

Request for Deferred Examination

Please read the notes on the reverse of this form before completing

Candidate's Name	ID Number
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Details of Request

Subject Name	Subject Number
Name of Lecturer	Term Year

DECLARATION

I,.....(Name)

Of.....(Address)

.....(Occupation)

do solemnly and sincerely declare that I will be unable to sit for the Examination in the Subject (name):

.....

scheduled on (date & time)for the following reasons:

.....

.....

And further that I undertake not to disclose to/or seek from any person, information on the contents of any examination paper. I have attached supporting documentation. (See over page)

Candidate's Signature:.....
Declared at:..... the.....
Day of....., 20.....
before me..... (Sir Dr Lim Boon Yeow Chief Executive Officer Asiainstitut of Management)

Subject Convenor (Examiner)
I Agree/Disagree with the request for deferred examination
Signature: Date.....
Name:
Length of examination will be:.....hours. Permitted materials

Office Use Only
Examination will be held at the Asiainstitut of Management Office on(Date) at(time).

Please read the notes below before completing this form

- This form must be completed and lodged at the Office of the Asiainstitut of Management together with any supporting documentation (eg. medical certificate.).
- Arrangements for individual examinations can be made only for serious reasons (holiday plans are not usually a sufficient reason).
- Requests for deferred examinations will only be facilitated with the prior approval of the Examiner of the subject concerned and the Head of School for the subject concerned. Your completed form will be forward to the University of Canberra for appropriate approval(s).
- The Declaration contained on this form must signed before Sir Dr Lim Boon Yeow of the Asiainstitut of Management, Singapore.
- The Asiainstitut of Management will advise you of the outcome of your request.
- Examination will be taken as near to the scheduled time as is practicable.
- Supporting Documentation includes, but is not limited to the following:
 - A medical certificate stating that you were ill and unable to sit the examination on the date stipulated
 - A police report outlining circumstances as to why you could not sit the examination
 - A report from a psychologist or counsellor
 - A death certificate or coroners report.