

Request to Sit Examinations at Other Centres for Distance Learning Students

STEP 1 Surname: ID Number:
Forenames: Email: @aucklanduni.ac.nz

STEP 2 Scheduled examinations:

Subject Area	Cat. No.	Scheduled Exam Date	Start Time	End Time
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STEP 3 Please give your contact details:

Daytime phone:

Address:

Please note: email will be sent to your student email address only.

STEP 4 Choose and TICK a centre from the list below where you wish to sit your examination:

- | | | |
|---------------------------------------|---|-------------------------------------|
| Christchurch <input type="checkbox"/> | Napier <input type="checkbox"/> | Tauranga <input type="checkbox"/> |
| Dunedin <input type="checkbox"/> | Nelson <input type="checkbox"/> | Thames <input type="checkbox"/> |
| Gisborne <input type="checkbox"/> | New Plymouth <input type="checkbox"/> | Wellington <input type="checkbox"/> |
| Greymouth <input type="checkbox"/> | Palmerston North <input type="checkbox"/> | Whakatane <input type="checkbox"/> |
| Hamilton <input type="checkbox"/> | Rotorua <input type="checkbox"/> | Whanganui <input type="checkbox"/> |
| Invercargill <input type="checkbox"/> | Taupo <input type="checkbox"/> | Whangarei <input type="checkbox"/> |
| Kaitia <input type="checkbox"/> | Other (please specify) <input type="text"/> | |

Please note: Some venues are unavailable on Saturdays. Examinations at these venues will take place on Friday afternoon and you will be required to complete a Statutory Declaration Form in the presence of a Justice of the Peace and return it to the Exams Office prior to the examination.

STEP 5 Payment (charges detailed below):
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 (eg, a bank statement or a screenshot of bank transfer receipt).

STEP 6 Signature: _____

Date: _____

STEP 7 Please return this application (both sides) IMMEDIATELY by email to:

exams@auckland.ac.nz

You will receive a confirmation email closer to the exam date.

Administrative charges made to you by the University of Auckland for this semester are as follows:

\$ 140.00 for one examination in New Zealand

\$ 175.00 for one examination overseas

\$ 30.00 for each additional examination (in New Zealand or overseas)

PLUS

\$ 20.00 return courier charge within New Zealand

\$ 60.00 return courier charge to Australia

\$ 120.00 return courier charge to overseas

For examinations in New Zealand, the room hire as well as the supervisor costs will be paid for by the respective departments. For overseas examinations, you are responsible for those costs and will pay the venue directly.

Office use: **Distance Exams**

Speed Code: 107