For UTS exam information, please visit the UTS examination website at: http://www.sau.uts.edu.au/assessment/exams/central.html

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 to allow plenty of time for unforeseen delays. Please note that extra time will not be awarded to late arrivals.

You must bring your UTS student identification card with you – it is your authority to attend the examination.

If you don’t have a student identification card, please apply for one by downloading this form and following instructions - http://www.sau.uts.edu.au/forms/pdfs/DIST0510.pdf.

Getting organised

The dates for the 2013 formal examination periods are:

- Autumn Semester – from Sat 08/06/2013 to Fri 28/06/2013
- Spring Semester – from Sat 09/11/2013 to Fri 29/11/2013

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

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 for all subjects will be held at the same time and date as their on-campus equivalents, unless circumstances require different 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 for you to notify the Distance Mode Officer on +61 2 9514-2429 or via email at: Selma.Huang@uts.edu.au to avoid any problems.

If you haven’t received any email regarding your exam arrangements one month prior to the exam dates, you need to contact the Distance Mode Officer on +61 2 9514-2429 or via email at: Selma.Huang@uts.edu.au.

Can I change my Exam time or location?

No. Once an examination time and location has been organised for you 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 for you. 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.

I can’t sit for an Exam?

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 before the exam, you must contact the Distance Mode Officer on +61 2 9514-2429 or via email at: Selma.Huang@uts.edu.au.

Special consideration for Exams

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 no later than TWO working days after the exam.

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