

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	<input type="checkbox"/> Online	<input type="checkbox"/> On campus		
Is the exam	<input type="checkbox"/> Online quiz	Quiz number	<input type="checkbox"/> In class quiz	Quiz number
	<input type="checkbox"/> Mid-semester exam		<input type="checkbox"/> Final exam	
Does the exam contain any practical component?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.
- I am the student to which this document refers, **OR**
- I am legally authorised to act on behalf of the student whose details are stated within this document:

Name of Legal Representative:

Signature	Date
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Commonwealth of Australia
STATUTORY DECLARATION

Statutory Declarations Act 1959

1 Insert the name,
address and
occupation of
person making

I, 1

the declaration

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

2 Set out matter
declared to in
numbered

2

paragraphs

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