

Timetabling, Examinations & Results Section – Student Administration  
Australian Catholic University

# How to Apply for Deferred Examination/s Online

Deferred Examination Application Procedures for Students

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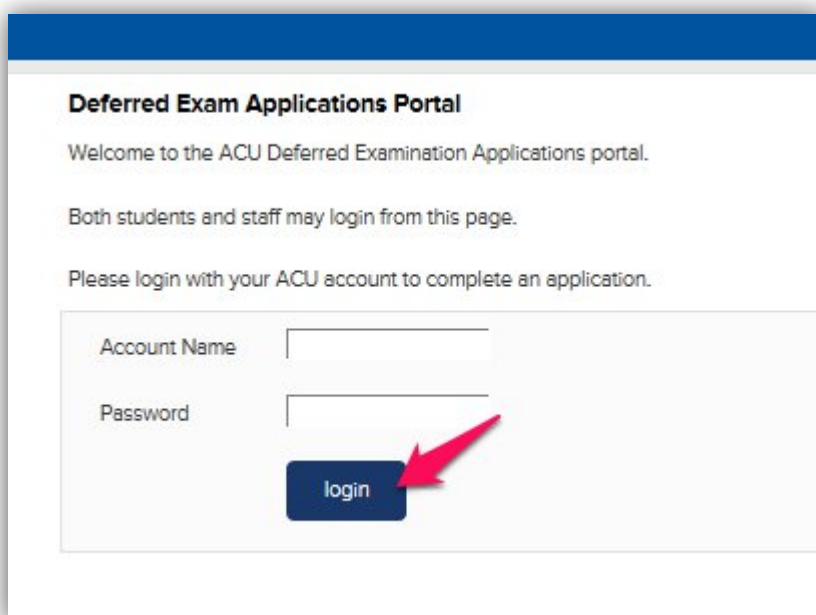
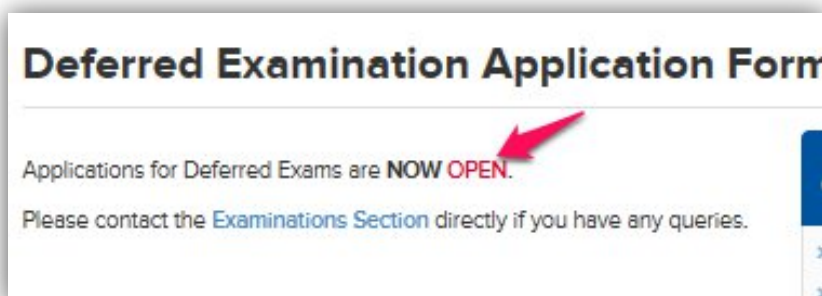
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## Introduction

The purpose of this guide is to show each step of the online application/s for **central** deferred examinations.

## Login

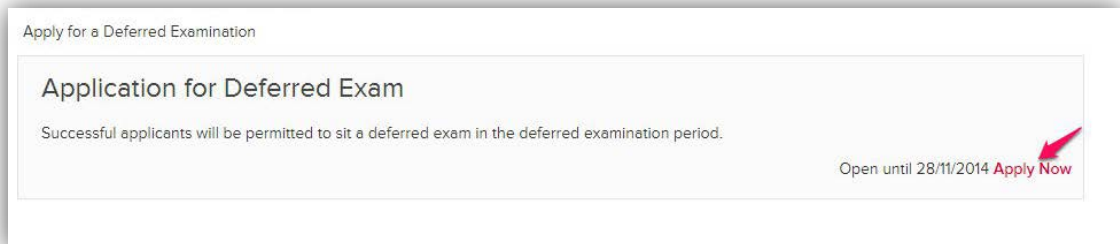
1. Login to [Deferred Examination](#) Applications Portal (online form) using your ACU account name and password.



