

How to apply for a deferred examination

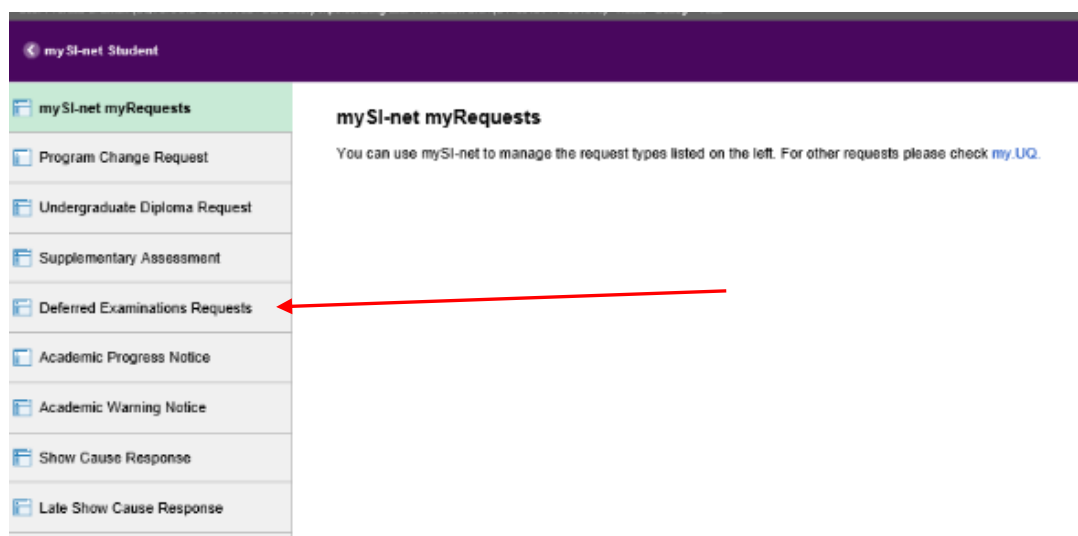
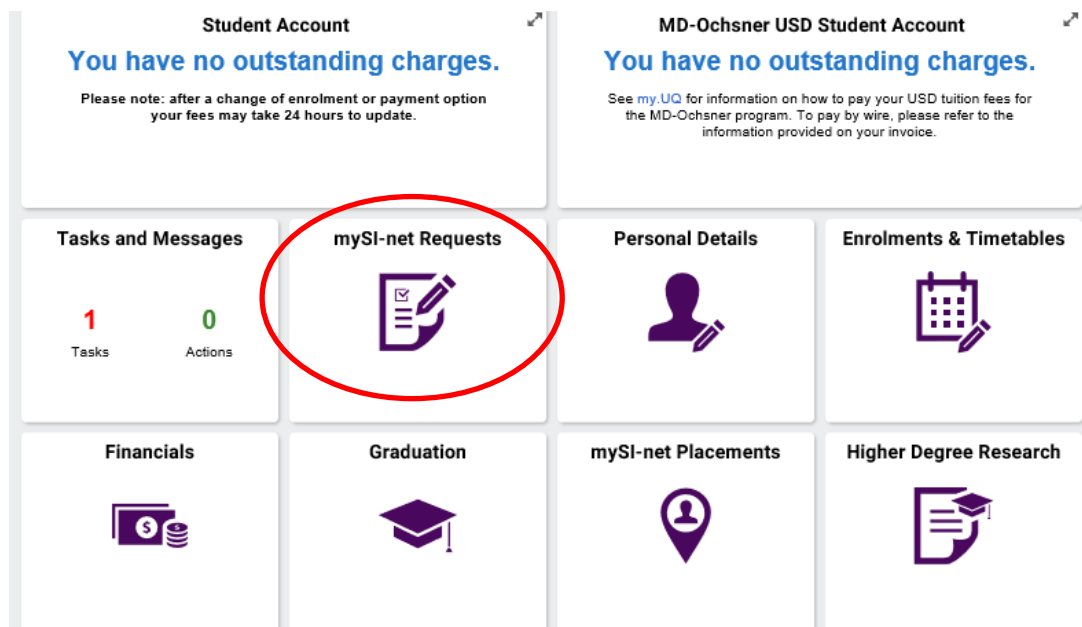
All applications for deferred examinations, both for mid-semester examinations and end of semester examinations, must be submitted online via **mySI-net > myRequests**. Hard copy application forms or requests received via email will not be considered.

Note: The online deferred examination request should NOT be used to apply for an extension to the due date for submission of assignments.

Applications must be **submitted no later than five (5) calendar days** after the date of the original examination.

