For all Distance Mode students

On the day

It is recommended that you arrive at your examination location at least **30 minutes** prior to your scheduled examination time. Extra time will not be granted for late arrivals.

You **must** bring your **UTS student identification card** with you.

If you do not have a student identification card, please apply for one by downloading this form and following the instructions: [https://www.uts.edu.au/sites/default/files/DIST_0414.pdf](https://www.uts.edu.au/sites/default/files/DIST_0414.pdf)

Getting Organised

Formal exams will take place during the following periods in 2014:

- Autumn Semester – from Sat 7th June to Fri 27th June.
- Spring Semester – from Sat 8th November to Fri 28th November

It is your responsibility to organise your time to avoid other commitments conflicting with the formal examination period. For example, you may find it useful to notify your employer of the examination period and the exams that you will be sitting in advance.

For students living within the Sydney Basin area

Finding out where and when

To find out the date, time and location of your examinations you will need to consult the UTS examinations website at:


You will not receive written notification of your examination date, time and location. It is your responsibility to check the website.
For students living outside the Sydney Basin area

Finding out where and when

An email will be sent to your UTS email account notifying you of the date, time and location of your examinations. You will need to bring this notification with you to your examination.

Off-campus examinations will be held at the same date and time as their on-campus equivalents unless circumstances require alterations to the timing.

The location of your examinations will be arranged near your place of work or home. If your address changes during the semester, it is very important that you notify the Distance Mode Officer on +61 2 9514 2429 or via email at feitdistancemode@uts.edu.au.

If you have not received an email regarding your examination arrangement one month prior to the exam date, contact the Distance Mode Officer on +61 2 9514 2429 or via email at feitdistancemode@uts.edu.au.

FAQS

Can I change my exam time or location?

No. Once an examination time and location has been organised it cannot be changed. It is your responsibility to ensure that you attend the examination at the time, date and location that has been allocated. If for any reason you cannot/do not attend the examination, the Faculty reserves the right to not offer you an alternative exam at an off-campus location and you may have to attend UTS in person to sit your examination.

What happens if I am not able to attend the exam due to circumstances beyond my control?

If you are unable to attend a formal exam due to circumstances beyond your control (for example jury duty), and you are aware of this prior to the exam, you must contact the Distance Mode Officer on +61 2 6514 2429 or via email feitdistancemode@uts.edu.au.

How do I apply for special consideration?

If you attempt an exam, but feel that your performance was adversely affected by illness or misadventure, you may lodge an application for special consideration for exams. This must be submitted no later than two working days after the exam.

You can access the Online Special Consideration form at https://mystudent.uts.edu.au.