

1. PERSONAL DETAILS

Student number (8 or 10 digits):

Degree: _____
e.g. BA, BEd, etc.

Title: Dr Mr Mrs Ms Miss Other: _____

Family name: _____ Given names: _____

Phone number (day contact): _____ Email: _____

Subjects: _____
Only subjects for deferral e.g. LA1002, BT1020 -P, etc.

Campus: Townsville Cairns Other

Are you an international student? Yes No

I agree that this form, and any documentation supplied will be sent to the subject lecturer: Yes No

Signature: _____ Date (dd/mm/yyyy): ____/____/____

Applications may be submitted up to five days after the exam. Forms must not be submitted directly to the examiner or school.

EXAMINATIONS USE ONLY

Date entered: _____ Date sent to School: _____ Initials: _____

2. TO BE COMPLETED BY A MEDICAL PRACTITIONER OR COUNSELLOR

Name of Medical Practitioner/Counsellor: _____

Address of medical clinic: _____

Dates of consultation (dd/mm/yyyy): ____/____/____ ____/____/____ ____/____/____

Student was unfit to sit for examination on: ____/____/____ ____/____/____ ____/____/____

Student will be unfit to sit examination on: ____/____/____ ____/____/____ ____/____/____

Please provide comment on nature or seriousness of condition and its impact on the students ability to sit examination:

Very severe Moderate Severe Mild Comment: _____

Signature: _____ Date (dd/mm/yyyy): ____/____/____

Counselling Centre: Please submit to Examinations: Fax 6333 (Townsville) or 1069 (Cairns), up to five days after the date of the examination.

3. SCHOOL OFFICE USE ONLY (NB: FINAL DECISION ('X' 'ED') TO BE ENTERED ON 'EXAMINERS RETURN')

Recommended: Yes No Lecturer: _____ Date (dd/mm/yyyy): ____/____/____

Recommended: Yes No Head of School: _____ Date (dd/mm/yyyy): ____/____/____

Approved: Yes No Faculty PVC: _____ Date (dd/mm/yyyy): ____/____/____

After signing, send to School Administration Officer for filing. Do NOT return to Examinations.

DEFERRED EXAMS

In 1990 the ruling of the James Cook University board was that exams are to be sat at the scheduled time. The Board's policy does not allow for students to sit exams in advance, or to have special exams set. The specified exam period for deferred exams are regarded as part of the academic year and students are expected to sit exams in those periods.

A student who is unable to sit an exam due to extenuating circumstances should apply for a deferred exam. The head of school has the right to decline an application (whether or not the examiner is willing to set another paper) if reasons are considered to be less than exceptional.

e.g. Severe illness or absence in hospital may be an acceptable reason; misreading the exam timetable, claiming travel bookings are made or leaving on a holiday prior to the completion of the exam period are not justifiable reasons.

Applications made on medical grounds **must** be accompanied by a medical certificate and on psychological grounds a counsellor certificate or letter. Alternatively section 2 on the front of this application form may be completed by a medical practitioner or counsellor.

The medical and counsellor certificates **must** provide sufficient information on which to make a determination regarding the application.

Applications made for reasons other than medical or psychological **must** be supported by relevant documentation, including a Statutory Declaration stating the facts on which the application relies.

All documents provided **must** be either the original document or a certified copy of the original. Faxed and emailed documents will not be accepted of any extra documents provided.

Examiners do not advise students unofficially of subject results - including 'ED' (deferred exam granted) or 'X' (deferred exam not granted). Students will **only** be notified when subject results are officially released.

DEFERRING A DEFERRED EXAM

As there is no designated formal exam period approved by The University Council applications to apply to defer a deferred exam will not be accepted from students unless specifically requested by the relevant School.

SITTING EXAMS OFF-CAMPUS (internal students only)

Students are expected to sit exams (exception is exams held in January) on their home campus and approval (from examiners) to sit away will not be granted unless proven 'extenuating' circumstances exists. Sitting off campus incurs a fee to be paid to the university.

Enquiries to the Student Centre:

Townsville

By post: James Cook University
Student Centre
Education Central (Bld. 134)
Townsville, 4811

In person: Student Centre
Education Central (Bld. 134)
James Cook Drive
Townsville

Phone: 07 4781 5255
EnquiriesTownsville@jcu.edu.au

Cairns

By post: James Cook University
Student Centre
Chancellery Building (Bld.A1)
Cairns, 4870

In person: Student Centre
Chancellery Building (Bld.A1)
McGregor Rd
Smithfield

Phone: 07 4042 1000
EnquiriesCairns@jcu.edu.au