



Request to Sit Examinations Out of Time for Religious Reasons

Please complete and submit this form at least ONE MONTH before the first affected examination

STEP 1 Surname: ID Number:

First name: Phone:

Email: @aucklanduni.ac.nz

STEP 2 Examinations to be rescheduled

Scheduled examinations:					Closest date/time to the scheduled exam time and within 24 hours		
Course Code	Cat. No.	Scheduled Exam Date	Start Time	End Time	Date	AM	PM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 3 Religious affiliation:

STEP 4 Print out a copy of your exam timetable and attach it to your application

STEP 5 Complete the AS-31 statutory declaration form and have it witnessed by a Justice of the Peace or a solicitor.

STEP 6 In support of this application, please have the leader of your congregation, ie, Pastor/Minister/Rabbi, complete the AS-32 declaration form that you are a member in good standing of the congregation.

STEP 7 Submit the application form:

AS-33 application form and a copy of your exam timetable can be scanned in one pdf file and email it to exams@auckland.ac.nz. The original hard copy of AS-31 form and AS-32 form must be returned to AskAuckland Central in person or to Examinations Office by post (Private Bag 92019, Auckland 1142, New Zealand). (Proof of payment must be attached if the application is submitted less than one month before the scheduled exam date.)

Please note:

- Arrangements will be made for a student to sit an examination scheduled for a Saturday on the Friday preceding or if this clashes with other papers being sat, the examination will be scheduled for the Thursday.
- If the application is submitted less than one month before the scheduled examination date, the out of time administration fee applies (\$120 for the first course and \$30 for each subsequent course).
- You will be notified of the arrangements by email.

Payment should be made at AskAuckland Central if at all possible (only payment by credit card or EFTPOS are accepted). Alternatively, you may make the payment through internet banking. The University of Auckland bank account details are as follows:

Account name: The University of Auckland

Name of the bank: ANZ

Account number: 01-1839-0818777-08

Instructions: Please put 630/8404 as reference and student ID# as particular or description.

Please attach the receipt to the application form (receipt from AskAuckland Central, a bank statement or a screenshot of the bank transfer receipt).

AskAuckland Central: Out of Time Exams, Speed Code: 107



Declaration for Students Sitting Examinations Out of Time

STEP 1

Surname: ID Number:

First name: Phone:

Email: @aucklanduni.ac.nz

STEP 2 To be completed by the student in the presence of a Justice of the Peace or solicitor

DECLARATION

I, _____ (Name)
 OF _____ (Address)
 _____ (Occupation)

hereby solemnly and sincerely declare that the information provided below is complete and correct and that no relevant information has been withheld. I _____ being a candidate for an examination(s) towards _____ DEGREE and having applied to sit the paper(s) _____ at a time other than that set down, do hereby declare THAT

(i) in the case of my sitting the examination before its scheduled time, I will not discuss the content of this examination with any person after sitting this examination until after the time and date for which it was originally scheduled: and

(ii) in the case of my sitting the examination after its scheduled time, I will have no contact with any other student who has taken this examination and I will not discuss the content of the examination with any person prior to my sitting the examination.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

DECLARED AT _____
 this _____ day of _____ 20_____
 Signed (student) _____
 Declared this day before me _____
 Justice of the Peace or solicitor stamp

STEP 3 Return the original of this form by post to the Examinations Office (Private Bag 92019, Auckland 1142), or in person to AskAuckland Central (Ground Floor, Alfred Nathan House, City Campus)

Conduct in Examinations

Cheating or any other dishonest practice in examinations cannot and will not be tolerated. It attracts severe penalties, including heavy fines, failure in papers and suspension from the University. Cheating is a serious offence.

Examinations Religious Declaration

STEP 1 To be completed by the leader of your religious denomination, ie, Pastor/Minister/Rabbi etc.

DECLARATION	
I, _____	(Name)
OF _____ _____	(Address)
being a person of standing of _____	
hereby solemnly and sincerely declare that the student _____ (Student's name)	
is a member in good standing of my congregation.	
Requirements (please tick):	
<input type="checkbox"/> Sitting an examination on the Sabbath would be in violation of his/her religious beliefs.	
<input type="checkbox"/> By sunset on Friday evening the student has to have finished the out of time examination.	
<input type="checkbox"/> By sunset on Friday evening the student has be at home.	
<input type="checkbox"/> Other: _____	
Signature _____	
Date _____	

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