

# Application for exemption from Assessment

Due date: within 5 days of the due date of assessment item

**PLEASE READ THE EXEMPTION POLICY** for SBMS found at <https://biomedical-sciences.uq.edu.au/student-support/forms-brochures-and-handbooks> under “**Policy on Exemptions from Assessment**” If a student is unable to complete a piece of assessment for valid reasons then marks will be awarded on a pro rata basis **if** a student presents documentary evidence that explains their absence. Valid reasons for missing a piece of assessment might include, but are not limited to:

- a) Illness - supported by a medical certificate, preferably with an indication that the student was so ill as to be unable to complete the assessment
- b) Religious reasons - supported by a letter from the student's priest (or equivalent)
- c) Sporting Event - only representation at State or National level is recognised as valid

If the piece of assessment instructions and guidelines were given out within a significant time period prior to the due date (i.e. essays, assignments) please talk to your coordinator about an extension before applying for exemption.

All applications must be presented to the SBMS Help Desk (level 3, Skerman Building) for processing. **DO NOT present to your course coordinator.**

NAME	
STUDENT NUMBER	
STUDENT E-MAIL ADDRESS (EMAILS WILL ONLY BE SENT TO STUDENT ACCOUNTS)	
PROGRAM (ie BSc )	

## REASON FOR APPLICATION

- ☐ I was/will be unable to complete the assessment item for medical reasons. (Please attach medical certificate and if for an essay or assignment explain on statutory declaration form why an extension has not been sought)
- ☐ I was/will be unable to complete the assessment item for other reasons stated in the statutory declaration overleaf.
- ☐ I completed the assessment item and acknowledge that my performance will be disregarded for the reasons stated in the medical certificate and in the statutory declaration overleaf. (Please attach any supporting documentation)

Course code	Assessment Item (exam, practical test....)	Weighting of Assessment item	Due Date

Signed:

\_\_\_\_\_  
*Student signature*

Date

\_\_\_\_\_

Approved: Y N

\_\_\_\_\_  
*Chief Examiner(or Representative)*

Date:

\_\_\_\_\_

Approval Comments:

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**DECLARATION** (If you are attaching a declaration you do not need to complete this section)

I, ... , Student Number..

of....  
(address)

sincerely declare that

*(please continue on separate page if necessary)* And I make this declaration conscientiously, believing the same to be true.

..... Signature .....Date