## EXTENSION OF TIME FOR EXAMINATION



Complete this form if you require extra time to complete an examination.

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

## INFORMATION

- Recommendation of Extension of time is solely at the discretion of Unit of Study lecturers and course coordinators, and can only be granted on the basis of the provision of documentary evidence supporting a valid reason for the extension of time.
- The Examinations office will assess each application and will advise you if the application is denied.
- PLEASE NOTE the recommended maximum additional time is 15 MINUTES.

## If English is your second language:

Extension of time may be granted if you are in the first two years of your enrolment at VU.

You need to provide the following:

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

- 1. Evidence that you arrived in Australia within the last five years from a non-English speaking country
- 2. Evidence that your immediate prior course of study was in a language other than English

In addition, course coordinators may require you to provide your ELICOS (English Language Intensive Courses for Overseas Students) results that were submitted with your application for entry into your course as an indicator of your English language proficiency.

If you have a disability or medical condition, you must register with Disability Services. Please see www.vu.edu.au/disability for details.

## **INSTRUCTIONS**

- 1. Request the lecturers of the Unit(s) of Study where extra time is required to sign against their Unit of Study on the form
- 2. Submit the application, along with your supporting evidence, to your Faculty office for approval at least 14 days prior to the commencement of the Examination period
- 3. If your examination start time is earlier than the scheduled time, the Examinations office will notify you in writing of the new commencement and completion times

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:	LOCATIO	V:		
ARE YOU AN INTERNATIONAL STUDENT? □ NO □ YES				
PLEASE NOTE: Have you changed your address? If so, please update your details	on Student Connect or submit a Personal	Details Amendment form		
REASON FOR REQUEST (you must provide supporting documentation):				
<ul><li>English as a second language</li><li>Medical condition or disability (see above)</li></ul>				
Other (please state):				

PLEASE NOTE: YOUR LECTURER MUST SIGN AGAINST EACH UNIT BEFORE TAKING THE FORM TO YOUR FACULTY FOR APPROVAL

EXAM DATE	UNIT OF STUDY CODE	UNIT OF STUDY TITLE	EXTRA READING TIME REQUESTED	EXTRA READING TIME GRANTED	EXTRA WRITING TIME REQUESTED	EXTRA WRITING TIME GRANTED	SIGNATURE OF UOS LECTURER

I apply for extension of time to complete the examination(s) in the ab declare the information supplied is true and correct.	ove named Unit(s) of Study. I have re	ead the instructions and the Privacy i	nformation on the reverse	of this form and
STUDENT SIGNATURE:		DATE	:/	/20
COURSE COORDINATOR RECOMMENDATION  If extra time is recommended, this form should be forwarded to the Ex  If the exam is to commence at a time other than the scheduled time, t  REQUEST RECOMMENDED: YES NO  COMMENTS:	kaminations office at least 7 working on the Examinations office will advise the	lays prior to the commencement of student.	the Examination period FO	OR FINAL APPROVAL.
COURSE COORDINATOR'S SIGNATURE:		DATE:	/	/20
COURSE COORDINATOR'S NAME:		PHON	•	
EXAMINATIONS DEPARTMENT				
C SYTEM THUS ARREST CO.	DENIED	STUDENT NOTIFI	ED	
REASON APPLICATION DENIED:  SIGNATURE:				
SIGNATURE:		DATE:		
SIGINIONE.		Ditte.		
CONTACT Enquiries ASKVU www.vu.edu.au/askvu	STUDENT SERVICE CENTRES City Flinders	Footscray Park	Newport	
Phone +613 9919 6100	City King	Melton	St Albans	

PRIVACY INFORMATION
We collect your personal information in accordance with the Privacy Statement for students (<a href="https://www.vu.edu.au/forms">www.vu.edu.au/forms</a>) and the Privacy Policy (<a href="https://www.vu.edu.au/privacy">www.vu.edu.au/privacy</a>).

Footscray Nicholson

Werribee

Sunshine

www.vu.edu.au/students