

# 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.

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:

## CONTACT

Enquiries ASKVU [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Phone +613 9919 6100  
Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

## STUDENT SERVICE CENTRES

City Flinders  
City King  
Footscray Nicholson  
Footscray Park  
Melton  
Werribee  
Newport  
St Albans  
Sunshine

## PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).