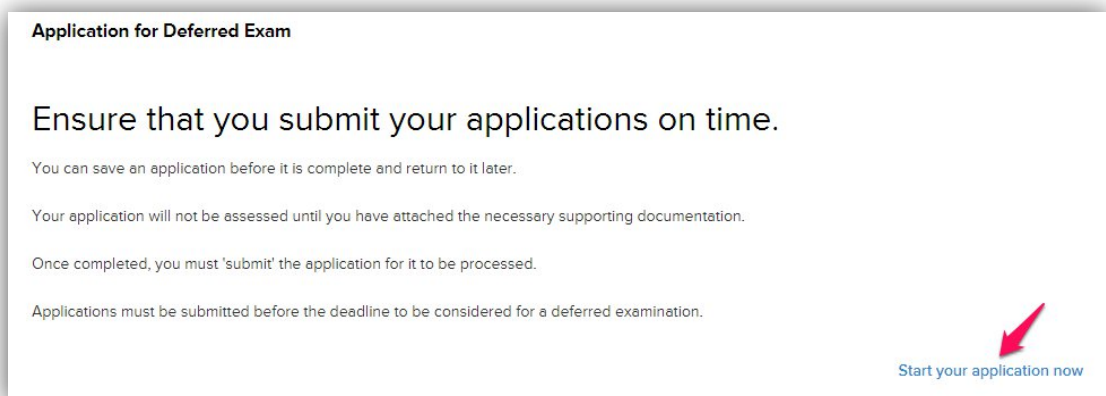
## Online Application/s

### Creating Application

1. To create an application, select **"Apply Now"**.



After reading important information on the screen, select **"Start your application now"**.



## Select the central examination you want to defer.

**\*\*\*IMPORTANT\*\*\*** Please ensure you make a separate application for each unit examination you want to defer.

**Application for Deferred Exam**

**Stage 1 - Student Application Form**

You must demonstrate that you meet the criteria to be approved for a deferred exam by:

1. Explaining the reason for your application

AND

2. Providing evidence and supporting documentation for your reason

This application is open until 28/11/2014.

Which examination do you want to defer? \*

☐ PSYC101 - 6C -- APPLICATIONS OF PSYCHOLOGY - Strathfield  
☒ SOCS234 - 6C -- SOCIOLOGICAL THEORY AND PRACTICE - Strathfield

## 2. Select the reason for your application from the list.

What is the reason for your application? \*

- ☐ Armed service postings or emergency services personnel
- ☐ Car accident or breakdown on the way to exam
- ☐ Death or Funeral of a member of family
- ☐ Major disruption to the public transport system causing delay in excess of 1 hour
- ☒ Medical
- ☐ Practical Placement
- ☐ Professional Sporting Commitments
- ☐ Religious Commitments

## 3. Provide brief explanation for your application and **SAVE**.

Please briefly explain your reason \*

Currently inpatient at a hospital since 4 November and can't attend scheduled examinations.

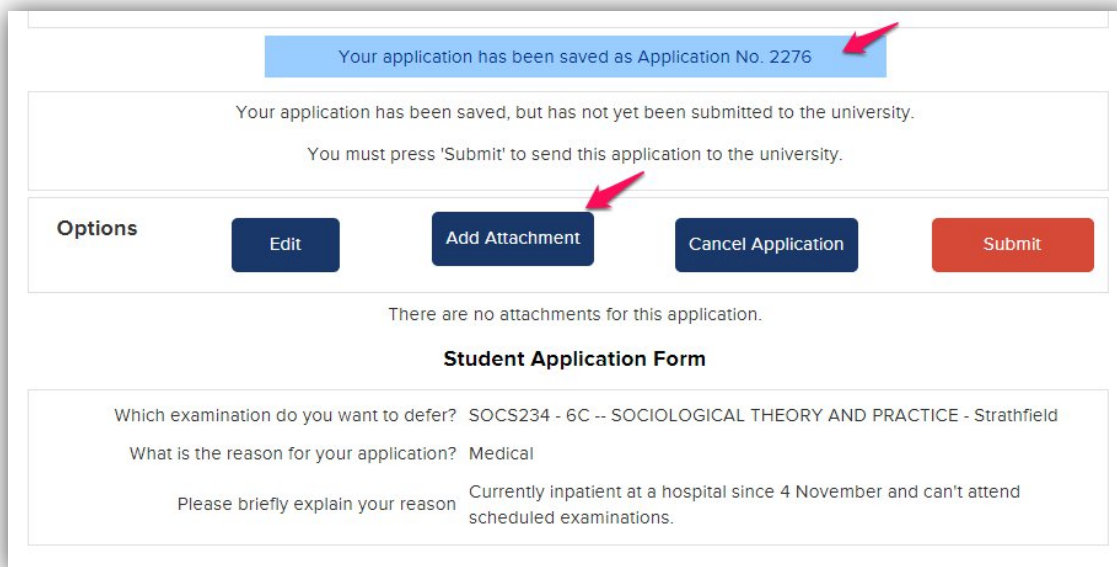
\* Questions marked with an asterisk are required.

