

Student Application Form – Deferring a Formal Examination

(For students who are unable to sit an exam due to medical or unforeseeable circumstances)

Students please note your application will not be processed unless all sections of the application form are completed and signed by a Registered Medical Practitioner and accompanied by an original medical certificate.

Subject Code & Name:
Date of Final Exam:

STUDENTS PERSONAL DETAILS

Student ID:
Family Name:
First Name:
Mobile Phone Number:
JCU Student Email Address:
Students Signature:
Date:

****University policy states that you have 3 University days from the date of the exam to submit a deferred exam application. ****

APPLICATION FOR DEFERRED EXAMINATION/S ON MEDICAL GROUNDS

The patient / student:

is suffering from

OR *(medical condition to be provided with patient consent)*

is suffering from a medical condition of a confidential nature

OR

states that he / she was

On the basis of my diagnosis, I certify the existence of valid medical grounds which will prevent the student from attending his / her Examination/s. Therefore, in my opinion the student **IS UNFIT TO SIT EXAMINATION/S**

Within the period To (Dates)

Signature of Medical Practitioner:

Date.....

Please complete this section where a student is applying to defer an examination/s. Your advice about the student's health is appreciated. This information will help the College make an informed decision in relation to the appropriateness of the student's eligibility to be granted approval for deferred assessment.

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DEFERRED EXAMS

In 1990 the ruling of the James Cook University board was that exams are to be sat at the scheduled time. The Board's policy does not allow for students to sit exams in advance, or to have special exams set. The specified exam periods for deferred exams are regarded as part of the academic year and students are expected to sit exams in those periods.

A student who is unable to sit an exam due to circumstances beyond their control should apply for a deferred exam. The College Dean has the right to decline an application (whether or not the examiner is willing to set another paper) if reasons are considered to be less than exceptional.

e.g. Severe illness or absence in hospital may be an acceptable reason; misreading the exam timetable, claiming travel bookings are made or leaving on a holiday prior to the completion of the exam period are not justifiable reasons.

Applications made on medical grounds **must** be accompanied by a medical certificate and on psychological grounds a certificate or letter from the JCU Brisbane Counsellor

The medical and counsellor certificates **must** provide sufficient information on which to make a determination regarding the application.

Applications made for reasons other than medical or psychological **must** be supported by relevant documentation, including a Statutory Declaration stating the facts on which the application relies.

All documents provided **must** be either the original document or a certified copy of the original. Faxed and emailed documents will not be accepted of any extra documents provided.

Examiners do not advise students unofficially of subject results - including 'ED' (deferred exam granted) or 'X' (deferred exam not granted). Students will **only** be notified when subject results are officially released.

DEFERRING A SUPPLEMENTARY OR DEFERRED EXAM

As there is no designated formal exam period approved by the University Council, applications to apply to defer a supplementary or deferred exam will be accepted from students **but** will only be approved if the relevant College Dean considers the circumstances exceptional.