

Acceptable Evidence for Deferred Exams

This document is to be read in conjunction with the following procedure:

- [Assessment procedure - Bridging English](#)

MEDICAL CERTIFICATES

Onshore enrolment: If you are enrolled in an onshore program your medical certificate must be issued by a registered Australian health practitioner.

Offshore enrolment: If you are enrolled in an offshore program or are studying offshore as part of your program requirements, you may submit an international medical certificate. This documentation must be completed in English or have a certified English translation.

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
Discretionary¹	A one-off single opportunity for students, throughout the duration of their studies to apply for a deferred exam for reasons which might not otherwise be eligible criteria as set out above. For example, misreading the exam timetable	A statement briefly setting out the circumstances for not being able to attend the exam.	The discretionary deferred exam request is only available to students in the event they have not previously used their one-off request. The discretionary deferred cannot be used: • in the event the student attended whole or part of the original examination; or • late submission of deferred exam requests.
Medical Grounds	A medical practitioner must assess your condition and provide a signed medical	A signed medical certificate from a registered medical practitioner, a	A medical certificate that does not cover the date of the exam or meet the criteria above.

¹ Does not apply to Bridging English.

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
	certificate that covers the day of the examination. The medical practitioner must be independent – they cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend, neighbour, or partner or child of a colleague). The doctor's written assessment of your condition must state how it affected your capacity to undertake the examination on the relevant date. Mental health conditions can also be considered under Significant Personal Problems.	registered nurse, or registered pharmacist*. For Academic Pathway Programs²: You must obtain a medical certificate no later than two (2) working days after the date of the original examination. For Bridging English: You must obtain a medical certificate no later than one (1) working day after the date of the original examination. If you cannot comply with the above, your doctor must explain how the nature of your condition made it impossible, or unsafe, for you to have obtained a medical certificate sooner. The medical certificate must: • be written on official medical centre letterhead, • include a provider number and stamp, • be free of handwritten amendments, and • specify relevant dates. Note: a medical certificate provided by a registered pharmacist can only be dated	• A medical certificate from non-medical practitioners (e.g. chiropractors, optometrists, physiotherapists). • A statutory declaration. • An Equity Access Plan. • A medical certificate for an elective or non-critical medical appointments (e.g. optical, dental).

² Academic Pathway Programs include Standard Foundation Program, Accelerated Foundation Program, Tertiary Preparation Program and face-to-face and online Bridging Courses.

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		from the date you present to the pharmacist for a consultation.	
Sick during an exam	Medical conditions that suddenly present themselves during an exam (e.g. an epileptic seizure) are considered exceptional circumstances. A medical condition will only be considered exceptional circumstances if it is sudden, unexpected and debilitating, and requires immediate medical attention (e.g. epileptic seizure). The medical condition must be supported by a medical certificate for the date of the examination and must be obtained that day. The medical certificate must be provided by an independent doctor or registered nurse – they cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend, neighbour, or partner or child of a colleague).	To support your deferred exam request due to a medical condition, you must provide a medical certificate from a registered medical practitioner or registered nurse that: • covers the date of the exam, and • was issued on the same day as the exam. The certificate must: • be on official medical centre letterhead • include a provider number and stamp • be free of handwritten changes or corrections • clearly state how your condition affected your ability to stay and complete the exam It should also include details such as: • how suddenly the condition started • whether you have a history of the condition • the severity of your symptoms	A medical certificate that only states you were unfit to sit the exam will not be sufficient to demonstrate exceptional circumstances. The medical certificate must address the listed criteria.

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		the impact on your ability to sit the exam.	
Significant personal problem(s)	In the event of traumatic incidents or significant personal problems, you are eligible to apply for a deferred exam. These problems might include: - significant personal or mental health problems affecting your ability to sit your exam, - being the victim of a crime, - traumatic events, or - misadventure.	A statement from a *counsellor, psychologist or psychiatrist. The statement must confirm how your circumstances affected your ability to sit your exam on the scheduled day. A police report or a statement from a relevant authority. The report or statement must confirm the occurrence of the trauma, misadventure, crime etc. *Counsellors registered with a professional organisation (e.g. ACA, QGCA), or a UQ College Student Welfare Adviser.	These are not considered grounds for a deferred exam: - Pre-existing mental health conditions that affect your ability to prepare and study for an exam (please see Alternative Exam Arrangements). - Moving house or changing address (exceptions may exist when the move is sudden and involuntary). - Tension with or between parents, partners, or other people you are closely involved with. - Financial problems.
Serious illness: family member or close relative	In the event of the serious illness of a family member or close relative, you are eligible to apply for a deferred exam.	A statement from a medical practitioner that states: - the medical status of the patient, - the patient's relationship to you, and - relevant dates. If you are a carer, the medical certificate must state the period that you are required to provide care for the patient.	You cannot request a deferred exam if a family member or close relative has an ongoing medical condition that does not directly affect your ability to sit the exam on the scheduled day.

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		If you are applying because of your own ill health, please see information under 'Medical grounds'.	
Death or bereavement	If you are mourning the recent death of a family member or close friend, you are eligible to apply for a deferred exam.	If you're applying for a deferred exam due to the death of someone close to you, you'll need to provide: • A death certificate, or • A funeral notice If your relationship to the deceased isn't immediately clear (e.g. different surnames), please also include evidence of the relationship, such as: • A statutory declaration, or • A birth certificate Note: A medical certificate is not appropriate when applying for a deferred exam due to bereavement.	The death or sickness of a pet is not considered grounds for a deferred exam.
Elite athlete – sporting event	If you're an elite athlete representing Australia or an Australian state or territory, you may be eligible to apply for a deferred exam. To qualify: • You must be approved as an Elite Athlete.	A letter written on state, national or international sporting letterhead. The letter must confirm the specific event and dates of the sporting event or activity. The letter must also describe the nature of your sporting commitment (e.g. training, travel etc.) and explain why you can't sit your scheduled exams.	These are not considered grounds for a deferred exam: • sporting events that aren't at a state, national or international level, and • additional holiday time before or after elite sporting commitments.

