



ID:

APPLICATION FOR EXTERNAL EXAMINATION (Overseas)

OCE

IMPORTANT NOTES:

1. Please complete and return this application form, accompanied by appropriate supporting documentation, to the Examinations and Timetabling Office. *Refer to page 3 of this form for lodging instructions.*
2. It is recommended that you speak to your Course Convenor before applying.
3. This application must be submitted at least 4 weeks prior to the scheduled on-campus examination date.
4. You must attach **supporting documentation** as to why you are applying for an external examination.
5. The cost of this application is **AUD\$175 per examination**. Payment must be made online through **GriffithPAY** (<https://www.griffith.edu.au/online-payments>).

1. PERSONAL DETAILS

Griffith Identification Number: <input style="width: 100%; height: 20px;" type="text"/>	Name: Family Name: <input style="width: 95%;" type="text"/> First Name: <input style="width: 95%;" type="text"/> Student Email: <input style="width: 95%;" type="text"/>	Home Phone Number: Work/Mobile Phone Number: <input style="width: 95%;" type="text"/>
Mailing Address: <input style="width: 95%;" type="text"/> <div style="text-align: right;">Postcode: <input style="width: 150px;" type="text"/></div>		

2. EXAMINATION DETAILS

Course Code:	Course Title:	Trimester/Year:	Requested Location: (Please specify City, State and Country)

Application is for: <input type="checkbox"/> End of trimester examination <input type="checkbox"/> Mid trimester/in trimester examination <input type="checkbox"/> Supplementary examination <input type="checkbox"/> Deferred examination	EXT Staff use only: <input type="checkbox"/> 1. Course Convenor approved <input type="checkbox"/> 2. Payment receipt <input type="checkbox"/> 3. Venue request email sent <input type="checkbox"/> 4. Venue allocation sent to student <input type="checkbox"/> 5. Exam confirmation sent to venue <input type="checkbox"/> 6. and student <input type="checkbox"/> 7. Exam materials sent Venue Code: <input style="width: 150px;" type="text"/>
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3. PAYMENT DETAILS TO BE COMPLETED BY STUDENT

This payment will be refunded if your application is declined.

Total amount paid: \$175 x ___ exams = \$ _____

4. STUDENT ACKNOWLEDGMENT AND SIGNATURE

I confirm that I have read and understood the terms and conditions.

I confirm that I have paid the application fee online at GriffithPAY.

Signature: _____

Date: / /

DOCUMENTARY EVIDENCE**DOCUMENTATION REQUIRED TO SUPPORT YOUR APPLICATION****Medical grounds**

Students must submit a letter from a registered medical practitioner stating the reasons why they will be unable to sit the examination on campus.

Work commitments beyond your control

Students must submit a letter from their employer, on company letterhead, indicating why they will be unable to attend the examination on campus.

Competitive sporting event at state, national or international level

Students must submit a letter from the sporting body, on their letterhead, verifying that they are involved in a state, national or international sporting event.

Wedding

This will only be approved in the case of a close relative or friend. Students must submit a certified copy or an original invitation to the wedding and a Statutory Declaration confirming the relationship to those being married.

Family Reasons

Students must submit a Statutory Declaration stating extenuating family reasons as to why they cannot sit the examination on campus.

Other compassionate grounds

Students must submit a Statutory Declaration stating the reason as to why they cannot sit the examination on campus.

LODGING INSTRUCTIONS

This application must be submitted to the Examinations and Timetabling Office or Student Centre, accompanied by appropriate supporting documentation, by one of the following methods:

- By email to: external-exams@griffith.edu.au
- By mail to: Examinations and Timetabling Office
Nathan Campus
Griffith University
170 Kessels Road
QLD 4111

OR

- In person at any Student Centre

STUDENT CENTRES

GOLD COAST CAMPUS	NATHAN CAMPUS	LOGAN CAMPUS
G33 - Student Centre Street Address: Parklands Drive Southport QLD 4215 □	N53 - Willet Centre Street Address: 170 Kessels Road Nathan QLD 4111 □	LO4 - Community Place Street Address: University Drive Meadowbrook QLD 4131
MT GRAVATT CAMPUS	QUEENSLAND COLLEGE OF ART	QUEENSLAND CONSERVATORIUM
M06 – Education Street Address: 176 Messines Ridge Road Mt Gravatt QLD 4122 □	SO3 – Grey Street Studios Street Address: 226 Grey Street South Bank QLD 4101	SO1 – QLD Conservatorium Street Address: 140 Grey Street South Bank QLD 4101

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