

Request to Sit Examinations at Other Centres

You may request to sit out-of-centre exams for one of the following reasons (strict criteria apply). Please tick one of the categories below.

Please 'tick'	Category	Criteria	Examples of documentation required
<input type="checkbox"/>	Bereavement	Family member or close friend (short notice acceptable)	Death notice or other appropriate evidence.
<input type="checkbox"/>	Study	Overseas study; must be at a tertiary institute	Confirmation form other institute showing enrolment and flight itinerary.
<input type="checkbox"/>	Legal	Court appearance (short notice acceptable)	Court notice or court order.
<input type="checkbox"/>	Sport/Cultural	Representing New Zealand at an international sporting or cultural event.	Letter from NSO, flight or travel itinerary and a match or game schedule.
<input type="checkbox"/>	Wedding	Wedding of an immediate family member (parent, sibling, child) or part of bridal party.	Invitation card, letter from marriage celebrant and flight itinerary.
<input type="checkbox"/>	Business	Unavoidable business obligation or business travel. Please note: temporary casual work (including Camp America) does not apply.	Letter from employer, flight itinerary, conference schedules, invitations or other documents will also be required.

The application form must be submitted with supporting documentary evidence and a copy of your exam timetable. The application will be rejected or declined if there is insufficient evidence. The documentary evidence listed above is an example only. Depending on your situation further evidence may also be required.

Please complete and submit this form at least one month before the first affected examination

STEP 1

Surname: ID Number:

First name: Phone:

Email: @aucklanduni.ac.nz

STEP 2 Affected Examinations:

Scheduled examinations:					Requested time at other centre (Before the main exam. As close as possible to the scheduled time in Auckland and within 24 hours)	
Course Code	Cat. No.	Scheduled Exam Date	Start Time	End Time	Local date	Local Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 3 Name, contact person and address of alternative venue or centre:

Name of contact:

Address of the venue:

Contact phone: Email:

STEP 4 Reason for requesting an alternative venue:

Date of departure:

STEP 5 Attach documentary evidence to support this application (eg, invitation to represent New Zealand)

STEP 6 Payment should be made at AskAuckland Central if at all possible (only payment by credit card or EFTPOS are accepted). Alternatively, you may make the payment through internet banking. The University of Auckland bank account details are as follows:

Account name: The University of Auckland

Name of the bank: ANZ

Account number: 01-1839-0818777-08

Instructions: Please put 630/8404 as reference and student ID# as particular or description.

Please attach the receipt to the application form (receipt from AskAuckland Central, a bank statement or a screenshot of bank transfer receipt).

STEP 7 Signature: _____

Date: _____

STEP 8 Checklist. Please tick:

<input type="checkbox"/>	I have selected a category for my application.
<input type="checkbox"/>	I have completed all sections of the application form.
<input type="checkbox"/>	I have completed an AS-31 declaration form and handed in the original hard copy to AskAuckland Central or posted it to Examinations Office: Private Bag 92019, Auckland 1142, New Zealand
<input type="checkbox"/>	I have attached evidence documents to support the application.
<input type="checkbox"/>	I have attached a copy of my exam timetable.
<input type="checkbox"/>	I have made payment and attached a receipt.
<input type="checkbox"/>	I am submitting the application form before the deadline (one month before the first affected exam).

STEP 9 Submit the application form:

Please scan the application form and all other documents (not including the Statutory Declaration Form) in one pdf file and email it to exams@auckland.ac.nz at least one month before the first affected examination. The original hard copy of the Statutory Declaration Form must be handed to AskAuckland Central in person or posted to Examinations Office: Private Bag 92019, Auckland 1142, New Zealand. Late applications will not be accepted. Applications with insufficient supporting documents will be rejected or declined. The application fee is non-refundable.

Please note:

1. Applications must be made in writing on this form.
2. Personal details required:
 - a list of courses affected
 - the reason for the application, including documentary evidence to support your claim
 - current contact details for a person at the nominated venue (must be a university) who will be able to arrange invigilation for your examinations
 - the alternative venue should be a university close to your location; you will need to contact them directly and ask them whether they are able to host your exams on the date and time listed in your timetable
3. Charges made by the University of Auckland are as follows:
 - for overseas venues: \$175.00 for the first course, \$30.00 for each subsequent course
 - for New Zealand venues: \$140.00 for the first course, \$30.00 for each subsequent course

PLUS

- \$20.00 return courier charge within New Zealand
 - \$60.00 return courier charge to Australia
 - \$120.00 return courier charge to Overseas
4. All costs incurred such as supervisor costs, etc. are your responsibility and you will be advised of these amounts by the invigilating centre. These costs are additional to the charges paid to the University of Auckland.
 5. We will endeavour to arrange invigilation of your examination through contact with your chosen venue.
 6. You should always liaise with the Examinations Office prior to making an application.

OFFICE USE ONLY					
Approval	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not recommended	Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Signature	<input type="text"/>		Signature	<input type="text"/>	
Date	<input type="text"/>		Date	<input type="text"/>	

AskAuckland Central: Out of Centre Exams, Speed Code: 107