/or complete assessment requirements.

Specify period/duration (mandatory)

<table>
<thead>
<tr>
<th>Severity (please tick the appropriate box)</th>
<th>✔</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>Totally unable to study</td>
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<td></td>
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<tr>
<td>Very severely affected</td>
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<tr>
<td>Severely affected</td>
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<tr>
<td>Moderately affected</td>
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<td>Slightly affected</td>
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<tr>
<td>Unable to assess (this application will be automatically declined if you are unable to assess)</td>
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Remarks (mandatory): nature of illness, symptoms, restriction on capacity or functionality and other relevant information (Please provide as much information as possible and attach additional report or documentation if necessary)

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Name: _____________________________________________________

Address: __________________________________________________

Phone Number: ______________________________________________

Practitioner Registration Number: ____________________________ (if applicable)

Medicare Provider Number (or ACA/PACFA for counsellors): ________ (mandatory for non-UTS practitioners)

I authorise the University to contact me or my office to confirm authenticity of this document.

Signature: ___________________________ Date: __________________ Stamp: ___________________