

ADVICE OF SCHEDULING DIFFICULTIES FOR CENTRALLY CONDUCTED EXAMINATIONS



Semester _____ 20 _____ Student Number

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Name <small>(Surname) (Given Names)</small>	Contact Telephone Number
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Address <small>(Street Number and Name) (Suburb/Town)</small>	Postcode
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A Scheduling Difficulty is defined as a situation whereby, through circumstances beyond their control, students are unable to attend centrally conducted examinations. Documentary evidence to support Scheduling Difficulty MUST be supplied with this form. Applications that are received without documentary evidence may be refused.

TWO EXAMINATIONS ON ONE DAY IS NOT A SCHEDULING DIFFICULTY. Three exams scheduled in consecutive exam sessions within 24 hours does constitute a Scheduling Difficulty. One exam will be rescheduled - Students may not choose which.

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 Difficulties column to indicate the examination(s) for which you have a Scheduling Difficulty.
3. Lodge this form at a Student Centre - <http://www.uts.edu/students/centres.html>.

OFFICE USE ONLY

Subject Number	Subject Name	Exam Date/ Time	Scheduling Difficulty	OPT	Examiner

Have you lodged a Request for Special Conditions in Examinations? Yes No

PLEASE ENSURE THAT YOUR ADDRESS DETAILS ARE CORRECT

PLEASE SEE OVER

