

**SPECIAL PROVISIONS**

This form is used to request individual special exam provisions, due to a long term or short-term disability and/or special need.

**DOCUMENTATION**

Official documentation in support of your request **MUST** accompany this form, unless previously provided.

**SUBMISSION DETAILS**

Requests for special exam provisions must be lodged at least **5 working days before the first day of Final Examination Week**, either in person to Student Services on campus or via email to [studentservices@acpe.edu.au](mailto:studentservices@acpe.edu.au)

**OUTCOME**

Once received, your request will be assessed and you will be notified via your ACPE email of the outcome.

## Student Details

Student ID No.					Phone number										
Given Name					Family Name										
Course Name						Mode of Study (Online or On Campus)									

## Provision Requests

Select the provision/s that you would like to request in relation to your scheduled final exam/s:

v	Scribe	v	Rest breaks	v	Additional time	v	Separate room	v	Other: _____
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Additional information:

## Exam Details

Exam Date	Exam Time	Unit Code	Unit Name	Lecturer Name

## Applicant Declaration

- I declare that the information provided on this form including my supporting documentation, is true and accurate to the best of my knowledge.
- I have attached official documented evidence to support this request or have previously provided to the College.
- I am lodging this form no later than 5 working days before the first day of the Final Examination Week.

Student Signature		Date	D D / M M / Y Y Y Y
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## Office Use Only

Application Assessment	v	Approved	v	Denied	Date	D D / M M / Y Y Y Y
	Staff Name				Staff Signature	

**PRIVACY STATEMENT:** Any personal information submitted as part of your request will be managed carefully as per our [Privacy 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.