

Request for Facilitation of Examinations



Curtin University

Please print a copy of this form, complete the required fields, scan and return to the email address below.

Important: This form must be submitted with an appropriate timeframe for processing, allow contact with your home institution and include a sufficient delivery period for your examination materials.

Student Details

Surname

Given Names

Telephone Number

E-mail Address:

Institution Details

Name of Home Institution

Address

Suburb

Country Postcode

Contact Person/s

Telephone Number/s

E-mail Address:

Examination Details

Date (Weekdays Only)	Time (09:00 or 14:00 Only)	Examination Code/Title	Type of Examination *(W or C)	Duration (Hours)	Reading Time (Minutes)

*W = Written Examination

C = Computer Based Examination

Payment Information

Please place an 'X' in the space provided;

- My **Institution agrees to be invoiced** and will accept all charges relating to my examination/s – **Institution** to complete and submit the Facilitation and Invoice Agreement http://examinations.curtin.edu.au/students/efoi_InvoiceAgreement.pdf
- My **Workplace agrees to be invoiced** and will accept all charges relating to my examination/s – **Workplace** to complete and submit the Facilitation and Invoice Agreement http://examinations.curtin.edu.au/students/efoi_InvoiceAgreement.pdf
- I will be making payment** for all charges relating to my examination/s

Declaration

I acknowledge that this is **only** a request to sit my examination/s at the Bentley Campus. A confirmation will be sent to me within 5 working days of submitting the request. The information I have provided on this request is true and correct to the best of my knowledge.

Signature: _____ Date: _____

ONCE COMPLETE: Please email to the Examinations Office – examinations.int@curtin.edu.au