

## Application for UNILEARN Examination Request form



Please use capital letters and print clearly when completing this form.  
See reverse for instructions and additional information.

Dear Student

Final examinations are available for the following UNILEARN courses: Biology, Chemistry, Mathematics (Introductory and Senior), and Physics. On successful completion of the formally supervised examination a Certificate of Achievement is issued. The Certificate will show the grade achieved (Pass, Credit, Distinction or High Distinction). **A Certificate of Achievement is usually required for admission to a tertiary institution.**

The requirements for an examination are:

**Cost (per examination)** \$65.00 - within Australia  
\$130.00 – Outside of Australia  
(Please make all cheques and money orders payable to UNILEARN-LNQ)

**Supervision** **The Learning Network Queensland (LNQ) Learning Centre** is located in South Brisbane. Queensland students, who live in or have reasonable access to Brisbane CBD Queensland, should be supervised by the South Brisbane Learning Centre Coordinator. Students who are outside the Brisbane CBD Queensland area should arrange for a suitably qualified supervisor for their examination. This person can be a Registered Teacher, TAFE/University Lecturer, Justice of the Peace, Clerk of the Court or a similar person with professional qualifications and who is employed in an official capacity. (Students in Sydney or Melbourne may like to contact Exambiz).

Students will be notified of their examination packet being sent to the nominated supervisor once LNQ has contacted and confirmed their information.

**Fee** The supervisor may require a fee for supervising the examination. This will not be included in the Unilearn cost and is the responsibility of the student to pay.

**Time limit** Supervisors are required to return the student's examination book/s and the examination paper within three days of the examination being completed. Full details are included on the Supervisor's Instruction Statement included in the examination packet.

More information can be found at [www.unilearn.net.au](http://www.unilearn.net.au)

The examination packet will be forwarded to the approved supervisor by Express Post who will be required to sign the Statement that the examination was carried out under the conditions specified in the instructions. The time and place of the examination can be arranged to suit both you and your supervisor.

Should you not be successful on the first attempt, you will have another opportunity to sit an examination at a later date. The above fees and procedures will apply to the additional examination.

Please note examinations can be taken at any time of the year except on public holidays and during the posted Christmas break. Please see [www.unilearn.net.au](http://www.unilearn.net.au) for a calendar of holidays.

Please complete the Examination Request form and return it with payment for \$65.00 domestic or \$130.00 international. The examination packet will be despatched via express post to your Supervisor as soon as possible. Please contact Unilearn on (07) 3307 4768 should you have any queries or email [unilearn@lnq.net.au](mailto:unilearn@lnq.net.au).

You can fax your exam request to (07) 3224 4608 or email your request to [unilearn@lnq.net.au](mailto:unilearn@lnq.net.au)

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**Instructions:** Students wishing to nominate a supervisor for a UNILEARN Examination must complete this form, giving full details of the supervisor (which the supervisor must sign) and return to Academic Services with payment of \$65.00 domestic or \$130.00 international **at least 14 business days prior to the examination date.**

**Please Print Clearly**

Is this your first attempt? Yes \_\_\_\_\_ No \_\_\_\_\_

Please check which deadline you are trying to meet VTAC \_\_\_\_ QTAC \_\_\_\_ None \_\_\_\_  
Other \_\_\_\_\_

**Details of Candidate:**

Date: \_\_\_\_\_

Course: \_\_\_\_\_

Student Number: \_\_\_\_\_

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Post Code \_\_\_\_\_

Email:(essential) \_\_\_\_\_

Proposed Date of Examination: \_\_\_\_\_  
(At least 14 business days notice is required)

Proposed Location for Examination: \_\_\_\_\_  
(The residential address of the student/supervisor is not an acceptable location)

**Payment Details:** A fee of **\$65.00/\$130.00** is payable with the request.  
I, \_\_\_\_\_, **authorise the payment of \_\_\_\_\_ to be deducted from my credit card account**

**Credit Card**

VisaCard  MasterCard

Card Number: \_\_\_\_\_ Expiry Date \_\_/\_\_/\_\_

Name of Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please make cheques or money orders payable to UNILEARN – LNQ**

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**Details of Nominated Supervisor** (The Supervisor must sign this section)

**Please print clearly**

Name of Supervisor: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Day Phone Number (**essential**) \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: (**essential**) \_\_\_\_\_

Occupation: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to act as Supervisor for the Candidate listed above.

I am not a relative or personal friend of the candidate

The proposed location listed above is suitable for conducting an examination.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Note:** The nominated supervisor will be contacted by the Head, Centre for Academic and Preparatory Studies.

**The form, when completed and signed, should be returned to:**

*Academic Services  
Learning Network Queensland  
PO Box 3165  
SOUTH BRISBANE BC Qld 4101  
Australia*

**All fees must be paid before examination results are released**

**Contact information**

Academic Services – LNQ  
PO Box 3165  
(52 – 54 Manning Street)  
South Brisbane BC, Queensland 4101  
AUSTRALIA

Ph: 07 3307 4768 Fax: 07 3224 4608

Email: [unilearn@lnq.net.au](mailto:unilearn@lnq.net.au)

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