



Final Exam Request Form



Please note this form will not be processed unless:

- **All course requirements have been fulfilled** i.e. all Progress Tests/ Labs/ Assignments have been completed and graded by your teacher.
- **All relevant information is completed**, including (if required) the second page.
- This form is **submitted at least 5 business days prior to the date you wish to sit the Exam**.
- This form is **submitted to unilearn@tafe.qld.edu.au**

Once approved, instructions for how to pay for your exam (if required) will be emailed to you.

Proposed Date of Exam:										
Unilearn Course and Intake:										
ProctorU Exam *Check with your teacher for eligibility. (No need to complete Supervisor details on Page 2)										
Complete if enrolled PRIOR TO 1/01/2020	Complete if enrolled AFTER 01/01/2020									
<table border="0"> <tr> <td><u>Online</u></td> <td><u>Paper</u></td> </tr> <tr> <td><input type="checkbox"/> \$75 Domestic</td> <td><input type="checkbox"/> \$125 Domestic</td> </tr> <tr> <td><input type="checkbox"/> \$150 International</td> <td><input type="checkbox"/> \$200 International</td> </tr> </table>	<u>Online</u>	<u>Paper</u>	<input type="checkbox"/> \$75 Domestic	<input type="checkbox"/> \$125 Domestic	<input type="checkbox"/> \$150 International	<input type="checkbox"/> \$200 International	<table border="0"> <tr> <td>Online</td> </tr> <tr> <td><input type="checkbox"/> Paper</td> </tr> <tr> <td>Unilearn Ready Program student</td> </tr> </table>	Online	<input type="checkbox"/> Paper	Unilearn Ready Program student
<u>Online</u>	<u>Paper</u>									
<input type="checkbox"/> \$75 Domestic	<input type="checkbox"/> \$125 Domestic									
<input type="checkbox"/> \$150 International	<input type="checkbox"/> \$200 International									
Online										
<input type="checkbox"/> Paper										
Unilearn Ready Program student										

What is the name of the University are you applying to? _____

Documentation Deadline For: QTAC VTAC MELB UNI OTHER _____

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

Student Information for Official Statement of Achievement

Student Name for Statement:	
Student Number:	
Mobile Number:	Email:
Postal Address:	
<input type="checkbox"/> By ticking this box and signing below, I acknowledge that this information is true and correct.	
Student Signature:	

Please tick your supervisor on the following List of Approved Roles for Supervisors:

- | | |
|---|--|
| <input type="checkbox"/> Accountant/Bookkeeper | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Commissioned Officer currently serving in the regular defence forces | <input type="checkbox"/> Minister of Religion |
| <input type="checkbox"/> Educational Facility Employee | <input type="checkbox"/> Medical Professional |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Servant |
| <input type="checkbox"/> Examination Service | <input type="checkbox"/> Unilearn office* |
| <input type="checkbox"/> JP/Commissioner for Declarations | <input type="checkbox"/> Other (please provide occupation) _____ |
| <input type="checkbox"/> Law Professional | |

*If completing your Exam at the Unilearn office, you don't need to complete Page 2.

Please advise the make and model of the calculator you will be using in the Exam: _____



Final Exam Request Form



Supervisor Details

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

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 I will be required to check student's photo ID during set up of 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.
- If applicable, 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 exam.
- 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:
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OFFICE USE ONLY			
Received in Office		Date Payment Details Sent:	
All Conditions Met		SOS & COS Dates:	
Emailed Student		Date paid:	
Emailed Supervisor		ProctorU booked:	
Exam Released		Notes:	
Teacher Advised		Notes:	

<https://unilearn.net.au>

Monday to Friday 9am to 4pm AEST

Phone: +617 3826 8392 | EMAIL: unilearn@tafe.qld.edu.au

Privacy Policy <http://tafeqld.edu.au/about-us/privacy.html>