EXAMINATIONS

ELIGIBILITY TO SIT
Rule 63A of the Legal Profession Admission Rules provides that a student who has enrolled for and undertaken a course of instruction in a subject of examination conducted by the Law Extension Committee and who has completed the requirements of the course, may sit for the examination in that subject unless the Law Extension Committee notifies the candidate and the Examinations Committee, prior to the examination, that the candidate has not completed the requirements of the course to the satisfaction of the Law Extension Committee.

The course requirements for each subject are set out in the relevant Law Extension Committee Subject Guide.

EXAMINATION TIMES
The examination timetable is set out on page 41.

Each examination consists of 3 hours writing time and 15 minutes reading time. Candidates are permitted to make notes during reading time.

Candidates should report to their nominated examination centre at least 20 minutes prior to the commencement of an examination to ensure they are present for important announcements.

IDENTIFICATION
A candidate should bring his or her Student ID Library Card to the examination. If the card has been mislaid, the candidate should obtain a replacement card from the Campus Card Centre prior to the examination. If this is impossible due to time constraints, the candidate must bring alternative acceptable photo ID, ie a current driver’s licence, NSW photocard or passport.

Any candidate without acceptable identification will not be permitted in the examination room.

EXAMINATION ATTENDANCE
Candidates must attend their nominated exam venue. A candidate that presents themself for examination at a venue other that that nominated on his/her enrolment form may not be permitted to sit. Candidates should arrive at the examination centre on time so that they are aware of all announcements regarding examination protocols. A candidate who arrives at the examination centre after the commencement of an examination may not be permitted to enter the examination room, but if so permitted will not be allowed additional writing time at the end of the examination. Each candidate must remain in the examination room for at least one hour after the commencement of the examination, and must not leave the examination room until his or her answer booklets have been collected and other permitted materials checked.

A candidate who enters the examination room, stays for one hour and hands in an answer booklet with his/her student number but does not attempt any questions will be deemed to have sat for the examination.

Candidates scheduled to sit, but for any reason unable to attend an examination at either the Armidale, Broken Hill, Dubbo or Lismore venue, are requested to contact the venue, on the day of the exam and preferably prior to the start of the exam, to advise of their non attendance.

Examinations may only be undertaken in accordance with the published timetable. Candidates who fail to attend an exam will be required to re enrol and sit in a later session as supplementary exams cannot be arranged.

EXAMS CONTINGENCY POLICY
Where an examination venue is inaccessible to one or more students as a result of an unforeseeable public catastrophe affecting the community as a whole, such as a flood, or a bushfire, the affected students may submit a statutory declaration to the Board seeking consideration under the Exams Contingency Policy (ECP).

The ECP provides that where specific circumstances are met, enrolment fees (being tuition and examination fees) shall be waived when a student re-enrols for the same subject in the subsequent semester.

Students receiving the fee concession are expected to attend lectures and must satisfy the LEC’s requirements for examination eligibility. With regard to the compulsory assignment, the LEC will offer eligible students the opportunity to retain their original assignment mark if it is the higher of the two assignment marks achieved in the subject.

A student who does not achieve at least a ‘deemed eligible’ mark for his/her assignment in the subsequent semester will not be permitted to retain the original assignment mark and will not be eligible to sit the examination.

Please note that the ECP does not cover situations where individual students are prevented from