

Alternative Examination Arrangements for Students Unable to Attend a Scheduled Examination

Summary

This policy sets out the conditions and procedures for students of the Melbourne Graduate School of Education who are unable to attend their subject examination at the scheduled examination date and time and who wish to apply for alternative examination arrangements.

Standard Alternative Arrangements

The standard alternative examination arrangement is for students to sit their subject examination during the University Supplementary Examination period.

Reason for application

Students will need to specify a reason for being unable to sit their examination at the scheduled date and time and will need to provide relevant documentary information.

Valid Reasons

Approval will be given for a student to sit a supplementary examination for the following reasons:

1. Urgent and unforeseeable medical and health reasons for the student or the student's immediate family, where immediate family is defined as being siblings, parents and grandparents.

Students must supply appropriate supporting documentation from relevant health professionals.

2. Overseas weddings of immediate family members.
3. Funerals of immediate family members.

Students with valid reasons will be able to sit a graded supplementary examination during the University Supplementary Examination period.

Non Valid Reasons

1. Holiday or recreational travel.
2. Work or job commitments
3. Attendance at sporting or community events
4. Attending reunions or other family related gatherings or events that are neither weddings nor funerals.

Students with non valid reasons or any reason not mentioned may, at the discretion of the Director, Learning and Teaching, be granted permission to sit an ungraded supplementary examination.

This is not Special Consideration

This policy is distinct from the Special Consideration process. Students who want to apply for Special Consideration need to go through the separate Special Consideration process. Students do not need to apply for Special Consideration to be eligible under this policy.

Apply before the Exam

Students must apply for alternative examination arrangements BEFORE the scheduled date and time of the examination.

Application Process

Students should apply by email or by letter to the Director, Learning and Teaching, Melbourne Graduate School of Education.

Email Associate Professor Ray Misson at r.misson@unimelb.edu.au

Mailing address is: Associate Professor Ray Misson, Director, Learning and Teaching
Melbourne Graduate School of Education, University of Melbourne, Vic. 3010