Thank you, please press save.

Save

## Uploading Supporting Documentations

1. Have your documents ready for upload.
  - Documents should be saved in PNG, PDF, JPG, JPEG, TIF, TIFF or GIF
  - Maximum document size is 3 Mb.
2. After saving the application, attach the supporting documentation as shown below.



Your application has been saved as Application No. 2276

Your application has been saved, but has not yet been submitted to the university.  
You must press 'Submit' to send this application to the university.

**Options**

Edit Add Attachment Cancel Application Submit

There are no attachments for this application.

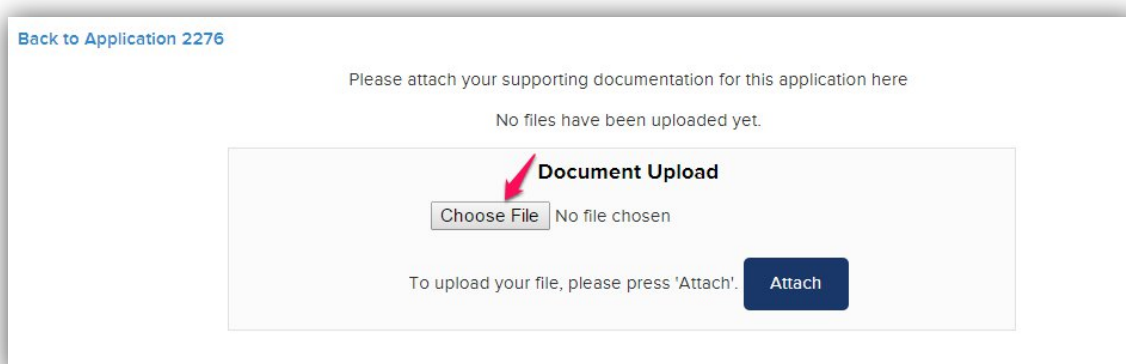
**Student Application Form**

Which examination do you want to defer? SOCS234 - 6C -- SOCIOLOGICAL THEORY AND PRACTICE - Strathfield

What is the reason for your application? Medical

Please briefly explain your reason Currently inpatient at a hospital since 4 November and can't attend scheduled examinations.

**\*\*\*IMPORTANT\*\*\*** Documentation must relate specifically to the day/date of the scheduled examination. Documentation must state student was 'unfit/unable to attend examination'.



[Back to Application 2276](#)

