

Hi everyone

It is now week 13 and your first semester of University study is almost over.

In our last newsletter we concentrated on **Exam Preparations:** workshops; accessing your personal exam timetable; the importance of having a current student ID card with you when sitting an exam and exam essential information. In this message we would like to highlight **your options** should you encounter any **problems preparing for or sitting an exam** (i.e. an accident, a personal crisis or a medical condition):

Your Options:

See your lecturer about the issue: they will take note of your circumstance which may help you if you need any assistance at a later date.

Disability Services: For information on accessing assistance if you have a disability or need special accommodations (e.g. rest breaks) for health reasons to sit an exam, go to the Disability Services web page at www.studentservices.utas.edu.au/disability

If your condition is short term you can apply for alternative examination arrangements for this semester only at:

www.studentcentre.utas.edu.au/examinations_and_results/forms_files/alt_arr_form.pdf

If you need to obtain special accommodations for the exam you must apply as soon as possible.

Deferred Ordinary Examinations: If you are ill on the day of an examination or have serious circumstances that prevent you from sitting an examination, you may apply to sit a deferred examination. You will need to obtain a medical certificate **and have Section C of the DO form filled out by a medical practitioner** or provide other documentation to support your application. For more information and an application form, go to the **'Exams and Results Forms'** in the Forms Directory online at www.utas.edu.au/students/forms/forms_dir.htm

NB It is very important that you know that you will be ineligible for a deferred exam if you attend the exam at the normal time but are unable to complete it due to illness.

If you sit an exam and have a problem that you feel has impacted on your performance you can submit an **"application for special consideration in the marking of examination form"** to your lecturer. This form should be submitted with appropriate supporting documentation as soon as possible after the completion of the examination. Granting of special consideration is at the discretion of the lecturer and your school. To access this form go to the **'Exams and Results Forms'** in the Forms Directory online at www.utas.edu.au/students/forms/forms_dir.htm

Other forms available online in the Forms Directory include:

- * “request to sit an examination at an alternative centre”
- * “examinations arrangements for students from non English-speaking backgrounds”

IMPORTANT: If in doubt about any of the above options, please contact the Examinations Officer ASAP on 6226 2216 (Hobart) or 6324 3505 (Launceston or Cradle Coast Campus).

Results

Final results for semester 1 units will be released via the web on Wednesday 9th July 2008.

Wishing you all the best for your exams

The Transition Support Team