

Request to Sit an Examination Out of Time

You may request to sit out-of-time exams for one of the following reasons (strict criteria apply). Please tick one of the categories below.

Please 'tick'	Category	Criteria	Documentation required
<input type="checkbox"/>	Bereavement	Family member or close friend (short notice acceptable)	Death notice or other appropriate evidence.
<input type="checkbox"/>	Study	Overseas study; must be at a tertiary institute	Confirmation form other institute showing enrolment and flight itinerary.
<input type="checkbox"/>	Legal	Court appearance (short notice acceptable)	Court notice or court order.
<input type="checkbox"/>	Sport/Cultural	Representing New Zealand at an international sporting or cultural event.	Letter from NSO, flight or travel itinerary and a match or game schedule.
<input type="checkbox"/>	Wedding	Wedding of an immediate family member (parent, sibling, child) or part of bridal party.	Invitation card, letter from marriage celebrant and flight itinerary.
<input type="checkbox"/>	Business	Unavoidable business obligation or business travel.	Letter from employer, flight itinerary, conference schedules, invitations or other documents will also be required.

The application form must be submitted with supporting documentary evidence and a copy of your exam timetable. The application will be rejected or declined if there is insufficient evidence provided. The documentary evidence listed above is an example only. Depending on your situation further evidence may also be required.

Please complete and submit this form by Thursday 9th May 2024.

STEP 1

Surname: ID Number:

First name: Phone:

Email: @aucklanduni.ac.nz

STEP 2 Affected Examinations:

Scheduled examinations:					Preferred alternative exam time (As close as possible to the scheduled time and within 24 hours)		
Course Name	Number	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 Reason for your request to sit examinations other than at the scheduled time:

STEP 4 Attach documentary evidence to support this application (eg, invitation to represent New Zealand)

STEP 5 By submitting this application, you must agree to the following declaration:

I understand and agree that in sitting this exam at a different time from other students I will not discuss or share the content or any other aspect of the exam in any way, shape or form. In the case of my sitting the exam before its scheduled time, I will not discuss the content or any other aspect of the exam during or after my exam until after the time and date for which it was originally scheduled. In the case of my sitting the exam after its scheduled time, I will not discuss the content or any other aspect of the exam and have no contact with any other student who has taken the exam prior to my sitting the exam. Failure to adhere to this in any way may result in a breach of the University's academic integrity policy, which may incur penalties as set out in the Student Academic Conduct Statute.

STEP 6 Signature: _____ **Date:** _____

STEP 7 Payment of the application fee must be made before your application can be processed. Payment can be made via Credit Card or Account to Account (NZ) by clicking [here](#). Please include the following information under 'Payment Type' when making payment '630/8404-Exam-Out-of-Time.' Please attach the receipt to the application form (a screenshot is sufficient).

STEP 8 Checklist. Please tick:

<input type="checkbox"/>	I have selected a category for my application.
<input type="checkbox"/>	I have completed all sections of the application form.
<input type="checkbox"/>	I agree with the declaration and will not share or discuss exam content.
<input type="checkbox"/>	I have attached evidence documents to support the application.
<input type="checkbox"/>	I have attached a copy of my exam timetable.
<input type="checkbox"/>	I am submitting the application form before the deadline (Thursday 9th May 2024).
	I understand the application fee non-refundable and must be paid before my application can be processed.

STEP 9 Submit the application form:

Please scan the application form and all other documents in one PDF file and email it to alternative_exams@auckland.ac.nz by Thursday 9th May 2024. Late applications will not be accepted. Applications with insufficient supporting documents will be rejected or declined. The application fee is non-refundable.

Please note:

- Students are required to be available to sit examinations on the day scheduled during the specified examination period, which ends on the last day of the semester or quarter.** Consideration, however, may also be given for an alternative examination time for the above reasons where criteria is met and suitable evidence is provided.
- Approved out-of-time examinations must be taken as near as possible to the actual time and date of the scheduled examination. This is usually within 24 hours of the original scheduled examination date.
- Applications must be made in writing on this form and submitted with a fee of \$120 for the first course and \$30 for each subsequent course.

OFFICE USE ONLY**Approval** ☐ **Recommended** ☐ **Not recommended****Application** ☐ **Approved** ☐ **Declined****Signature** **Signature** **Date** **Date**