

## Request for Alternative Examination Arrangements

**A SEPARATE FORM IS REQUIRED FOR EACH AND EVERY EXAMINATION PERIOD**

<b>FAMILY NAME</b>	<b>GIVEN NAME</b>

<b>STUDENT NUMBER</b>	<b>UQ EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>

<b>SEMESTER</b>
<b>EXAMINATION PERIOD</b>
<b>CAMPUS</b>
<b>REASON</b>

**'Mid-Semester'** means **any** in-class assessment, including quizzes and pracs, at any time outside the end-of-semester examination period.

**'Religious Observance'** – please attach a letter on official letterhead from your place of worship. The letter must state that you are unable to sit an exam because of a specific religious observance.

**'3 examinations in 1 calendar day'** only applies to the Mid-Semester (Saturday) & end-of-semester examination periods.

COURSE CODE	COURSE TITLE	TYPE of ASSESSMENT	DATE (required) *	START TIME (required) *	DURATION (required) *	Official Use Only

\* Check the Electronic Course Profile (ECP), Blackboard, or your School's administration for assessment details.

**ADDITIONAL INFORMATION** (please write here):

APPLICATION DUE DATES	
<b>Mid-semester</b>	At least 14 days before the examination date (temporary injury exempted).
<b>End of Semester</b>	No later than 14 days before the <b>start</b> of the examination <b>period</b> (temporary injury exempted).
<b>Deferred/Supplementary</b>	At the same time as submitting your online Deferred or Supplementary examination application (separate applications).

*Requests received outside of these due dates may not be considered. Students who do not apply within the timeframes listed above may be required to sit their examinations with the main cohort of students and without exam adjustments.*

The information on this form is collected for the primary purpose of assessing your application for alternative examination arrangements and deciding the type of alternative examination arrangements available under the policy. 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>

Please return this request form to **Examinations: [examinations@uq.edu.au](mailto:examinations@uq.edu.au)** or **in person:** to the Student Centre.  
DO **NOT** UPLOAD AS PART OF A **DEFERRED** or **SUPPLEMENTARY EXAMINATION APPLICATION** THROUGH mySI-net.