

## ALTERNATIVE EXAMINATION ARRANGEMENTS

### Off Campus

IMPORTANT: The Examinations Office will make the necessary arrangements for all exams that appear in the official Examination Timetable which are being conducted in the main exam venue only. For exams being held In-Department, including practical examinations, students should contact the School or Faculty directly for assistance.

*The Alternative Examination Arrangements Policy* provides for students to apply for a variation to the location and/or time of an exam scheduled in the official examination timetable on the following grounds:

- **RELIGIOUS BELIEFS**

Students whose religion prevents them from sitting exams on Saturdays may apply for alternative examination arrangements. Generally, students will be supervised by their Pastor and will sit the examination after sunset or the following day. Students must obtain the **written consent of their Pastor** to supervise their exam by having them complete and return the attached form as soon as possible.

- **DEFENCE FORCE COMMITMENTS**

Students committed to official duties with the Defence Forces may apply for alternative examination arrangements. Generally, students will be supervised by a senior commissioned officer and, where possible, will sit the examinations on the scheduled dates and times. Students must provide evidence of their defence commitments and **obtain the written consent of their Commanding Officer** to arrange supervision of the exam(s) by having them complete and return the attached form as soon as possible. If a suitable date and/or location cannot be negotiated, the Examinations Office will advise the relevant School or Faculty, and the student will need to negotiate alternative assessment.

- **OFFICIAL DUTIES**

Students who are representing the University of Adelaide, the State or Country in a significant cultural or sporting event may apply for alternative examination arrangements. Generally, students will be supervised by a senior representative of their organisation and, where possible, will sit the exams on the scheduled dates and times. Students must provide evidence of their commitments and **obtain the written consent of the Head of the Organisation** to arrange supervision of the exam(s) by having them complete and return the attached form as soon as possible.

Students seeking alternative arrangements on these grounds must complete the *Alternative Examination Arrangements (AEA) - Off Campus* application form (attached) and submit it to the Examinations Office as soon as possible.

**Applications for AEA close 2 weeks after the final timetable is published.**

Students sitting examinations off campus may be required to sign a student declaration stating that they have not and will not discuss the content of the examination paper(s) with anyone. The declaration will be included with the exam package sent to the supervisor conducting the exam and is to be signed by the student prior to commencing the exam. The venue in which the exam is conducted is considered to be an official examination venue, and students are subject to the same rules and conditions as all other students sitting examinations. Students are advised to refer to the Examinations website for detailed information.

**PLEASE REFER TO CONDITIONS OVERLEAF**

## CONDITIONS:

1. Application forms must be submitted to the Examinations Office within two weeks of the final Exam Timetable being published.
2. Students must ensure that their personal details on Access Adelaide are correct.
3. The Examinations Office WILL NOT make alternative arrangements for courses that are not listed on the final Examination Timetable.
4. The Examinations Office will confirm arrangements with students and approved supervisors and advise relevant Schools and Faculties.
5. Students may be required to complete a student declaration stating that they have not and will not discuss the content of the examination paper(s) with anyone.
6. Students are to advise the Examinations Office if they are unable to attend any of the arranged exams.
7. 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.
8. Students must abide by relevant University policies <http://www.adelaide.edu.au/policies/465/> and abide by the exam supervisor's instructions during the conduct of the exam.

## CHECKLIST FOR APPLICANTS:

### Have you?

- Checked the examination timetable?
- Arranged for an appropriate supervisor for the exam?
- Checked that your proposed supervisor has completed and signed the back of the application form?
- Provided the Examinations Office with evidence of your external commitment?
- Kept a copy of your application for reference?
- Updated Access Adelaide with your current mailing address?

## WHAT HAPPENS NOW?

- The Examinations Office will confirm the suitability of the nominated supervisor and venue and advise your School or Faculty.
- Exam materials and details will be forwarded to the supervisor.
- You will sit your exam at the approved venue.
- The supervisor will collect all exam materials and return them to the Examinations Office as soon as possible after the exam.

**If you are unable to attend your Alternative Examinations contact the Examinations Office ASAP**

**Room 553, Wills Building, North Terrace - 08 8303 5209, [examinations@adelaide.edu.au](mailto:examinations@adelaide.edu.au)**

**PLEASE COMPLETE AND RETURN APPLICATION FORM ASAP**

# Alternative Examination Arrangements – Off Campus Application Form



## PART 1 – To be completed by the APPLICANT.

Student ID	Title	First Names	Family Name
Address: All correspondence will be sent to your student email as it appears in Access Adelaide, ensure that your details are updated.			Daytime telephone
Reason for off campus venue ( <b>please circle</b> ) <b>Religious beliefs</b> <b>Defence Force</b> <b>Official duties</b>			Supporting documentation attached (circle)  Yes                      No

I request alternative examination arrangements for the following courses:

Sem	Subject Area	Cat. #	Paper Title	School	Scheduled Date & Time	
1	ECON	1000	MACROECONOMICS 1 (example only)	ECONOMICS	21/06/07	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.

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

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

## PART 2 – To be completed by EXAMINATIONS OFFICE.

Application and arrangements (*circle*):      **Approved as stated**                      **Approved with amendments**                      **Not approved**

Notes: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Term	PeopleSoft	Database	Supervisor advised	Student advised	Package sent

**PART 3 – To be completed by PROPOSED SUPERVISOR FOR THE EXAM**

**CONDITIONS OF SUPERVISION AGREEMENT** *(Detailed instructions will be forwarded with the exam package)*

I acknowledge that as a supervisor of an official examination for the University of Adelaide, I am required to:

- Secure the exam paper in a safe location until it is required.
- Examine the student on the scheduled date and time or as arranged with the Examinations Office.
- Ensure the student completes a student declaration if examined at another agreed date and time.
- Conduct the exam in an appropriate venue, protected from undue noise, distractions and extremes of weather.
- Provide access to toilet facilities in close proximity to the venue.
- Supervise the student at all times.
- Uphold the integrity of the examination process.
- Make official announcements at appropriate intervals as instructed by the Examinations Office.
- Read and comply with the detailed supervisor instructions in the exam package, which will be forwarded by the Examinations Office on acceptance of this agreement.
- Ensure that any special instructions on the exam paper are met.
- Collect the completed scripts and all exam materials then courier them to the Examinations Office as soon as possible.
- Ensure the confidentiality of the student and their work is maintained.
- Liaise with the Examinations Office on (08) 8303 5209 as required.

**AGREEMENT DETAILS (subject to Exams Office approval).** *Please print clearly in BLOCK letters.*

**1. PROPOSED EXAM VENUE** *(Including room no., building name, organisation name and street address)*

Location: \_\_\_\_\_  
\_\_\_\_\_

Telephone number for venue (for notification of corrections to the exam paper) \_\_\_\_\_

**2. DATE & TIME OF EXAM**

I agree to conduct the exam *(select one)*:

As scheduled.

I am unable to conduct the exam at the scheduled time and **request the following alternative** which is as near as possible to the scheduled time -

\_\_\_\_\_  
*(the Examinations Office will advise if the change is approved)*

**3. STREET ADDRESS**

Approximately two days prior to the exam date, you will receive the exam package by courier delivery to the person and street address you nominate below. It is important to ensure that no other person(s) access the examination materials:

Recipient: \_\_\_\_\_

Street address: \_\_\_\_\_

**DECLARATION BY SUPERVISOR:**

I, (insert full name) \_\_\_\_\_

(insert title) \_\_\_\_\_

of (insert organisation) \_\_\_\_\_

undertake to conduct this examination(s) in accordance with the conditions and agreement above, and with any additional instructions provided by the Examinations Office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone