

Examination Centres Policy

Section 1 - Allocation of Students to Examination Centres

(1) Charles Sturt University (the University) has established examination centres throughout NSW, in other states and overseas. Students living within 120 kilometres on way of an established examination centre are expected to attend that centre.

Internal Students

(2) All internal students are expected to attend for their examinations at the campus they attend.

(3) Internal students may only apply to sit examinations at another centre if course requirements necessitate their absence from campus during the examination period.

Online Learning Students

(4) The examination centre to which an online learning student is allocated is recorded on the student's computer file.

Section 2 - Change of Examination Centre

(5) A student may apply at any time to the Examinations Officer to change his/her examination centre. A change of address will not automatically bring about a change of examination centre. Students who change address must specifically request to change to another centre.

(6) Requests for a change of examination centre received within six weeks of the start of an examination period will not be processed in time for that examination period unless accompanied by the appropriate fee. There will be no changes made within the last two weeks without the approval of the Manager.

Section 3 - Interstate and Overseas Centres

(7) Students attending overseas centres may be required to pay a service fee prior to the examination period. The fee is to help offset the extra administrative, courier and telephone costs associated with conducting examinations outside Australia.

(8) Once the final allocation to examination centres is complete and the examination timetable despatched, students will receive a letter detailing how payment for attendance at overseas examination centres is to be made.

Status and Details

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Unit Head	Natalie Nixon University Secretary
Author	Megan Bond Manager, Academic Senate
Enquiries Contact	Office of Governance and Corporate Affairs +61 2 63384207