

This form is for

- internal students scheduled to sit a secondary examination who are completing their final course of study; and
 - have a home address outside of South Australia, as recorded on myUniSA; and
 - due to extenuating circumstances cannot delay or rearrange their travel home in order to sit the secondary exam as scheduled.

OR

- internal students registered with the UniSA Elite Athlete & Performer Program (EAPP) who
 - due to sporting or performing commitments, are unable to sit their secondary examination at the scheduled location, and
 - wish to apply to sit their secondary examination in the location of their sporting or performing commitment.
- This form must be lodged with the Exams & Results team within five working days of the date of notification of the secondary examination, or, five working days of the study period result release date, whichever is earlier.
- Administration charges may apply.

Criteria outlined in the **Examination procedures** section of the **Assessment Policies and Procedures Manual** (<https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies>)

Important

- An off-campus secondary examination application may not be available where the original secondary examination application was not received by the applicable deadline
- If you are assigned a secondary examination, you are expected to be available for all examinations at the specified date, time and location during the primary and secondary examination periods, irrespective of any conflict with a planned holiday or special event.
- Your application must be submitted and approved before you book travel.
- If your application is approved, there is no guarantee that your exam will be held in the upcoming exam period. You will be advised of your exam arrangements as soon as possible.

Personal Details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Program Details

Program code:

Program title:

Request for Off-Campus Examination

Course 1

Subject Area:

Catalogue Number:

Course Name:

Enrolment Study Period:

Course Coordinator:

Course 2

Subject Area:

Catalogue Number:

Course Name:

Enrolment Study Period:

Course Coordinator:

Student Declaration	
<p>I confirm</p> <p><input type="checkbox"/> my home address is outside of South Australia and is currently listed correctly on myUniSA, and the courses listed above are the final courses of study in my program.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I am registered with the UniSA Elite Athlete & Performer Program and have provided the location of my EAPP commitment below.</p> <p>I confirm</p> <p><input type="checkbox"/> I have made all reasonable attempts to delay or rearrange travel however have not been able to do so due to the extenuating circumstances noted below.</p> <p><input type="checkbox"/> I have attached documentation to support this application.</p>	
Dates of travel	
Depart Adelaide:	Return to Adelaide (if applicable):
Please provide the requested information (as noted above) to support your application and attach supporting documentation:	
Student Signature:	Date:

LODGING YOUR APPLICATION
<p>This form must be lodged with the Exams & Results Team by email to exams.results@unisa.edu.au within <u>five</u> working days of notification of the secondary examination, or <u>five</u> working days of the study period result release date, whichever is earlier.</p>