

TASC REQUEST FOR SPECIAL EXAM CENTRE

This form is to be complete 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 of the current exam year**, otherwise a special exam centre **MAY NOT** be able to be established. Exemptions for exams and derived exam rating will **not** be granted if an exam centre cannot be established.

PERSONAL INFORMATION

TASC ID	
Student's name	
Date of Birth	
Postal address	
Contact number(s)	
Email address	
School/College attended	
Exam location (e.g. State/Country)	

The following must be included with your application:

- ✓ One form of proof of identity (e.g. copy of drivers licence, proof of age card, passport or birth certificate) – note a copy of this identification will be passed on to the exam centre for verification when entering the exam room.
- ✓ Payment (please see over page for payment options)

COURSES TO BE EXAMINED

COURSE CODE	COURSE NAME

Please note:

The student is required to sit the exam/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 exam/s in any interval which may have occurred between the exam/s being held.

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

DETAILS OF INSTITUTION YOU WOULD LIKE TO SIT YOUR EXAM/S

Name of Institution	
Name of contact person	
Street address	
Contact number(s)	
Email address for contact	

SCHEDULE OF FEES (NON-REFUNDABLE)

Overseas centre: \$295 (includes GST) per centre plus supervision fee, if applicable

Interstate Centre: \$195 (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*

MasterCard Visa *(last 3 digits on back of credit card)

Name on card: _____ Date: ____/____/____

Signature of Cardholder: _____

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 of requesting a special exam 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 exam 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 <https://www.tas.gov.au/stds/pip.htm>.

Please return form

enquiries@tasc.tas.gov.au OR

Office of Tasmanian Assessment, Standards & Certification
GPO Box 333
HOBART TAS 7001