

This form is for students who

- have a home address outside of South Australia, as recorded on myUniSA
- are enrolled as an internal student studying at one of UniSA's campuses in South Australia
- are intending to return home immediately after their examinations, and
- request to sit a secondary assessment examination(s) in their home country/state.

This form must be lodged with Campus Central within five working days of notification of an approved secondary assessment examination. The administration charge to sit an off-campus examination is \$150.00 per exam.

More Information

In accordance with Section 6 of the *Assessment Policies and Procedures Manual*
<http://www.unisa.edu.au/policies/manual>

1. Students studying a course internally are expected to be available for all examinations at the specified venue during the examination periods.
2. Where an internal student is offered a secondary assessment examination during the applicable secondary assessment period, they are expected to make reasonable attempts to attend the specified venue by delaying or deferring travel elsewhere.
3. Where it is not possible for the student to delay or defer travel, and they have a home address recorded on the student record system outside of South Australia, the student may apply to sit the examination off-campus.

If you have been offered a secondary examination in one or more courses and you have organised to return home, arrangements to sit the exam off-campus should be made **before you return home**.

The University will arrange for you to sit your exams at an approved examination centre. The examination centre that you are allocated will be based on the home address that you have recorded on myUniSA. Students are not permitted to arrange for a private invigilator to supervise their exams.

The Deferred Examination timetable (<http://www.unisa.edu.au/student/exams>) will be available on the web. Shortly after the timetable release, you will receive an email or letter advising you of the examination centre you have been allocated and the exact date and time of the exam. Off-campus examinations are to be taken at the same time as on-campus examinations; however slight variations are possible due to time zone differences.

Part A: Personal details

Student ID:	<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"/>
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	
Date of birth:	Contact No:

Program details:

Program code:	Program title:
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Part B: Request for Off-Campus Examination

Course 1

Subject Area:	Catalogue Number:
Course Name:	

Course Coordinator Declaration

I agree to forward the examination paper to the Business Analyst: Examination and Results, Student & Academic Services no later than **four weeks** before the commencement of the secondary examination period.

Course Coordinator's name:	
Course Coordinator's signature:	Date:

Course 2

Subject Area:	Catalogue Number:
Course Name:	

Course Coordinator Declaration

I agree to forward the examination paper to the Business Analyst: Examination and Results, Student & Academic Services no later than **four weeks** before the commencement of the secondary examination period.

Course Coordinator's name:

Course Coordinator's signature:

Date:

Course 3

Subject Area:

Catalogue Number:

Course Name:

Course Coordinator Declaration

I agree to forward the examination paper to the Business Analyst: Examination and Results, Student & Academic Services no later than **four weeks** before the commencement of the secondary examination period.

Course Coordinator's name:

Course Coordinator's signature:

Date:

Course 4

Subject Area:

Catalogue Number:

Course Name:

Course Coordinator Declaration

I agree to forward the examination paper to the Business Analyst: Examination and Results, Student & Academic Services no later than **four weeks** before the commencement of the secondary examination period.

Course Coordinator's name:

Course Coordinator's signature:

Date:

Student Declaration

I confirm that the home address currently listed on myUniSA is correct

Student Signature:

Date:

LODGING YOUR APPLICATION

This form must be lodged with Campus Central within five working days of notification of the secondary examination.

In person**City East**

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

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

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East	+61 8 8302 2466
City West	+61 8 8302 0590
Magill	+61 8 8302 4090
Mawson Lakes	+61 8 8302 3550
Mount Gambier & Whyalla	+61 8 8647 6082

OFFICE USE ONLY**Campus Central**

Amount paid:

Receipt number:

Photocopy provided to student

Original sent to Business Analyst: Exams and Results
SAS, 101 Currie Street, City West

Date received:

Date processed:

Received by:

Processed by: