# Deferring a Formal Examination

(For students who are unable to sit an exam due to medical or extenuating circumstances)

**SP1 & SP2 Formal exam periods**

## 1. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Student number (8 or 10 digits):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td></td>
</tr>
<tr>
<td>e.g. BA, BEd, etc.</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>Dr</td>
</tr>
<tr>
<td>Family name:</td>
<td></td>
</tr>
<tr>
<td>Given names:</td>
<td></td>
</tr>
<tr>
<td>Phone number (day contact):</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Subjects:</td>
<td></td>
</tr>
</tbody>
</table>

A medical certificate, counsellor certificate or a Statutory Declaration and any other relevant documentation must accompany this form. Documents MUST be originals or certified copies of originals. Emailed and faxed copies are not originals and will not be accepted.

**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): _____/_____/________

Forms must be submitted in person or by post to the Student Centre, Education Central, building 134 (Townsville) or Building A1 (Cairns), up to three University working days after the exam. Forms are not to be submitted directly to the examiner or college.

## 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 student's ability to sit examination:

*Comment:*

**Signature:**

Date (dd/mm/yyyy): _____/_____/________

## 3. COLLEGE OFFICE USE ONLY (NB: FINAL DECISION (X ‘ED’) TO BE ENTERED ON ‘EXAMINERS RETURN’)

<table>
<thead>
<tr>
<th>Recommended:</th>
<th>☐ Yes ☐ No</th>
<th>Examiner:</th>
<th>Date (dd/mm/yyyy): <em><strong><strong>/</strong></strong></em>/________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended:</td>
<td>☐ Yes ☐ No</td>
<td>College Dean:</td>
<td>Date (dd/mm/yyyy): <em><strong><strong>/</strong></strong></em>/________</td>
</tr>
<tr>
<td>Approved:</td>
<td>☐ Yes ☐ No</td>
<td>Divisional DVC:</td>
<td>Date (dd/mm/yyyy): <em><strong><strong>/</strong></strong></em>/________</td>
</tr>
</tbody>
</table>

After signing, send to College 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 College Dean 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 SUPPLEMENTARY OR DEFERRED EXAM

As there is no designated formal exam period approved by the University Council, applications to apply to defer a supplementary or deferred exam will be accepted from students but will only be approved if the relevant College Dean considers the circumstances exceptional.

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 and the Manager, Examinations & Progression) to sit away will not be granted unless proven ‘extenuating’ circumstances exist. Original documentation which supports the reason for the application must be included. 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
**Enquiries@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 4232 1000
**Enquiries@jcu.edu.au**