



Request to Sit an Examination Out of Time

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

Please 'tick'	Category	Criteria	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 provided. 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 (Before the main exam. As close as possible to the scheduled time and within 24 hours)		
Course Code	Cat. No.	Scheduled Exam Date	Start Time	End Time	Date	AM	PM	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 3 Reason for your request to sit examinations other than at the scheduled time:

STEP 4 Attach documentary evidence to support this application (eg, invitation to represent New Zealand)

STEP 5 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 6 Signature: _____ Date: _____

STEP 7 Complete the statutory declaration form AS-31.

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 in one pdf file (not including the Statutory Declaration Form) 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:

- Students are required to be available to sit examinations on the day scheduled during the specified examination period, which ends on the last day of the semester or quarter. Consideration, however, may also be given for an alternative examination time for the above reasons.
- Approved out-of-time examinations must be taken as near as possible to the actual date of the scheduled examination. This is usually prior to the scheduled date of the examination and within 24 hours.
- Applications must be made in writing on this form and submitted with a fee of \$120 for the first course and \$30 for each subsequent course.
- Details required:
 - A list of courses affected
 - The application must include a completed original hard copy of the statutory declaration form as well as any documentary evidence requested by the Examinations Office.

OFFICE USE ONLY

Approval Recommended Not recommended

Application Approved Declined

Signature

Signature

Date

Date