FORM B

University of Newcastle
Student Hub
Phone: 02 4921 5000

This form is for offshore students only.
All other students should use the online form at:
http://intraweb.newcastle.edu.au/sc/Pages/Login.aspx

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Application for consideration of special circumstances requiring

RESCHEDULING OF AN EXAMINATION (Major Assessment Items only)

This form should be completed if you are requesting the rescheduling of an examination that you will be unable to attend at the scheduled date.

This form must be accompanied by supporting documentation, either original documents or certified copies of original documents. It is recommended that you keep a photocopy of your completed application. You must also refer to the Procedure at: www.newcastle.edu.au/policylibrary/000641.html .

Please note: If you wish to apply for consideration of special circumstances requiring extension of time for an assessment item or special consideration for an examination or major assessment item/s please use FORM A.

A. Student Details (please print in CAPITAL LETTERS

Last name: _____ Student Number: ☐☐☐☐☐☐☐

First name: _____ Contact Telephone: 1._____

Address: _____ 2._____

_____ Postcode: _____ Email: _____

B. Course (Submit a separate application for each course)

Please detail course with scheduled formal examination date and suggested date and time that you are requesting reschedule.

Course Code	Course Name	Scheduled date	Suggested Reschedule date	Course Coordinator

C. The basis for my submission is:

☐ Religious ☐ Medical ☐ Disability ☐ Compassionate ☐ Hardship/trauma ☐ Unavoidable commitment ☐ Unscheduled Work Commitment

You must supply original or certified documents to support your claim. Refer to clause 3.7 of the Procedure for more information about the type of documentation that is required.

D. Declaration:

1. If applying to sit the examination before the scheduled date: 'I will not discuss or divulge any information relating to the rescheduled examination in the above course conducted prior to the scheduled date in this examination period.'

2. If applying to sit the examination after the scheduled date: 'I will not seek to gain or use information from any person who has undertaken or gained knowledge of the examination in the above course conducted earlier in this examination period.

Signed and dated by student: _____ Date: _____

Due date for lodgement

This application should be submitted to a Student Hub or for Singapore students, to their Program Executive at PSB Academy, as soon as possible. Applications will not be accepted after 10 working days prior to the start of the scheduled examination period. Late lodgement due to extenuating circumstances (such as medical or compassionate) must be addressed to the Head of School.

Office Use Only

Reschedule of Examination	
Course coordinator Course coordinator name (please print):	Recommendation (tick appropriate box) ☐ approved (School retain copy, send to Examinations) ☐ alternative or replacement examination paper ☐ not accepted (School retain copy and notify student)
Course coordinator signature:	
Date:	
If you recommend this application be approved and would like the Examinations Office (4921 6484) to conduct the examination, please return this form to the Examinations Office, Student Services Centre, Callaghan campus or Campus Information and Resource Centre, Ourimbah campus. Please note that the Examinations Office will only conduct this examination if the proposed date is in the formal examination period.	
Examinations officer Student notified:	Approved / Rejected ☐ Yes ☐ No Examinations officer name (please print):
School notified:	Signature: