

## Special Exam Request Procedure

### PROCEDURE PURPOSE

This procedure provides staff at UTS College an overview of how to handle requests for a 'special exam' and serves as a guide to all staff involved in the coordination of these exams.

This procedure should be read in conjunction with the Assessment Policy.

### SCOPE

This document serves as a guide on how to handle requests for special exams.

'Special Exam' timetabling and coordination is not included in the scope of this procedure.

This procedure does not apply to our Transnational Students.

**DEFINITIONS** are set out at the end of this procedure.

### PROCEDURE STEPS

Action	Description	Responsible
Apply for Special Exam	<ol style="list-style-type: none"> <li>1. Follow all the instructions on the 'Request for Special Exams' form. Including: <ul style="list-style-type: none"> <li>• Fill in personal details</li> <li>• Subject code (which can be found in the timetable or CANVAS)</li> <li>• The date of final exam).</li> </ul> </li> <li>2. Read the student consent on this form and sign it.</li> <li>3. See a medical professional and obtain medical certificate or supporting documents and attach these to the form.</li> <li>4. Email the form including appropriate documentation to <a href="mailto:exams@utscollege.edu.au">exams@utscollege.edu.au</a></li> </ol>	Student

Action	Description	Responsible
Assess application	5. Check student attendance list for that subject to ensure student has not already attended the exam.  6. If they have not: check the application for Special Exams Form has been filled in correctly by the student and that the attached documentation is valid.  7. Ensure that student has read and signed consent section in the form.  8. Assess previous records to understand if student has had previous special exam request. This can be done by checking student comment code in Student One from previous semesters. (Look for: "EXAM-MISS").  9. If the Student Administration Exams Team are unable to make the determination based on the information provided, refer the case to the appropriate Program Manager for a final decision.  <b>NOTE:</b> The application will be declined if one or more of the following occurs: <ul style="list-style-type: none"> <li>i. If Medical Certificate doesn't cover examination date</li> <li>ii. Student has attended the examination.</li> <li>iii. Documentation cannot be verified.</li> </ul>	Student Administration Exams and Progression Team
Notify student	10. Notify student via email that request has either been granted or declined.	Student Administration Exams and Progression Team
Maintain Records	11. Update Special Exam Request Spread Sheet with comments on actions taken.  12. Add student to special exam timetable.  13. Enter "EXAM-MISS" comment code in Student One.  14. Application form and relevant documents to be scanned to RM8 into student container.	Student Administration Exams and Progression Team

## DEFINITIONS

Special Exams	Exam granted to students who were unable to attend a final examination due to reason of illness, misadventure or religious commitment.
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
UTS College	Insearch Limited, its representative offices and its controlled entities.

## SUPPORTING DOCUMENTS:

- Assessment Policy
- Special Request for Exam Form

## ADMIN USE ONLY

APPROVAL	
Signature:	
Name:	<b>Chief Operations Officer</b> Date: 11 March 2020
Procedure Title	Special Exam Request Procedure
Executive	Chief Operations Officer
Manager	Head of Student Services
Procedure ID	PROC/OPS/07/20
Effective Date:	11 March 2020