

Request for Facilitation of Examinations



Please complete the required fields and return via email to the address below.

Important: This form must be submitted within an appropriate time-frame for processing, please allow for contact with your home institution and include allowance for 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

Number

Street

Suburb

State

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 select one payment method:

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://students.curtin.edu.au/essentials/examinations/>

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://students.curtin.edu.au/essentials/examinations/>

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 provide on this request is true and correct to the best of my knowledge.

Signature

Date