

Application for Special Circumstance Examination on MEDICAL Grounds



CONFIDENTIAL

Please read the following information before completing the form overleaf.

For students requesting a variation to the standard examinations due to a medical condition of a temporary or permanent nature.

It is your responsibility to complete and submit this form, together with any supporting documentation from your doctor, to either your Faculty, the Health Service or Student Support Services for approval.

Staff will forward the completed form to the Examinations Office who will make the necessary arrangements where students are officially enrolled in courses which have been *officially scheduled on the final timetable*.

For practical examinations and other examinations scheduled by Academic Organisations, please approach them directly for assistance, including the possibility of alternative assessment.

Special Circumstance Examinations (Medical) are covered by the provision of the University's Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy. The policy is available at <http://www.online.adelaide.edu.au/doclib.nsf/> or from the Student Centre.

Conditions of Service:

- Forms should be *updated annually*, and submitted early each academic year or semester to the Examinations Office.
- Students with existing conditions should provide written documentation from their own doctor.
- Students should notify the Examinations Office of any relevant changes to their enrolment or personal details.
- Where extra time is not used as indicated, the finishing time of the examination will be re-calculated.
- The Examinations Office will advise students of the outcome of their application in writing or by telephone.
- Students are required to confirm their arrangements with the Examinations Office on the proforma provided with their correspondence.
- All special circumstance examinations will be held at the North Terrace Campus.
- Students permitted the use of computers should familiarise themselves with the equipment in the Napier Level 1 computing suites. All computer work will be printed and signed by the student, and handed to the supervisor.
- Room allocations must be confirmed at the designated venue approximately 30 minutes prior to the start of your examination as changes may have occurred.
- Where a lunch break is scheduled, students are advised to bring food and drink with them. Study during the lunch break will only be permitted if the original examination was scheduled for the afternoon.
- Students are to advise the Examinations Office of any cancellations.
- The information supplied in this form, including personal information, will be used by the University and released to relevant persons outside the University to facilitate examination arrangements where required.

EXAMINATIONS OFFICE

PLEASE COMPLETE DETAILS ON THE REVERSE

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PART 1 – Application to be completed by the applicant.

Personal Details			
Student ID	Title	First Names	Family Name
Academic Program	Academic Plan		
Address			
Tel: (daytime):			

Please list the courses affected:

Course Details					
Term	Course	Course Description	OFFICE USE ONLY		
			Academic Organisation	Course Id	Exam date

DECLARATION

I declare that the information provided by me in this form is, to the best of my knowledge, true, complete and correct. I understand that by signing this application form I accept the conditions of service outlined above and consent to the release of personal and enrolment information provided in this form to persons and departments within and outside the University for purposes related to the administration of my examinations. I understand that if any of the information provided in this form is subsequently found to be untrue, incomplete or incorrect, my application will become void.

Signature: _____ Date: _____