Procedures

STEP 1: Log in to mySI-net to access the Deferred Examinations Requests via the **mySI-net Requests** tile.



STEP 2: Under the relevant Semester and Deferred Examination Type (ie. **Mid-semester** or **End of Semester**), click on 'Submit New Request'. Please ensure you select the appropriate link, relevant to both the **semester** and **examination period**, as more than one may be available at any point in time.

Mid-semester – those held during scheduled classes within the teaching weeks, or at any other than the end of semester exam block periods.

End of semester – those held during the University's designated end of semester exam periods (February, June, and November)

From this page, you can view the details of previous requests or submit a new request.

Semester 2, 2018 Discretionary Used: No

Deferred Examinations Type: Mid-Semester

[Submit new MID-SEMESTER Request \(held during teaching weeks\)](#)

Deferred Examinations History		
Request Number	Request Status	Action
58165	Completed	View Details
58863	Completed	View Details

Deferred Examinations Type: End of Semester

[Submit new END OF SEMESTER Request \(held February, June or November\)](#)

Deferred Examinations History		
Request Number	Request Status	Action
60005	Completed	View Details
60478	Submitted	View Details

STEP 3: If you have available to you a **discretionary** deferred examination, the following window will appear.

[If you have previously used your one-off discretionary deferred examination, this window will not appear, and you will be taken immediately to Step 4 below.]

Deferred Examinations Requests

Deferred Examinations Requests

ONE-OFF 'DISCRETIONARY' REASON DEFERRAL

All students have a ~~once-only option~~ during the duration of studies at UQ for deferral of one examination for reasons which are not otherwise deemed eligible circumstances, eg. Misreading the timetable; heavy study load for the examinations; medical certificate not obtained within 2 business days of the examination.

CHOOSE WISELY

If you opt for Discretionary, you will not be able to access this option again.

Do you want to use DISCRETIONARY deferral?

No

Yes

The discretionary deferred examination is only available to you once throughout the duration of your studies at UQ. Should you wish to use your discretionary deferred examination, refer to instructions below under Discretionary Deferred Exam Request.

If you click '**No**', you will proceed to Step 4 below.

If you select '**Yes**', please continue with the steps under Discretionary Deferred Exam Request provided below.

STEP 4: Read and accept the instructions on the **Introductory Page**. You should ensure you are familiar with the information on my.UQ relating to eligibility and supporting documentation for deferred examinations.

All courses for which you are enrolled in that semester will appear.

STEP 5: A – Mid-Semester Requests (held during teaching weeks, or at any time outside the University's end of semester exam block periods)

Select the relevant course and, from the drop down list, select the examination item, date and time and whether you attended the examination.

For mid-semester requests, you can **only select one course**, however you can submit multiple examination items for the same course (eg. a practical and a written examination for ENGG1000). If you wish to defer another examination for that **same course**, click on the 'Add Another Exam Item' link.

Deferred Examinations Requests

Semester 1, 2015 Deferred Examinations Type: Mid-Semester
Request Number: NEW Request Status: NEW

Course Details

☒ MGTS2604 Intro. Human Resource Mgmt.

Exam Item/s - Manual Entry

Exam Item	Exam Date (DD/MM/YYYY)	Exam Time Hour (24h)	Exam Time Minutes	Did you attend the exam?	Late Request?	Remove
Mid-Semester (held on weekend) ▼	25/03/2015	10	00	Unknown	No	Remove

[Add Another Exam Item](#)

☐ ECON1020 Introductory Macroeconomics
☐ ACCT3104 Management Accounting

STEP 5: B – End of Semester Requests

(held during the end of semester exam block periods in February, June and November)

Select the relevant course. The details of the examination for the course selected, and your attendance status if known, will be auto-populated. If the examination item does not appear, click on 'Add another exam item' link under that course and enter in the relevant examination details.

For end of semester requests, you can **select one or more courses**, and include **multiple examination items within the one request**, or you may submit separate requests. Each exam item will be assessed separately.

In the example below, the student is requesting deferral of 3 exam items – two exams for CHEE2003, and one exam for CHEM2056.

