

EXAM FAQ'S

SHOC can help you with...

- *Information and guidance on Examination Policies and Procedures.*
- *Applying for a supplementary exam (did you get 3 exams scheduled on the same day?)*
- *Applying for a deferred exam (are you sick? Can't make it to the exam?)*
- *Applications for a re-mark (do you think that the mark you were given does not reflect your performance in the exam?)*
- *Lodging a grievance or complaint (do you feel like you were put at a disadvantaged or discriminated against?)*



HOW CAN I ACCESS PAST EXAMINATION QUESTIONS PAPERS?

You should have open access to past examination question papers. The head of your school must provide end of semester examination question papers, or a sample question paper, to the Library following the corresponding, deferred and supplementary examination period.

You are also entitled to feedback after your exam, providing that it's appropriate to the task and context with reference to criteria and standards.

View further details of UQ's examinations here: [Policy and Procedures](#)

HOW CAN I IMPROVE MY EXAM PREPARATION?

Student Services have a range of face to face workshops and also some excellent online resources to help you improve your exam preparation skills.

View Student Services' [learning workshops](#).

WHERE ARE THE EXAM PROCEDURES LOCATED?

Check [My Advisor](#) for information regarding the exam procedures.

WHERE DO I FIND THE EXAM TIMETABLE?

Timetables are displayed at [student centres](#), and online in my.UQ and mySI-net.

WHAT DO I DO IF MY EXAM TIMETABLES CLASH?

You may require alternative examination arrangements if:

- two of your examinations are timetabled for the same session, or
- three examinations are scheduled on a single calendar day during the end of semester examination period; or
- three mid-semester school-based examinations are scheduled in one calendar day outside of scheduled classes eg on Saturday

Complete a request for alternative examination arrangements form ([PDF](#)) or ([Word](#)) and submit it to the Student Centre or email to examinations@uq.edu.au.

WHAT DO I DO IF I NEED TO DEFER MY EXAM?

Depending on the circumstances, you may be eligible for a deferred examination, and be permitted to sit your mid-semester or end of semester examinations at a later scheduled time.

Permission to sit a deferred examination will only be granted in the event of a certified medical condition or other exceptional and unavoidable circumstances.

All applications for deferred examinations, both for mid-semester examinations and end of semester examinations, must be submitted online via mySI-net > myRequests.

Applications must be submitted no later than five (5) calendar days after the date of the original examination.

WHAT DO I DO IF I GET SICK DURING THE EXAM?

Medical conditions that present themselves during an examination (for example an epileptic seizure) would be considered under exceptional circumstances only. The onset of the condition must be sudden, unexpected, and debilitating, requiring immediate medical attention.

You will be required to provide a medical certificate dated the date of the examination and which details the following criteria in relation to the medical condition:

- suddenness of onset of the condition
- predisposition to the condition
- seriousness of the symptoms, and
- impact on your ability to remain and complete the examination.

A medical certificate that simply states that you were unfit to sit the examination will not be sufficient to demonstrate exceptional circumstances in the event that you attend and attempt whole or part of the original examination.

WHAT HAPPENS IF I'M LATE?

ARRIVING WITHIN THE FIRST 30 MINUTES

If you arrive at an exam within the first 30 minutes of the examination you will take the examination using the remaining working time as specified in the General Award Rules (GARs) Part 1A.

ARRIVING MORE THAN 30 MINUTES AFTER THE COMMENCEMENT OF AN EXAM

If you arrive at an exam more than 30 minutes after the commencement of the examination you will not be permitted to enter the examination room to take your examination. You will also not necessarily be entitled to sit a deferred examination unless you meet the requirements of the University's rules and procedures.

WHAT DO I NEED TO BRING?

You should contact your Course Coordinator to verify what materials will be permitted in the examination room. All unauthorised materials will be confiscated for the duration of the examination.

STUDENT ID CARDS (DEFINITELY BRING THIS!)

If you do not have your UQ student ID card with you, you will be refused entry into the examination room. You will be directed to the Student Centre to obtain documentation certifying your identification and permitting entry to the exam room. Extra exam time will not be given in cases where students do not have a current UQ student ID card readily available.

CALCULATORS

If calculators are permitted for use in the examination, your Course Coordinator will confirm the type of calculator permitted.

OTHER MATERIALS

Mobile telephones must be switched OFF in and around exam venues. They may not be set to silent mode. Mobile telephones found to be turned on during an examination will be confiscated for the duration of the examination.

FOOD & DRINK IN EXAMINATIONS

Food is not permitted in the examination room. You may bring water, in a clear bottle only, with any labels removed.



HOW DO I APPLY FOR A SUPPLEMENTARY?

If you fail an exam (generally with a grade of three), you may be permitted a second chance to pass the course by being granted a supplementary assessment.

Supplementary assessment will be granted only where the General Award Rules and your Program Rules allow. Official rules can be found under the Program Rules and Requirements link for each program on the Programs and courses website uq.edu.au/study. Please check the rules for your program and with your faculty or school to determine your eligibility.

Generally you will be required to make a formal application for a supplementary assessment. This application must be made within five (5) calendar days of the release of results.

Please note: Results from supplementary assessment cannot be graded higher than four (4).

WHERE DO I GO FOR MORE HELP?

For more help contact us between 8.30am – 4.30pm Monday – Friday via phone, email or [online enquiry](#).



Contact SHOC

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