

This form is to be used to request individual special exam provisions (eg. scribes, readers, special equipment, food to be taken into examination room) due to a long term or short-term disability and/or special need. Requests for special exam provisions **MUST** be lodged by completing this form and submitting it to the College no later than **5 working days before the first day of Final Examination Week**. Official documentation verifying the circumstances in support of your request **MUST** accompany this form. The Equity Officer will notify you, via your ACPE email address, the outcome of your request. It is your responsibility to check your ACPE email prior to Final Examination Week, to obtain information about the outcome. If this form is being lodged after the Final Examination Week has commenced, an "Alternate Exam Request" form must also be submitted with this form.

Student Details			
Student ID:		Student Name:	
Phone:		Course:	

I hereby request the following special provisions in relation to my scheduled exam.
 I have attached official documented evidence to support this request: Yes No Have previously provided to College.

Student's Signature: _____ **Date:** _____

Scheduled Exam/s <small>(Exam date, start time – end time)</small>	Unit Number and Name	Name of Lecturer	Details of Special Provisions Requested

Office Use Only
Requested Special Provisions are <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved
Signature _____
Date _____

Note: ACPE correspondence regarding the above request will be sent to your ACPE email address.

This form may be lodged in person at ACPE Reception, 10 Parkview Drive, Sydney Olympic Park
 Or posted to: Student Services, ACPE, Locked Bag 2000 Concord West NSW 2138
 Or scanned and emailed to: studentservices@acpe.edu.au
 Or faxed to: (02) 9764 4144

PRIVACY STATEMENT: The information you provide on this form is bound by the ACPE "Privacy of Personal Information Relating to Students" Policy. This information is collected and held by the ACPE for administrative purposes and activities associated with your enrolment. The ACPE will not disclose your personal information without your consent and without due cause, except as required by law, Government regulations or for the normal operational activities of the College.