Please attach your supporting documentation for this application here

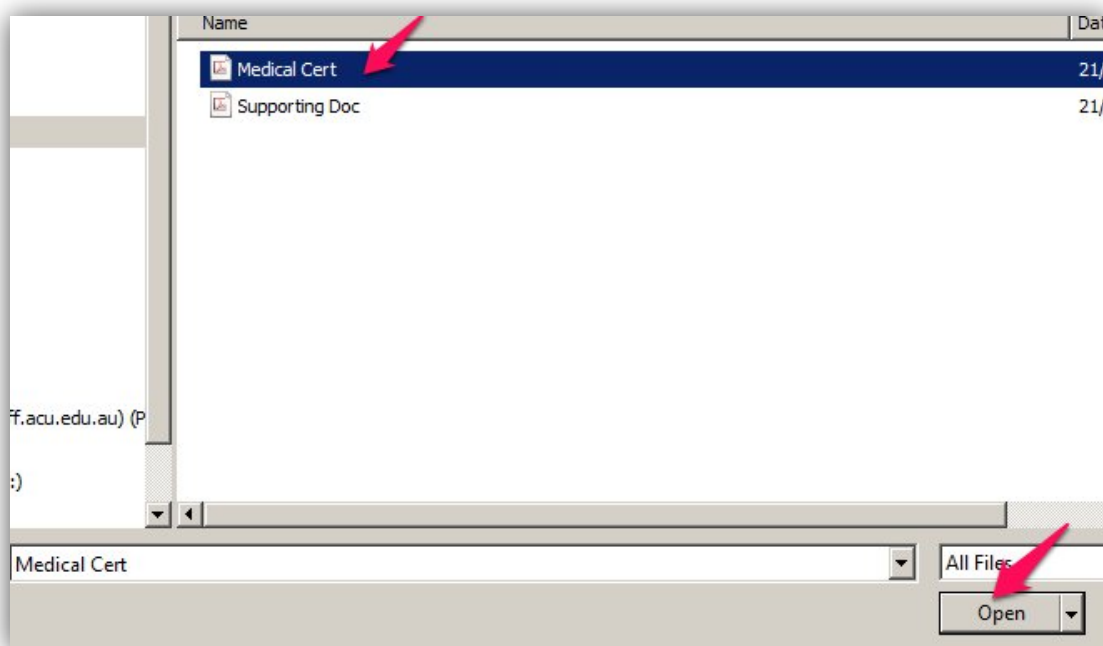
No files have been uploaded yet.

**Document Upload**

Choose File No file chosen

To upload your file, please press 'Attach'.

Attach



To upload your file, please press 'Attach'.

Attach

- Repeat this process to upload more supporting documentation to the application.

Please attach your supporting documentation for this application here

Your file 'Letter.pdf' has been uploaded

[Back to Application 2276](#)

**The following files have been uploaded**

All of these files will be attached to your application.

File Name	Date Uploaded	Uploaded By	
Letter.pdf	21 November 2014 14:52		<a href="#">Remove</a>

**Document Upload**



Choose File No file chosen

To upload your file, please press 'Attach'.

Attach


### The following files have been uploaded

All of these files will be attached to your application.

File Name	Date Uploaded	Uploaded By	
Letter.pdf	21 November 2014 15:03		<a href="#">Remove</a>
Supporting Doc.pdf	21 November 2014 15:03		<a href="#">Remove</a>

- You can also remove the uploaded documentation by selecting “[Remove](#)”.

Please attach your supporting documentation for this application here

Your file 'Letter.pdf' has been uploaded 

[Back to Application 2276](#)

### The following files have been uploaded

All of these files will be attached to your application.

File Name	Date Uploaded	Uploaded By	
Letter.pdf	21 November 2014 14:52		<a href="#">Remove</a> 

### Document Upload

No file chosen

To upload your file, please press 'Attach'.



## Submitting Application

1. After uploading documentation/s, select **"Back to Application #"** and click **"Submit"** to complete the application.
  - Upon successful completion of the application, you will **receive an email confirmation**.

**Application for Deferred Exam**

**Student Application Form**

[Back to List of Applications](#)

[Back to Application 2276](#)

Please attach your supporting documentation for this application here

**The following files have been uploaded**

**Options**

[Edit](#) [Add Attachment](#) [Cancel Application](#) [Submit](#)

To close the application, select **"Back to List of Applications"** - [1]

- You can also **cancel Application** on this page if required - [2].

[Back to List of Applications](#) **1**

**Application # 2276**

Application for Deferred Exam - - SOCS234 - 6C

Status: Pending

Thank you, your application has been submitted.

