



## Applying for a deferred exam due to new or updated exam adjustments

If exam adjustments are made after the university administrative deadline, they cannot be applied to final exams in the current session. However, your Disability Advisor can assist you to request a deferred exam, during which your exam adjustments will be implemented. Refer to [Important Deadlines](#) for university exam administrative deadlines.

Use the [Deferred Exam Application form](#) to request a deferred exam.

Follow the steps below to complete the form if you have new or updated exam adjustments.

### Step 1

The first page of the form will ask you four questions:

“Is this application being lodged within two (2) business days after the examination date & time?”

“Is this Deferred Exam for a Final end of session exam?”

“Are you applying for a Deferred Exam because you feel that due regard has not been paid to the evidence of illness or misadventure?”

“Do you have your supporting documentation ready?”

### Select “Yes” to all four questions

Deferred Exam application

- You must complete a separate application for each Deferred Exam.
- You must answer all questions before submitting this Deferred Exam application.

Is this application being lodged within two (2) business days after the examination date & time?

☒ Yes [Go to Application Step](#)

☐ No

Is this Deferred Exam for a Final end of session exam?

☒ Yes

☐ No

Are you applying for a Deferred Exam because you feel that due regard has not been paid to the evidence of illness or misadventure?

☒ Yes

☐ No

Do you have your supporting documentation ready?

☒ Yes

☐ No

NEXT

## Step 2

Your Student ID, Name and Phone number will pre-populate

Complete all sections with an asterisk (\*): Program, Subject, Exam Date, Exam Type, Exam time.

Program *	<input type="text"/>		
Subject *	<input type="text"/>	Exam Type *	<input type="text" value="choose an Exam Type"/>
Exam Date *	<input type="text"/>	Exam Time (24 hour time format) *	<input type="text"/>
Any other relevant Exam Details?	<input type="text"/>		

## Step 3

When asked "Reason"

**Select "Medical Condition or Event"**

When asked "Do you have an Academic Reasonable Adjustment Plan approved by the Disability Unit?"

**Select "Yes"**

Reason *	<input type="text" value="Medical Condition or Event"/>	Do you have an Academic Reasonable Adjustment Plan approved by the Disability Unit? *	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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## Step 4

When asked to select a Document

**Select "Other Supporting Document"**

When asked to add the description of your document



**Type "Disability Service Exam Memo"**

When asked for the attachment

**Attach the Exam memo provided by the Disability Service and your ARAP**

Your application is now complete

**Select "Submit Application"**

	Document	Description	Attachment *
1	Other supporting documentation 	Disability Service Exam Memo	Choose File 

**PRIVACY STATEMENT:** In providing my personal information to the University I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory, or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

[SUBMIT APPLICATION](#)

## Step 5

After your submission is complete, please monitor your email for updates from the examinations team.