



# Examination Rescheduling Form

Please Complete all required fields marked with \*

## Section 1

### Exam Reschedule Form – What You Need to Know

**When can you use this form?** You should only use the Exam Reschedule Form if one of these applies to you:

1. You have multiple exams scheduled on at the same time and same session on the same day
  2. You have 3 exams on the same day. (You reschedule 1 of these exams to another day and session when you don't have an exam)
  3. Priority-Your Unit 3/4 class takes priority. You must attend it as normal. Your Year 11 exam will be rescheduled to a different time.
  4. You missed an exam because you were sick or had a medical appointment/other
- ⚠ You can only reschedule exams during the exam period.

### Important Dates

#### Reschedule form opens Wednesday 20th May at 5pm

Last day to reschedule a *known exam clash*- Thursday 4th June before 2pm If you know your exams clash, sort it out as soon as possible — don't wait!

After 4th June, the only reason you can reschedule is something unexpected, like getting sick/family emergency/other.

If you get sick or have an emergency, fill in the form at your earliest convenience. If you need to make a last minute reschedule for the following day, e-mail [dwhitney@sfcc.vic.edu.au](mailto:dwhitney@sfcc.vic.edu.au) and let her know of your circumstance.

#### How to fill in the form

Make sure you:

Fill in every field on the form

Double-check the exam schedule carefully before submitting

The student will automatically receive a copy of your form receipt to their email upon submitting — this is your proof that you submitted the form and will help you stay organised.

#### Need help? Talk to these people:

##### **Cobblebank Campus- Blue Building – Upstairs - CC**

Middle Years Leader: Melissa Staley (Rm: 217)

Director of Learning & Teaching: Henryk Slosarski (Rm:216)

##### **Melton Campus-Building G Block, Room 140**

Middle Years Leader: Ranish Chand

Senior Leader VCE: Carissa Lock

Director of Learning & Teaching: Victoria Kamcev- Nicdao