Deferred Examinations Requests

Semester 2, 2018 Deferred Examinations Type: End of Semester

Request Number: NEW Request Status: NEW

Course Details

☐ CHEE2501 Environmental Systems Eng I

☐ CHEE2010 Engineering Investigation

☒ CHEE2003 Fluid & Particle Mechanics

Exam Item/s

Exam Code	Exam Title	Exam Date (DD/MM/YYYY)	Exam Time (24h)	Exam Attendance	No
<input checked="" type="checkbox"/> CHEE2003	Fluid and Particle Mechanics	05/11/2018	14:30	No	No

Exam Item/s - Manual Entry

Exam Item	Exam Date (DD/MM/YYYY)	Exam Time Hour (24h)	Exam Time Minutes	Did you attend the exam?	No	Remove
Not Specified - Other	13/11/2018	09	00	Unknown	No	Remove

Add Another Exam Item

☒ CHEM2056 Physical Chem for Engineering

Exam Item/s

Exam Code	Exam Title	Exam Date (DD/MM/YYYY)	Exam Time (24h)	Exam Attendance	No
<input checked="" type="checkbox"/> CHEM2056	Physical Chemistry for Engineering	09/11/2018	11:15	Unknown	No

Add Another Exam Item

STEP 6: Select the **Reason** for requesting a deferred examination. Up to two (2) different reasons may be selected within the one request. If 'Other' is selected, you must provide further information. Examples are shown of the types of supporting documentation you will need.

Deferral Reason/s (minimum 1, maximum 2)

☐ Death / bereavement Death notice, funeral notice, and evidence of relationship. Where appropriate, confirmation of relationship is required (eg. statutory declaration). NB: A medical certificate is not appropriate if applying on compassionate grounds rather than medical grounds.

☐ Significant personal problems Statement from counsellor / psychiatrist / psychologist detailing impact on patient; protection orders.

☐ Significant family or social commitment Wedding invitation, evidence of relationship (eg. statutory declaration).

☐ Medical grounds Medical certificate from a registered medical practitioner or registered nurse obtained no later than two (2) business days after the date of the original examination.

☐ Accident, not involving medical injury Police report, statutory declaration.

☐ Registered Elite Athlete Sporting event Letter from sporting body confirming selection and setting out dates of sporting commitments; itinerary.

☐ Unavoidable work commitments Letter from employer confirming unavoidable work commitments and relevant dates of commitment.

☐ Serious illness of a family member or close relative Statement from medical practitioner confirming medical status of patient, relationship to student, and relevant dates.

☐ Other - Please describe Statutory declaration, or other appropriate evidence.

Previous Save and Submit Later Save and Continue Cancel Request

STEP 7: At this point you can 'Save and Submit Later' or 'Save and Continue' with your request. On 'Save and Continue', you will be **taken to Page 2** of your request – continue with Step 8 below.

Note:

- 'Saved' requests will NOT be considered.
- Your request must be fully completed and 'submitted' within the specified timeframe for it to be considered for approval.
- You can view, edit or cancel a saved request prior to it being submitted.

STEP 8: To upload an electronic copy of your **supporting documentation**, click the 'Add Supporting Document' link beside the deferral reason.

Deferred Examinations Requests

Deferred Examinations Requests

Semester 2, 2018 Deferred Examinations Type: End of Semester

Request Number: 60264 Request Status: Saved

Supporting Documentation

You are applying for a deferred examination for CHEE2003 Fluid & Particle Mechanics and CHEM2056 Physical Chem for Engineering.

You have supplied reason(s) that require supporting documentation.

Deferral Reason	Information and Examples	Action
Medical grounds	Medical certificate from a registered medical practitioner or registered nurse obtained no later than two (2) business days after the date of the original examination.	Add Supporting Document

Supporting Documentation Uploaded (maximum 10)

Note

No Supporting Documents.

Click on 'Upload', use 'Browse' to find the document, then click on 'Upload' again. Wait a few seconds while the document uploads. Once completed, the name of the document will appear. You can add any additional information in the 'Comments' field. Click on 'OK'. **Note:** Documents should preferably be in PDF, GIF or JPEG format.

Deferred Examinations Requests

Deferred Examinations Requests

Supporting documentation must be uploaded and attached to your request before submitting your request for consideration. Scanned copies are accepted, and preferably in PDF or JPEG format. Maximum file size is 1 MB. You must retain your original supporting documentation for a minimum of six (6) months as you may be requested to provide it as confirmation at a later date. Where a request has been approved, the approval may subsequently be rescinded if the original documentation cannot be verified.

Document: Click Upload to select a document.

Comments:

Up to ten (10) documents may be uploaded with each request. The maximum file size of each document is 1 MB. [If the document file size exceeds capacity, a message will display. Please see below for a guide to uploading supporting documentation where the file size is exceeded].

STEP 9: Read the **Declaration** and tick to confirm. Once completed, click '**Save and Submit**'.

Declaration

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

For an application on medical grounds, I confirm that the medical practitioner is not a near relative or close associate of mine. I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided.

I understand that if my application is approved, I will attend the deferred examination as timetabled and that this is my final opportunity to sit the examination/s. I acknowledge that the submission of incorrect or false information may result in disciplinary action.

