



**APPLICATION FOR
GRADE PENDING OR
SUPPLEMENTARY EXAMINATION**

SA-AGPSX-0607

1. INSTRUCTIONS (to be completed by students applying for a grade pending or a supplementary examination)

- Use a separate form for each subject.
- Print clearly in BLOCK LETTERS. Using a black ball point pen (not felt tipped) complete sections 2 and 3
- Return form to: Student Administration Office by the Friday before the start of the examination period for a GP; or Examinations Office (Bathurst) (Fax 02 6338 4193) within 3 working days of the date of the Examination (SX).
- Attach payment of late fee if applicable.

2. PERSONAL DETAILS

Family Name:..... Student Number:.....
 Given Names:..... Admin Campus:.....
 Course Name:..... Course Code:.....
 Year: Session: Summer Autumn Spring Trimester 1 Trimester 2 Trimester 3

3. SUBJECT DETAILS (CRN:)

Subject Code: Ca/Loc Mode
 | | | | | | | | | | Title: _____

I am applying for a Grade Pending Supplementary Examination
 on the grounds set out in the attachment. (You should consult Assessment Regulation 7 when preparing your application.)

Signature: _____ Date: _____

4. For completion by the SUBJECT COORDINATOR

I recommend **Grade Pending**

I certify that at the time of the claimed misadventure, the student had completed and submitted the appropriate portion of the assessment material.

Requirement for the completion of the subject (please specify precisely eg Assignment 3, final examination)

Time limit - date by which outstanding work must be submitted (date set must not be beyond the second week of the next Teaching session unless Assessment Regulation 7.5.1 applies)) ____/____/____

- Supplementary Examination**
- Approved Withdrawal (AW)**
- The application **be declined** for the following reasons: _____

Subject Coordinator's Signature: _____ Date: _____

5. For completion by HEAD OF TEACHING SCHOOL

- Recommendation approved
- Recommendation varied as follows:

Signature: _____ Date: _____

OFFICE USE ONLY

Authorised: _____
 Entered
 Checked

Distribution of Copies by School: White (with attachments) - Student Administration Office/Examinations Office Bathurst
Green - Student **Blue** - Head of School (for attaching to Change of Grade Form) **Pink** - Subject Coordinator

To School:	Copy to Student (sent by School):
Copy to Head of School:	Copy to Subject Coordinator:
Please return to:	Date returned to Student Admin: