



This form is to be completed by senior secondary students where they are unable to sit an exam at a regular exam centre in Tasmania. It must be returned to TASC with the appropriate (non-refundable) payment by **NO LATER** than **1 JULY 2018**, otherwise a special examination centre **MAY NOT** be able to be established. Exemptions from exams and derived examination ratings will **not** granted if an exam centre cannot be established.

PERSONAL INFORMATION:

TASC ID Code:

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Family Name: _____

Given Names: _____

Date of Birth: ____ / ____ / ____

Postal Address: _____
 _____ Postcode: _____

Contact Number(s): _____

Email Address: _____

School / College Attended: _____

State/Country in which the examination is to be undertaken: _____

The following must be included with your application:

- ✓ **One form of proof of identity**
(eg, copy of driver's licence, proof of age card, passport or birth certificate) – **note a copy of this identification will be passed onto the exam centre for verification when entering the examination room**
- ✓ **Payment**
(see over page for payment options)

COURSES TO BE EXAMINED:

COURSE CODE:	COURSE NAME:

Please Note:

The student is required to sit the examination(s) at the same time it is being held in Tasmania (within Australia) or within 24 hours of that time (overseas students only).

The student will be required to complete a statutory declaration stating that they have had no contact, direct or indirect, with any candidate undertaking the same examination(s) in any interval which may have occurred between the examinations(s) being held.

The student accepts responsibility for paying any supervision costs **directly** to the supervising institution.

DETAILS OF INSTITUTION AT WHICH YOU WOULD LIKE TO SIT YOUR EXAMINATION(S):

Name of Institution: _____

Name of Contact Person: _____

Street Address: _____
_____ Postcode: _____

Contact Number(s): _____

Email Address for Contact: _____

SCHEDULE OF FEES (NON-REFUNDABLE):

Overseas Centre: **\$200.00** (includes GST) per centre plus supervision fee, if applicable
Interstate Centre: **\$100.00** (includes GST) per centre plus supervision fee, if applicable

PAYMENT OPTIONS: (✓ AS REQUIRED)

Total owing \$

Requests cannot be processed until payment is received

- Cash (in person only) Credit Card Cheque/Money Order
(payable to the Office of Tasmanian Assessment, Standards & Certification)

Card Number: - - -

Expiry / CCV*
*(last 3 digits on back of credit card)

- MasterCard Visa

Name on Card: _____ Signature of Cardholder: _____

Date: ____ / ____ / ____

APPLICANT'S DECLARATION:

I declare that to the best of my knowledge the information supplied on this form is correct and complete. I acknowledge that I have read the terms and conditions for requesting a special examination centre, and if a centre is able to be organised I agree to accept full responsibility for payment of supervision fees directly to the special examination centre.

Applicant's signature: _____ Date: ____ / ____ / ____

Personal Information Policy

Personal information will be collected from you for the purpose of providing a statement of equivalence. Your personal information will be used for the primary purpose for which it is collected. The personal information protection policy for the Office of Tasmanian Assessment, Standards & Certification may be accessed at: <http://www.tas.gov.au/stds/pip.htm>.

Please return form to:

MAIL:	EMAIL:
GPO Box 333 Hobart TAS 7001	enquiries@tasc.tas.gov.au