**Options** [Cancel Application](#) **2**

**Completed Stages**

**Student Application Form**

Which examination do you want to defer? SOCS234 - 6C -- SOCIOLOGICAL THEORY AND PRACTICE - Strathfield

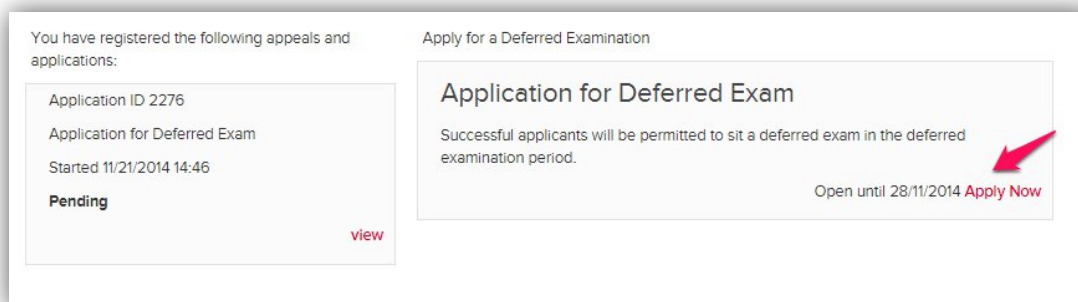
What is the reason for your application? Medical

Please briefly explain your reason Currently inpatient at a hospital since 4 November and can't attend scheduled examinations.

Attachments	Uploaded By	Date and Time
Letter.pdf		21 November 2014 14:52
Supporting Doc.pdf		21 November 2014 14:55

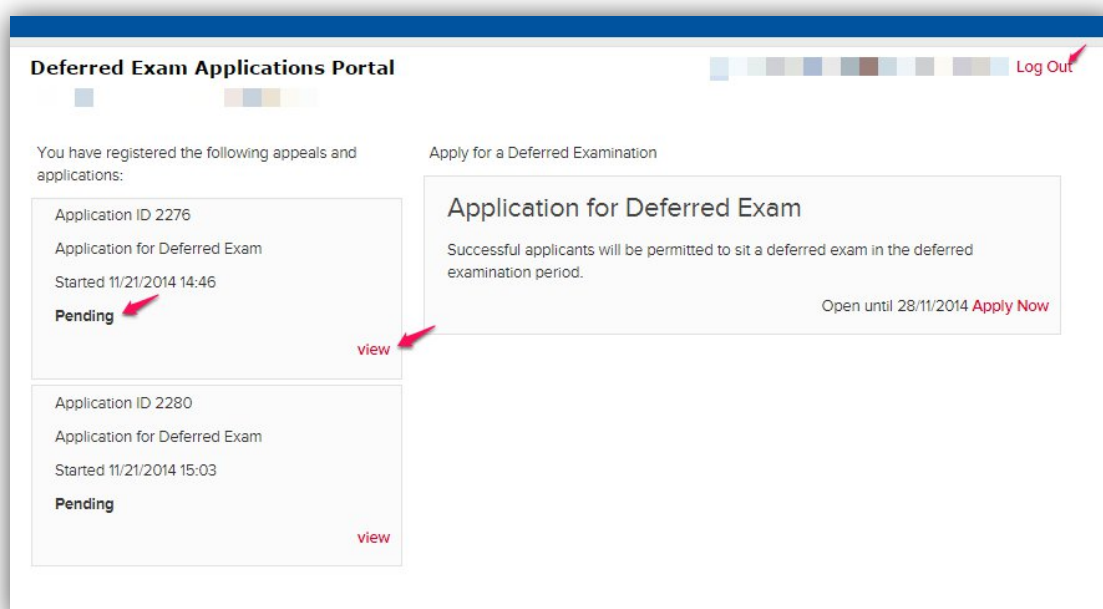
## Creating Second Application

1. Start the 2<sup>nd</sup> application by repeating the steps above.



## Logout

1. Log out from the portal after submitting all Application/s.
  - Your applications now should display “Pending”.
  - You can view or edit your application/s before logging out.



## Glossary

### Outcome Status

- **Student Data Entry:** Application has been created but **not yet been submitted**. TE&R is unable to view or process the application showing this status.
- **Cancelled:** Application has been cancelled.
- **Replaced:** Application has been reset by TE&R due to insufficient documentary evidence. Student must resubmit the application with the appropriate documentary evidence no later than 5 calendar days from scheduled examination/s. Documentation must relate specifically to the day/date of the scheduled examination. Documentation must state student 'unfit/unable to sit examination' day/date must be specified.
- **Pending:** Application has been submitted and being reviewed by TE&R.
- **Complete:** Application has been processed and finalised by TE&R.