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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Cat No.</th>
<th>Scheduled Date of Exam</th>
<th>Start time</th>
<th>End time</th>
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<tbody>
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STEP 3
Please give your contact details:

Day time 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:

<table>
<thead>
<tr>
<th>AUCKLAND</th>
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<tbody>
<tr>
<td>Christchurch</td>
<td>Kaitaia</td>
</tr>
<tr>
<td>Dunedin</td>
<td>Napier</td>
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<tr>
<td>Gisborne</td>
<td>Nelson</td>
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<tr>
<td>Greymouth</td>
<td>New Plymouth</td>
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<tr>
<td>Hamilton</td>
<td>Palmerston North</td>
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<tr>
<td>Invercargill</td>
<td>Rotorua</td>
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<td></td>
<td>Taupo</td>
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</tbody>
</table>

If you choose to sit your examinations in Auckland, you will not be charged any fees. Go to STEP 6.

Christchurch
Kaitaia
Tauranga

Dunedin
Napier
Thames

Gisborne
Nelson
Wellington

Greymouth
New Plymouth
Whakatane

Hamilton
Palmerston North
Whanganui

Invercargill
Rotorua
Whangarei

Other (please specify):

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 (bank account statement or a screenshot of the 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
$ 15.00 return courier charge within New Zealand;
$ 50.00 return courier charge to Australia;
Overseas return courier charges for other locations will be advised.

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