

This form is for

- internal students scheduled to sit secondary examination(s) who are completing their final course of study; and
 - have a home address outside of South Australia, as recorded on myUniSA; and
 - wish to apply to sit a secondary examination(s) in their home country/state; and
 - due to extenuating circumstances, cannot delay or rearrange their travel home.

OR

- 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 venue.

This form must be lodged with Campus Central 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.

- The administration charge to sit an off-campus examination is \$150.00 per examination.

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 the off-campus exam will be held in the upcoming exam period. You will be advised of the date and time of your exam as soon as possible.
- If approved, the University will arrange for you to sit your exams at an approved examination centre based on the home address you have recorded on myUniSA, OR, in the case of EAPP students, the location of your sporting or performance commitment.

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 2

Subject Area:

Catalogue Number:

Course Name:

Enrolment Study Period:

Course 3	
Subject Area:	Catalogue Number:
Course Name:	
Enrolment Study Period:	

Course 4	
Subject Area:	Catalogue Number:
Course Name:	
Enrolment Study Period:	

Student Declaration
<input type="checkbox"/> I confirm that my home address is outside of South Australia and is currently listed correctly on myUniSA, and, the courses listed above are final courses of study in my program. OR <input type="checkbox"/> I confirm I am registered with the UniSA Elite Athlete & Performer Program and have provided the location of my EAPP commitment below. AND <input type="checkbox"/> I confirm 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. <input type="checkbox"/> I provide the attached documentation to support this application.

Please provide the requested information (as noted above) to support your application and attach supporting documentation:	
Student Signature:	Date:

Payment Details		
Credit Card type:	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Cardholder name:		
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Amount \$AUD:	
Authorisation signature:	Date:	

LODGING YOUR APPLICATION

This form must be lodged with Campus Central within **five** working days of notification of the secondary examination, or **five** working days of the study period result release date, whichever is earlier.

In person

City East

Campus Central
Level 3
Playford Building

City West

Campus Central
Level 2
Jeffrey Smart
Building

Magill

Campus Central
Level 1
B Block

Mawson Lakes

Campus Central
Ground Floor
C Building

Mount Gambier

Learning Centre
Wireless Road
Mount Gambier
SA 5290

Whyalla

Campus Central
Ground Floor
Main Building
111 Nicolson Ave
Whyalla Norrie
SA 5608

Or by email

ask@campuscentral.unisa.edu.au

OFFICE USE ONLY

Campus Central

<input type="checkbox"/> This is the students' final course of study and their home address is outside of South Australia. OR <input type="checkbox"/> The student is registered with the UniSA Elite Athlete & Performer Program (EAPP) and has EAPP commitments at an alternative location at the time of the exam. <input type="checkbox"/> Extenuating circumstances and attempts to rearrange travel have been assessed and deemed sufficient.	<input type="checkbox"/> This application was received within five working days of being assigned a secondary examination or five working days of the study period result release date, whichever is earlier. <input type="checkbox"/> The applicable secondary examination application was received within 5 working days of scheduled exam date. <input type="checkbox"/> IMPORTANT: I am processing this application after the exam scheduling deadline (according to the Secondary exam reference table) and have gained approval to process this form from the Exams and Results Team.
Amount paid:	Receipt number:
<input type="checkbox"/> Photocopy provided to student	<input type="checkbox"/> Email copy to the Exams and Results Team exams.results@unisa.edu.au (Study Period 1, 2, 3, 5, 6 or 7 enrolments only) <input type="checkbox"/> Email copy to relevant Academic Unit using body block (Study Period 4 enrolments)
Date received:	Date processed:
Received by:	Processed by: