

CLASH OF EXAMINATIONS ADVICE



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Complete this form if two or more of your examinations appear on the examination timetable for the same examination session.

Please read the information and instructions below carefully before you complete the details.

INSTRUCTIONS

- You must lodge this form at any Student Service Centre **at least 7 days prior to the commencement of the examination period**
- You must complete a **separate form for each day an examination clash occurs**

IMPORTANT INFORMATION

- You will receive a letter from the Examinations Unit confirming your examination details
- You will be required to sit two examinations **on the same day**
- As **you will not be permitted to leave the examination room between the examination sessions**, you must bring your lunch to the examination venue
- Your **seat number will be the same** for both examinations
- The original seat number(s) allocated for your examinations on this day may still be displayed on the web and/or the noticeboards - **please disregard this number**

Please write in BLOCK LETTERS using a black or blue pen.

PERSON DETAILS

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____

CONTACT DETAILS

STREET NUMBER AND NAME: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

COUNTRY: _____ PHONE: _____

COURSE DETAILS

COURSE NAME: _____ STUDY YEAR/PERIOD: _____

COURSE CODE: _____ LOCATION: _____

PLEASE NOTE: Have you changed your address? If so, please update your details on Student Connect or submit a Personal Details Amendment form

DETAILS OF CLASHING EXAMINATIONS – list all examinations timetabled for you to attend on the day of the clash

UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TIME OF EXAMINATION	DATE OF EXAMINATION
		AM/PM	/ /20
		AM/PM	/ /20

I have read the instructions above and the Privacy information below and declare the information supplied is true and correct.

STUDENT SIGNATURE: _____ DATE: _____ / _____ /20

OFFICE USE ONLY	EXAMINATIONS DEPARTMENT		
	PROCESSED BY:		DATE:
	<input type="checkbox"/> LETTER SENT	DATE:	NEW SEAT NUMBER:

POSTAL SUBMISSION:

MAIL ADDRESS "A08 Academic Transcript Request"
Assessments and Completions Office
Victoria University
PO Box 14428
Melbourne VIC 8001

IN PERSON SUBMISSION:

STUDENT SERVICE CENTRES
City Flinders
Footscray Park
St Albans
Sunshine
Footscray Nicholson
City King
Werribee
Melton

STUDENT ENQUIRIES:

STUDENT CONTACT CENTRE
Email Attachment (scan): **ASKVU** Question Tab www.vu.edu.au/askvu
Online Live Chat: **ASKVU** Chat Tab www.vu.edu.au/askvu
Online information: www.vu.edu.au/studentlife
Telephone Enquiries: +613 9919 6100

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our university Privacy Policy (www.vu.edu.au/privacy).