

EXTERNAL EXAMINATIONS APPLICATION

The University of Adelaide is pleased to offer assistance in the conduct of examinations in Adelaide on behalf of other Universities and institutions. The Examinations Office may be able to provide suitable venues and supervisors for your external examination. Saturday exams are usually only conducted during our official exam periods (dates of exam periods are available at - www.adelaide.edu.au/student/exams).

Exam start times will be **9:50am** (morning session) and **1:50pm** (afternoon session) from Monday to Friday and will generally be conducted on the North Terrace campus, in the city of Adelaide. During our official examination periods, morning exams will start at **9:20am**.

In order to manage the costs of room bookings and supervisor payments, the Examinations Office has set a fee of **\$180.00 per exam subject** (including GST) *with an additional courier fee of \$30.00 when scripts are returned overseas*, for a maximum of 20 candidates (up to 4 hours duration This fee is payable if the students fail to attend for their exams, unless we receive 24 hours notice of cancellation).

Where possible, and if provided, the Examinations Office will abide by the instructions and rules of the institutions requesting the examination.

To arrange for The University of Adelaide to host an examination, please:

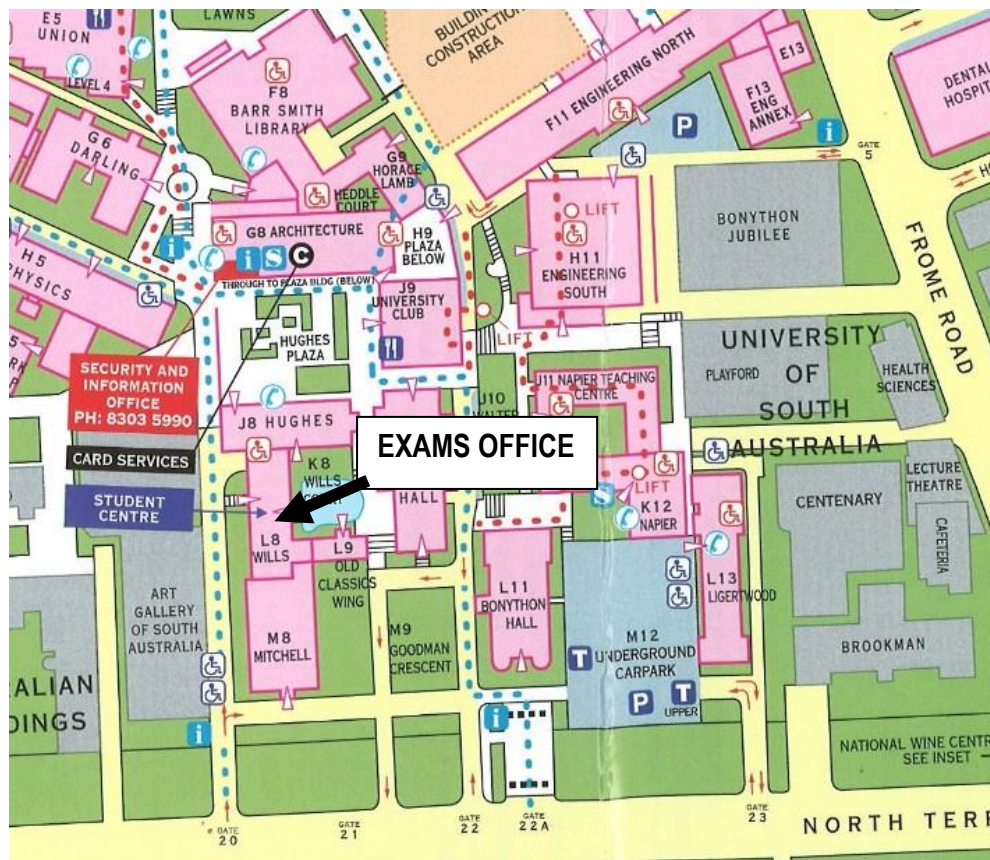
- ❑ Complete the Request Form attached and fax or email it to the Examinations Office on (08) 8313 5550 or examinations@adelaide.edu.au ASAP. The Examinations Office will acknowledge the request and advise if it is able to host the exam.
- ❑ Advise your students of the agreed arrangements.
- ❑ Forward the examination materials including:
 - Question papers, answer books, attachments, graph paper, scribble paper, etc. for the candidates
 - Instructions (announcements, rules, etc) for the supervisor
 - A pre-paid Express Post envelope to return the examination materials (or other instructions)
 - Contact details for any problems during the conduct of the exam/s.

It would be appreciated if your examination materials were received at least 2 days before the scheduled date of the examination. The Examinations Office will return the materials as per your instructions on the next working day after the examination. The University of Adelaide will then invoice your institution at the billing address supplied, except where the candidate is paying cash.

For further information, please contact The Examinations Office, The University of Adelaide on (08) 8313 5209 or email examinations@adelaide.edu.au.

Thank you for your interest in utilising the services of The University of Adelaide.

***To arrange an External Examination in Adelaide,
please complete the attached form and FAX the last page to +61 8 8313 5550***



EXAMINATIONS OFFICE
STUDENT ADMINISTRATIVE SERVICES
ROOM 553, LEVEL 5 WILLS BUILDING
Phone - (08) 8313 5209
email - examinations@adelaide.edu.au

The University of Adelaide does require you to confirm attendance in advance and any **cancellations** must be notified as early as possible.

Please report to the Examinations Office at least 20 mins prior to the start of your exam.
You will then be directed to the venue.

EXTERNAL EXAMINATIONS IN ADELAIDE

REQUESTING INSTITUTION *to complete*

Institution:	
Contact Name:	Date & Time of Exam:
Telephone:	Duration of Exam:
Fax:	Number of Candidates:
Email:	
Billing Address:	
Exam Title / Code:	
Candidate Details if known: (or attach list of candidate names & telephone contact)	
<u>Name</u>	<u>Telephone / email</u>
Notes: (attach additional pages if required)	
Signature: (sign here)	Date:

To be completed by the Examinations Office at the University of Adelaide

Acknowledgement:		
Charge (including GST): \$180.00 per exam subject (up to 20 candidates) + <i>courier fee if overseas</i>		
Notes: (refer availability dates schedule provided)		
Sessions will commence at 9:50am or 1:50pm, except during our exam periods when morning exams will commence at 9:20am.		
Contact Name: Examinations Officer	Email: examinations@adelaide.edu.au	
Signature:	Date:	Telephone: +61 8 8313 5209

PLEASE FAX 08 8313 5550 or EMAIL examinations@adelaide.edu.au this page for confirmation