

This form is to be used to notify the Registrar's Office of an Exam Clash in your Final Examination Week timetable. This form must be submitted to the College no later than **5 working days before the first day of Final Examination Week**. In cases of an exam clash, the Registrar's Office will reschedule one of the exams and notify you, via your ACPE email address, details of the rescheduled exam. Exams rescheduled due to an exam clash will be conducted as close as possible to, but not before, the original exam timetable. It is your responsibility to check your ACPE email prior to Final Examination Week, to obtain information about the rescheduled exam.

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

Request Details				
I hereby notify the College of the following exam clash/es and request that I be allowed to sit one of the clashing exams listed below at an alternate exam time.				
Student's Signature: _____			Date: _____	
	<i>Unit No</i>	<i>Unit Name:</i>	<i>Exam Period/s Clashing (Exam start time – end time)</i>	OFFICE USE ONLY <i>Request Outcome</i>
CLASHING UNITS				<input type="checkbox"/> Request Not Approved. <input type="checkbox"/> Request Approved. The exam for unit: _____ has been rescheduled as follows:
CLASHING UNITS				<input type="checkbox"/> Request Not Approved. <input type="checkbox"/> Request Approved. The exam for unit: _____ has been rescheduled as follows:
Registrar's Office Staff 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: The Registrar's Office, ACPE, Locked Bag 2000 Concord West NSW 2138
 Or scanned and emailed to: ACPEexams@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.