Scheduling Difficulties for Centrally-conducted Exams

A scheduling difficulty is defined as 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.

Acceptable grounds for serious individual scheduling difficulty requests include but are not limited to:
- three examinations occurring in any 24 hours period;
- representative sporting or cultural representative commitments at state, national or international level;
- observance of significant religious events for which you can demonstrate an ongoing personal commitment;
- significant personal or family events for which you can provide documentary evidence which satisfies the Director, Student Administration Unit or Subject Coordinator that the commitment could not be undertaken outside the examination period.

Unacceptable grounds for serious individual scheduling difficulty requests include:
- holiday arrangements;
- sport and leisure activities;
- travel arrangements other than for approved overseas study;
- work commitments.

The end of session exams consist of 4 scheduled sessions a day: (9.00am, 12.30pm, 4.00pm and 7.30pm). To qualify for scheduling difficulties, you must have an exam scheduled in all 3 sessions within a 24 hour period. For example, if you have exam scheduled at 9.00am, 12.30pm and 7.30pm on the same day, you can apply for one of these exams to be moved. In this situation, one of your exams will be rescheduled, but you cannot choose which one. It is not considered to be a scheduling difficulty if you have three exams at 9.00am, 4.00pm and then 9.00am the next day, as the third exam is outside the 24 hour period.

Two exams in consecutive sessions is not considered to be a scheduling difficulty.

If you have a direct clash on the timetable (two centrally conducted exams on at the same time), you will be contacted by SAU Examinations and offered a rescheduled examination (you cannot choose which one).

You must:
- supply documentary evidence to support your application
- keep a copy of your this application for your own records

The deadline for submitting an advice of scheduling difficulties for centrally conducted examinations form for the current centrally conducted exams period is available at http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/exams#scheduling-difficulties-for-centrally-conducted-examsnbsp-.
Documentation Requirement

Students are reminded that any documentation supplied may be checked for legitimacy. Disciplinary action will be taken if false or misleading information is supplied with any application. In all cases, the documentation must state specifically the dates concerned and the reason for your absence from the examination.

<table>
<thead>
<tr>
<th>REASON:</th>
<th>DOCUMENTATION REQUIRED:</th>
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<tbody>
<tr>
<td>Medical/Psychological</td>
<td>Completed Professional Authority. This applies for medical, stress, domestic upset, illness of a child or parent in your care, etc.</td>
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<tr>
<td>Sporting</td>
<td>State and National level only or club Grand Final. Letter from coach / manager on club / organization letterhead stating the date and reason for absence.</td>
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<tr>
<td>Wedding</td>
<td>If you are getting married or are a part of the wedding party – an official letter from the celebrant or minister.</td>
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<td>Bereavement</td>
<td>A letter from the funeral director, counselor, or minister of religion is required. A clipping from the newspaper is not sufficient.</td>
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<td>Religious</td>
<td>Letter (on letterhead) from your minister of religion, stating that you are a regular member of the congregation and the nature of the religious commitment.</td>
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<tr>
<td>Urgent Travel</td>
<td>A certified copy of your airline ticket <strong>together</strong> with a letter from your doctor, counselor etc stating the reason for travel and its urgency e.g. illness of family member etc.</td>
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<tr>
<td>Travel Mishap</td>
<td>Accident Reporting Form (available from police)</td>
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<td>NRMA Road Service documentation</td>
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<td>Letter from station master, manager of local bus company etc, stating reason for delay (timetable change, breakdown etc.)</td>
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<tr>
<td>Veterinary</td>
<td>Letter from vet stating the nature of the case.</td>
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ADVICE OF SCHEDULING DIFFICULTIES FOR CENTRALLY CONDUCTED EXAMINATIONS

Student Number ___________________ Semester __________________ 20_____

Family Name ___________________ Given Names ___________________ Phone Number ___________________

Address ___________________

(Street Number and Name) ___________________ (Suburb/Town) ___________________ (Postcode) ___________________

DIRECTIONS
1. List ALL subjects in which you are to be centrally examined – refer to timetable. DO NOT include faculty-based exams or those for which you have already sat
2. Place a tick in the Scheduling Difficulty column to indicate the examination(s) for which you have a Scheduling Difficulty
3. Include documentary evidence to support your application
4. Lodge this form at UTS Student Centre before the deadline. Information about the deadline can be found at http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/exams#scheduling-difficulties-for-centrally-conducted-examsnbsp-

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<thead>
<tr>
<th>Subject Number</th>
<th>Subject Name</th>
<th>Exam Date/Time</th>
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Are you registered with Special Needs Service or HELPS? Yes [ ] No [ ]

PLEASE ENSURE THAT ALL DETAILS ARE CORRECT
PLEASE SEE OVER

Form 51, Version: 07 March 2016
I request that special arrangements be made for my centrally-conducted examination(s) for the following reason(s):

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Attach a separate sheet if you need more room

Signature: ___________________________ Date: / /