Note: Your request will not submit if there are no supporting documents successfully uploaded. A warning message will display to indicate that your request has not been submitted.

Discretionary deferred exam request

To utilise your one-off discretionary deferred exam:

Following on from Step 2 above –

STEP 3: Click on 'Yes'.

NB: This window will only appear if you have not previously used your one-off discretionary deferred exam.

Deferred Examinations Requests

Deferred Examinations Requests

ONE-OFF 'DISCRETIONARY' REASON DEFERRAL

All students have a once-only option during the duration of studies at UQ for deferral of one examination for reasons which are not otherwise deemed eligible circumstances, eg. Misreading the timetable; heavy study load for the examinations; medical certificate not obtained within 2 business days of the examination.

CHOOSE WISELY
If you opt for Discretionary, you will not be able to access this option again.

Do you want to use DISCRETIONARY deferral?

No

Yes

A second window will appear, to confirm you wish to use your discretionary deferred.

Deferred Examinations Requests

Deferred Examinations Requests

DO NOT continue with this option if you are applying on medical grounds or other eligible circumstances. [\[Refer to my UQ\]](#)

Warning: if you use the discretionary deferred option, it will NOT be available to you again.

Are you REALLY sure you want to use your one-off discretionary deferred exam option?

No, I want to apply under other grounds

Yes

STEP 4: Select your course, and exam. Only one course and one exam item can be selected on a discretionary request.

Deferred Examinations Requests

Semester 2, 2018 Deferred Examinations Type: Mid-Semester

Request Number: NEW Request Status: NEW

You have elected to use your once-only discretionary deferred examination. Only one course and one exam item can be selected on this request.

A brief statement as to the circumstances for your request may be **uploaded**, and/or comments inserted under '**Supporting Comments**' in support of your request.

Course Details

- ☐ TOUR2001 Tourist and Visitor Behaviour
- ☐ MKTG1501 Foundations of Marketing
- ☐ LAWS1100 Business Law
- ☐ ACCT1101 Account for Decis Making

Supporting Documentation

Deferral Reasons

Deferral Reason	Information and Examples	Action
Discretionary	Explanation of circumstances (via supporting document upload) An option available once only during the duration of your studies, eg. could be used for circumstances ordinarily not eligible criteria for deferral, eg. misreading the timetable, consecutive exams.	Add Supporting Document (Optional)

Supporting Documentation Uploaded (maximum 10)

Note

No Supporting Documents.

Supporting Comments

Declaration

☐ I will attend the deferred examination as timetabled, and understand this is my final opportunity to sit for the examination. I understand the once-only discretionary deferred examination will not be available to me again, even in the event I do not sit the deferred examination.

[Previous](#) [Save and Submit](#) [Cancel Request](#)

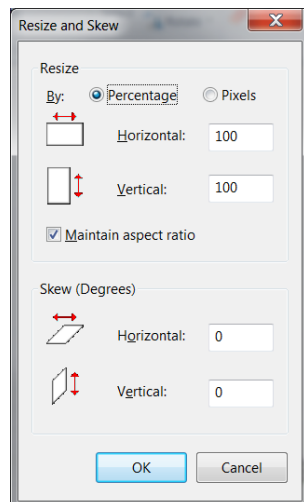
STEP 5: Supporting documentation is NOT required. You do have the options, should you wish, to upload a document, and/or entering a Comment to provide a brief statement explaining the circumstances for using your discretionary deferred. To upload an electronic document, click the 'Add Supporting Document' link beside the Discretionary deferral reason. Refer to Step 9 above.

STEP 6: Read the **Declaration** and tick to confirm. Once completed, click '**Save and Submit**'.

Guide to uploading supporting documentation

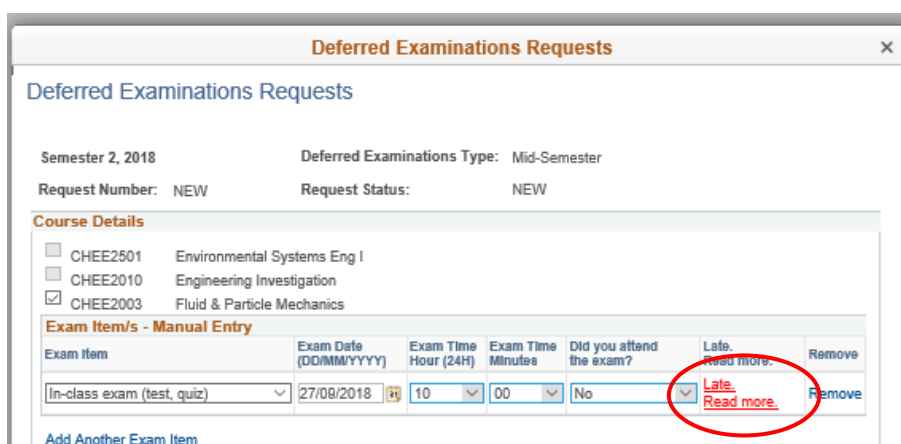
The file size of each document for upload is restricted. Should your documentation exceed the capacity, your file will not upload and you will receive a pop-up message. To reduce the file size, please follow these simple steps –

