

Deferred Examination Application Form - HE

Frequently Asked Questions

Am I eligible?

To be eligible to apply for a deferred examination, you must meet the following requirements;

- Only examinations which are worth 15% or more of the final grade for a subject are able to be deferred.
- Approval for a deferred examination may be granted on the following grounds:
 - Serious personal or emotional trauma (such as a death in the immediate family)
 - Serious student illness which would prevent attendance at the College
 - Religious observances which clash with the published Examination Timetable
 - Sporting or cultural commitments at State, national or international level.

Important note: [Special Consideration Application Form - HE](#) may be used for situations outside the above.

How do I apply?

To apply for deferral of examination, students must complete this form (Deferred Examination Application Form - HE) and submit it to a Student Adviser on the local campus. The application form (including Statutory Declaration) **must** be accompanied by documentary evidence supporting the application for deferral.

When do I lodge my application?

Applications for such consideration should be submitted at least three (3) days before the scheduled date of the examination. In rare situations where that is not possible, applications will be accepted after the scheduled examination date, but not later than three (3) business days after the scheduled examination date.

Where do I lodge my application?

Deferred Examination Application Form –HE and supporting documentary evidence must be submitted to the Local Student Services Team.

How will I be notified of the outcome?

Dates and times of deferred examinations will be emailed by the Examinations team.

How will deferred examinations be scheduled?

Online subject - finals exams:

- Online final deferred examinations are timetabled with the next online cohort sitting examinations.

On campus - In class quizzes and mid-semester exams:

- Deferred in class quizzes and deferred mid-semester exams will be scheduled in the second half of the Semester or during the end-of-Semester break.

On campus - practical exams:

- Deferred practical examination will be scheduled during the Semester or during the end-of-semester break based on supervisor availability.

On Campus - Finals:

- The date for the deferred, final examinations (for on campus subjects only) are advertised on the Student Calendar (available on the College's website or via the student ePortal).

Further information

Further examination information can be found in the [Examination Policy – Higher Education](#).

For further assistance please contact your local Student Services Team on 1300 462 887 (Option 2) or at;

Adelaide Campus: Adelaide.StudentServices@Endeavour.edu.au

Brisbane Campus: Brisbane.StudentServices@Endeavour.edu.au

Gold Coast Campus: GoldCoast.StudentServices@Endeavour.edu.au

Sydney Campus: Sydney.StudentServices@Endeavour.edu.au

Perth Campus: Perth.StudentServices@Endeavour.edu.au

Melbourne Campus: Melbourne.StudentServices@Endeavour.edu.au

Deferred Examination Application Form - HE

Student to complete sections 1 - 4

1. STUDENT DETAILS

Student Number	Phone Number	
Title	Given Name	Family Name
Address		
Suburb	State	Postcode
Email		

2. EXAMINATION DETAILS

(Please check the subject outline for correct assessment details)

Subject Code	Subject Title
Subject Cohort	Percentage weighting of Exam (within subject)
Exam Date	Exam Time
Lecturer Name	

Is the subject: online on campus

Is the exam: online quiz: quiz number _____ in class quiz: quiz number: _____
 mid semester exam final exam

Does the exam contain any practical component? yes no

3. REASON FOR DEFERRAL

(To be completed on the Statutory Declaration overleaf, with supporting evidence attached)

4. STUDENT DECLARATION

I (the undersigned), declare that I have read and understood the [Examination Policy - Higher Education](#) and that the information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment and/or delays in processing this form:

- I have attached official documented evidence to support this request: Yes No, I will supply this by _____ (date).
- I authorise the College to obtain further information or make inquiries to verify my claim, if required.
- I understand that I MUST sit the alternate exam at the date and time scheduled by the College, and my failure to meet this requirement may result in a Fail grade for that exam assessment item.

Signature	Date	
If under 18 years of age at time of application, signature of a parent or guardian is required.		
Name of Parent/Guardian	Signature	Date

OFFICE USE ONLY

Received by	Date received	
Request <input type="checkbox"/> Approved <input type="checkbox"/> Declined	<input type="checkbox"/> Student notified of outcome via email	
Authorised by	Signature	
<input type="checkbox"/> More information required	Date processed	Date exam sent
<input type="checkbox"/> Recorded in FileMaker	<input type="checkbox"/> Filed	Initialed

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name,
address and
occupation of
person making
the declaration

I, 1

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter
declared to in
numbered
paragraphs

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of
person making
the declaration

3

4 Place
5 Day
6 Month and year

Declared at 4 on 5 of 6
Before me,

7 Signature of
person before
whom the
declaration is
made (see over)

8 Full name,
qualification and
address of person
before whom the
declaration is
made (in

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years ! see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* ! see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before –

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution