

## ALTERNATIVE EXAMINATION ARRANGEMENTS for Elite Athletes

If you are registered as an Elite Athlete at The University of Adelaide, you may apply for Alternative Examination Arrangements (AEA). If the Examination Timetable conflicts with significant sporting events, application for a variation to the location, date and/or time may be sought according to the following:

The University's Alternative Examination Arrangements Policy	<a href="http://www.adelaide.edu.au/policies/63/">http://www.adelaide.edu.au/policies/63/</a>
Rules for Assessment	<a href="http://www.adelaide.edu.au/policies/241/">http://www.adelaide.edu.au/policies/241/</a>
Plagiarism Policy	<a href="http://www.adelaide.edu.au/policies/230/">http://www.adelaide.edu.au/policies/230/</a>

You must submit a **new application form for each relevant semester** to receive Alternative Exam Arrangements as an Elite Athlete. Please submit to the Manager, EASIS no later than **2 weeks after** the Examination Timetable has been published.

Where possible, Alternative Examination Arrangements will be made on the same day and time as scheduled on the exam timetable.

**In-Department exams** ARE NOT administered by the Examinations Office. Please consult the relevant School or Faculty. If you have an In-Department exam you **must contact your lecturer** or Faculty to ensure that they are aware of your requirements at least **3 weeks prior to the exam**.

**Elite Athlete applications for Alternative Examination Arrangements must be lodged with the Manager; EASIS no later than 2 weeks after the Examination Timetable has been published**

# HOW TO APPLY

## Step One

If you are not registered with EASIS, please complete the online registration form at <http://www.adelaide.edu.au/eliteathletes/elig/registration/>. You will be contacted to confirm your elite athlete status. You will be required to provide evidence of your commitment, eg. a letter from S.A.S.I. or a national sporting body.

## Step Two

If your examination **is to be supervised at another venue**, you are responsible for organising an examination supervisor. Ask a senior representative of the sporting organisation, one that is as far removed from you as possible, eg. the Team Manager or delegate umpire. This supervisor **MUST NOT** be a family member or direct team member and is required to complete part 4 of this application.

## Step Three

Lodge your completed application and supporting documentation, ie. letter outlining your commitment and travel itinerary, with EASIS, Ground Floor, Horace Lamb Building. Your AEA application will be verified and forwarded to the Examinations Office.

## Step Four

The Examinations Office will confirm arrangements with you (through your student email) and the approved supervisor. The relevant Schools or Faculties will be advised of the arrangements.

## On the day of your exam

Strict exam conditions must be adhered to.

If your exam date, time and/or location has been changed, you will be required to complete a Student Declaration with your exam supervisor, stating that you will not or have not discussed the content of the exam paper(s) with anyone.

At the conclusion of your exam, the supervisor will collect all exam materials and return them to the Examinations Office at the University of Adelaide.

**Mobile phones are not permitted in examination venues under any circumstances.**

**If you are unable to attend on the day, please advise the Examinations Office and your nominated Exam Supervisor ASAP**

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.

# Alternative Examination Arrangements Elite Athlete Application Form

**PART 1 To be completed by the APPLICANT.**

Student ID	Title	First Names	Family Name
Correspondence will be sent to your student email address.			Daytime telephone/email
Supporting documentation:		Letter from sporting organisation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Travel Itinerary (if applicable)	
		Copy of Access Adelaide personal exam timetable	
<b>Applications <u>MAY NOT</u> be considered if supporting documentation is omitted.</b>			

I request alternative examination arrangements for the following courses:

Sem	Subject Area	Cat #	Paper Title	School/Faculty	Scheduled Date & Time	
1	ECON	1000	MACROECONOMICS 1 (example only)	ECONOMICS	21/06/10	9.20am

**DECLARATION BY APPLICANT:** I request a variation to the standard examinations due to my inability to attend exams as scheduled. I declare that the information provided by me in this form, and supporting statements, are to the best of my knowledge, true, complete and correct. I understand that by signing this form I accept the conditions outlined and consent to the release of personal and enrolment information in this form to persons, Schools and Faculties 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 be void. I understand that if I require any changes to this application, including adding courses, I must re-submit the application.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART 2 To be completed by the ELITE ATHLETE COORDINATOR.**

Is the above student registered with the Elite Athlete Scheme:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed: _____	Date: _____	

**PART 3 To be completed by EXAMINATIONS OFFICE**

Revised Exam Arrangements: _____				
_____				
_____				
_____				
<b>PeopleSoft</b>	<b>Database</b>	<b>Supervisor advised</b>	<b>Student advised</b>	<b>Package sent</b>

