



Final Exam Request Form



Once all requirements have been fulfilled (i.e. all Progress Tests/Labs/Assignments/Activities have been completed and graded by your teacher), please complete and return this Request Form to our office at least 5 business days prior to the date you wish to sit the Exam. This form will not be processed if you have not fulfilled the above.

Instructions: Please have your nominated supervisor sign this form (page 2), giving all details requested below. When completed, the form should be returned to unilearn@tafe.qld.edu.au for processing. Once approved, instructions for how to pay for your exam will be emailed to you.

Tick the correct box

EXAM Attempt Number: 1 2 3

<p>Online Exam Prices</p> <p><input type="checkbox"/> \$75.00 domestic (Item Type 3094)</p> <p><input type="checkbox"/> \$150.00 AUD international (Intl Item Type 3095)</p>	<p>Paper based Exam Prices</p> <p><input type="checkbox"/> \$125 domestic (Item Type 3094)</p> <p><input type="checkbox"/> \$200 AUD international (Intl Item Type 3095)</p>
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Do you have a Conditional Offer from a University? Yes No **Uni:**

* If yes, please provide us with a copy of your letter

Documentation Deadline For: QTAC VTAC MELB UNI OTHER

Points needed for QCE? Yes No No If Yes, provide LUI No:

Unilearn Course:

Intake:

Student Name:
Student Number:
Email:
Mobile Number:

Proposed Date of Exam:

NOTE: The exam location must be a place of business or a place of education.

Please see Page 2 of this form for the list of approved supervisors.

Supervisor Name:
Supervisor Occupation:
Business Name:
Exam Location Address:
Supervisor Contact Number:
Supervisor Business Email:

OFFICE USE ONLY			
Received in Office		Date Payment Details Sent:	
All Conditions Met		SOS & COS Dates:	
Emailed Student		Date paid:	
Emailed Supervisor		Notes:	
Exam Released		Notes:	
Teacher Advised		Notes:	

Examination Conditions and Supervisor's Declaration

- * I agree to act as Supervisor for the student listed on Page 1 of this Form.
- * I am not a relative or personal friend of the student.
- * The proposed location for the exam is not a residential address and is suitable for conducting an examination (quiet and uninterrupted).
- * I understand that the exam instructions will be emailed to me 48hrs prior to the date of the exam.
- * I understand that the student is not to handle the examination documents once the exam is complete.
- * I understand that some exams may take up to 4 hours to complete (check [our website](#) for specific durations)
- * I have access to a printer, a scanner and reliable internet access
- * I am willing to print 20-50 pages of examination materials
- * I understand I must be in direct line of sight to the student AT ALL TIMES during the examination
- * I will ensure the student's personal items, including mobile and other devices, are away from the testing area
- * I agree to return ALL printed examination materials to Unilearn **within 24hrs** by both:-
 - Scanning and emailing answers directly to the teacher or uploading to the student's online classroom;
 - Placing the original documents in the post (the student will be asked to supply a prepaid envelope).

Supervisor Signature: _____ Date: ____/____/____

Approved List of Supervisors

Accountants & Bookkeepers
Commissioned Officers currently serving in the regular defence forces
Educational Facility Employees
Engineers
Justices of the Peace/Commissioners for Declarations
Law Professionals
Librarians
Ministers of Religion
Medical Professionals
Police Officers
Postal Managers
Public Servants

IMPORTANT INFORMATION

Our Website: <https://unilearn.net.au>

Office Hours:

Monday to Friday 9am to 4pm AEST - Saturday and Sunday Closed
Phone: +617 3826 8392 | EMAIL: unilearn@tafe.qld.edu.au

Paying for your exam: Once your exam has been approved, you will receive an email explaining how to pay for the exam.

Privacy: To view our Privacy Policy, please visit <http://tafeqld.edu.au/about-us/privacy.html>

Refund Policy: For current policies, please visit <http://tafeqld.edu.au/current-students/student-policies/refunds.html>. Any materials purchased through the Qld Textbook Warehouse (QTW) requiring a refund will need to be arranged directly through QTW.

Conditional Offers: Students who have received a conditional offer from the University of Melbourne should provide us with your conditional offer letter at the time of submitting this Exam Request Form. We can then inform the University of Melbourne of your final result and provide them with an electronic copy of your Statement. Please note that this is only available for students who hold a conditional offer to Melbourne University.