

ALTERNATIVE EXAMINATION ARRANGEMENTS for Elite Athletes

If you are registered as an Elite Athlete at The University of Adelaide you may be able to apply for Alternative Examination Arrangements (AEA). If the central examination timetable schedule 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	http://www.adelaide.edu.au/policies/63/
Rules of Assessment	http://www.adelaide.edu.au/policies/241/
Plagiarism Policy	http://www.adelaide.edu.au/policies/230/

You must complete a new application form **each semester as required** to receive AEA arrangements as an Elite Athlete. Please submit no later than 2 weeks after the central examination timetable has been published to the Manager, EASIS.

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 but organised by the relevant faculty. If you have an In-Department exam you **MUST** contact your lecturer or faculty to ensure they are aware of your AEA 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 central 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 may be required to provide evidence of your involvement/commitments. (e.g. 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 (MUST NOT be a family member or direct team member). This supervisor must complete part 4 of this application.

There is no need to have part 4 completed unless you are applying to sit your exams away from The University of Adelaide exam site.

Step Three

Lodge your completed application and supporting documentation (letter outlining commitments/involvement/travel itinerary and copy of Access Adelaide personal timetable) with EASIS, ground floor, Horace Lamb Building. Your AEA application form is then verified and forwarded to the Examinations Office.

Step Four

The Examinations Office will confirm arrangements with you (via your student email), the approved supervisor and will also notify the relevant Schools/Faculties 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/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 (at the university's expense).

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.

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 check list: Letter from sporting organisation <input type="checkbox"/> Travel Itinerary (if applicable) <input type="checkbox"/> Copy of Access Adelaide personal exam timetable <input type="checkbox"/>			
Applications <u>MAY NOT</u> be considered if supporting documentation is omitted.			

I request alternative examination arrangements for the following courses:

Sem	Course ID	Subject & Cat	Paper Title	School/Faculty	Scheduled Date & Time	
1	2076	ECON1000	MACROECONOMICS 1 (example only)	ECONOMICS	21/06/04	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: _____				

Approving Officer: _____			Date: _____	
PeopleSoft	Database	Supervisor advised	Student advised	Package sent