1. If the single document contains multiple pages, save page sections into multiple documents and upload each document.
2. If a single page document, it may generally be due to it being a JPEG image at 100% resolution. Open the JPEG file and then click on Open in Paint. Under Resize, reduce the percentage from 100 to say 50 or 30. Then Save.



Late Requests

If **more than five (5) calendar days** has passed since the date of the original examination, you will not be able to proceed with submitting your request. A **Late Notice** link will appear. Click on the link.



Exam Item	Exam Date (DD/MM/YYYY)	Exam Time Hour (24h)	Exam Time Minutes	Did you attend the exam?	Late. Read more.	Remove
In-class exam (test, quiz)	27/09/2018	10	00	No	Late. Read more.	Remove

The Late Notice provides details of the examination and information on the steps to take should you believe there are justifiable reasons for your late request to be considered. You are able to print or email this notice to yourself. An example is shown below.

Late Request Information

Deferred Examinations Type: Mid-Semester Semester 1, 2017
Course Code: ECON2410 Economics of Business Strategy
Exam Item: In-class exam (test, quiz)
Exam Date (DD/MM/YYYY): 23/02/2017 (Date provided by student)

In accordance with [Examinations Policy and Procedures](#), a request for deferred examination must be made within five (5) calendar days after the date of the original examination. As it is now more than five days, a request for deferred examination cannot be considered.

Should you be dissatisfied with the administrative decision not to have your deferred examination considered, you may appeal in writing to the Academic Registrar (academic.registrar@uq.edu.au) setting out your reasons for believing this decision has not been made in accordance with the relevant rules. Your appeal must include:

- Your name and Student ID
- Course Code
- Exam details (item, date and time)
- Documentation in support of your request for deferral of the examination

You will be advised of the outcome of your appeal in due course.

Director, Student Administration
Academic Services Division

Return
View PDF
Email PDF

View the status of your request

You will receive an email notification to your student email address once your request has been actioned. To view the status of your request:

1. Log in to mySI-net to access the Deferred Examination Requests under the **mySI-net Requests** tile.
2. Your requests will display with the Request Status noted for each. The status may be –
 - Saved (yet to be completed and submitted for consideration)
 - Submitted (being considered, awaiting decision)
 - In Progress (being considered, awaiting decision)
 - Cancelled
 - Completed

Click on the 'View Details' link to view the decision.

Deferred Examinations Type: End of Semester		
Submit new END OF SEMESTER Request (held February, June or November)		
Deferred Examinations History		
Request Number	Request Status	Action
80005	Completed	View Details
80284	Cancelled	View Details

- You will now be on the Request Details page which lists each examination item under that request, and the status of each. The status may be –
Approved, Denied or Pending.

Deferred Examinations Requests

Deferred Examinations Requests

Semester 2, 2018

Deferred Examinations Type: End of Semester Request Number: 60005

Request Status: Completed Submitted Date/Time (DD/MM/YYYY): 07/11/2018 6:56PM

Clicking on the Decision hyperlink below will provide further information on the outcome of your request.

Course Code	Course Title	Exam Item/Exam Code	Exam Date (DD/MM/YYYY)	Exam Time (24h)	Decision
CHEE2003	Fluid & Particle Mechanics	CHEE2003	05/11/2018	14:30	Approved

Deferral Reason/s
Medical grounds

Document Name	Comments	Date/Time Uploaded (DD/MM/YYYY)
D987BC8D-6197-4C48-A601-F83D8D1DEA37.pdf		07/11/2018 6:55:41PM

Return

View PDF

Email PDF

- Click the 'Decision Status' link ['Approved' or 'Denied'] to view the examination item details, the decision, and decision reason if denied, and any other comments provided to you in relation to your request.
- You can print or email a PDF to your student email address.

Assessing submitted requests

As stated, a request must have a status of 'Submitted' for it to be considered and assessed.

All applications for deferral of mid-semester examinations will be assessed by the relevant school.

All applications for deferral of end of semester examinations made on medical grounds will be assessed by Academic Services Division.