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	- Your approval must be obtained before you apply for a deferred exam. - The deferred exam request must relate to a specific sporting event or activity. For details on how to apply, contact Student Services.		
Elite performer	If you're working at a high professional level as an artist or performer, you may be eligible to apply for a deferred exam. To qualify, you must have a specific and significant commitment to a recognised state, national, or international cultural or artistic event. Examples include involvement with: - Media, Entertainment and Arts Alliance - Ausdance or Australian Dance Theatre - Australian Chamber Orchestra - State symphony orchestras - Australian Youth Orchestra - Opera Australia	A letter on official letterhead that confirms the dates of the event. The letter must confirm the nature of your commitment to the event and explain why you can't sit your scheduled exams.	These are not considered grounds for a deferred exam: - amateur or community theatre performances, or local artistic or cultural events, and - attending performances or cultural activities.

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	This list is not exhaustive. If you're performing or creating at a similarly high level, you may still be eligible to apply.		
Unavoidable work commitments	You're expected to inform your employer about your exam schedule once it is known to you. In general, work commitments are not considered valid reasons for a deferred exam. However, you may be eligible if you were required to perform unusual or extraordinary duties that were beyond your control and directly affected your ability to attend the exam.	A letter on company letterhead from your employer. The letter must confirm the existence of unforeseen and extraordinary work commitments. The letter must detail the date when you were first notified of the unforeseen or extraordinary work commitments, why they were unexpected, and how they affected your ability to sit your exams.	Emails from a colleague about work are not accepted as supporting evidence. Please get your employer to write a letter on company letterhead. These are not usually considered grounds for a deferred exam: • irregular casual work, • increased ordinary work commitments, • financial problems, • conference attendance, • ordinary demands of employment, or • increased work or pressures because of promotion.
Significant family or social commitment	Attending a wedding as a guest is not considered an acceptable reason for a deferred exam. However, if you are an important member of a wedding party (e.g. bridesmaid, groomsman, or equivalent) or if the event is a significant and important family occasion, you may be eligible to apply for a deferred exam.	A copy of the wedding invitation must be provided. The invitation must clearly show that you are invited to the wedding and that you are a member of the wedding party. If you are not a member of the wedding party, you must provide a copy of the wedding invitation and show evidence of an immediate family relationship (e.g. through a statutory declaration, birth certificate etc.).	These are not considered grounds for a deferred exam: • being invited to attend a wedding as a guest, • pre-booked flights to return home, • pre-arranged holidays or other travel / accommodation,

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			- additional holiday time before or after a wedding, or - reasonably anticipated or ordinary family commitments.
Defence Forces or Emergency Services	If you're a reservist member of the defence forces or an emergency services member or volunteer (e.g. SES, Rural Fire Service) and you are required to render any service, including training, you are eligible to apply for a deferred exam.	A letter or statement on official letterhead, signed by an authorised officer of the relevant organisation. The letter must detail your role within the service, and the start and finish dates of training or activity.	
Vehicle accident (not involving medical injury)	If you were on your way to an exam and you were directly involved in a vehicle accident, or if your vehicle broke down, which delayed or prevented you from attending the exam, you are eligible to apply for a deferred exam.	A police report and/or other relevant documents (e.g. traffic report, receipt from towing company, insurance claim). The report or documents must include the date, time and location of the accident. A report or document from an automotive road service (e.g. RACQ) or from an authorised vehicle mechanic. The document must detail the time and location of the breakdown.	If you were on your way to an exam and you were injured in a vehicle accident, please apply on medical grounds. See Alternative Exam Arrangements if you have an injury that needs to be accommodated during an exam.
Major public transport or traffic delay	You're expected to plan and allow enough time to travel to your exam venue, including accounting for traffic conditions like peak hour. Make every reasonable effort to avoid or reduce travel delays.	Evidence from websites (e.g. TransLink, Queensland Police, news websites) that outlines the nature of the event, including the date and time of the event.	A delayed flight is not considered grounds for a deferred exam.

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	However, you may be eligible to apply for a deferred exam if you were unable to attend due to: • A major weather event • A serious traffic accident • A public transport disruption Important: Delayed flights are not accepted as a valid reason for a deferred exam. You should avoid booking travel that could risk your ability to arrive on time.		
Jury Duty	If you have received a jury summons for dates within the examination period, you are eligible to apply for a deferred exam.	A copy of the jury summons. The summons must include the start and finish dates of the jury duty.	
Academic commitments	If you have academic commitments directly related to your enrolment and studies such as a field trip and it conflicts with your exam schedule, you are eligible to apply for a deferred exam.	A confirmation letter from a relevant staff member. The letter must detail the nature of the academic commitment and how it will benefit your studies.	
Technical issue(s)	In the event of technical difficulties during a digital exam, you may be eligible to apply for a deferred exam.	Please provide a: • screengrab of an error message, and • transcript of online chat support, or • copy of an email you sent seeking technical support.	These are not considered grounds for a deferred exam: • not completing preexamination onboarding activities, • providing an error message screenshot and no other evidence,

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
			seeking assistance after the examination.