



● REQUEST FOR INTERNAL ASSESSMENT CONSIDERATION

This form is also available from the USP website address: <http://www.usp.ac.fj/student>

Student ID Number:

PERSONAL DETAILS

Last Name: First Name: Middle Name: Date of Birth:

Address:

Telephone:
 Fax:
 Email:

REQUEST DETAILS

What did you miss? Test Assignment Other

For which course: _____ For which semester/year: _____ / _____

Mode of study: _____ Campus: _____

Reason for missing the internal assessment:

- Sickness (attach medical evidence)
- Death in the family (attach death certificate and evidence of relationship with the deceased)
- Work (attach evidence from employer)
- Other (Please explain below and attach evidence)

Applicant's signature: _____ Date: _____

FOR OFFICIAL USE

Recommendation:

Signature: _____ Date: _____
Course Coordinator

Completed Request for Internal Assessment forms should be sent to:

- | | | | |
|---|---|--|---|
| <p><i>For Laucala Campus:</i></p> <p>REQUEST FOR INTERNAL ASSESSMENT
 Student Academic Services
 Laucala Campus
 The University of the South Pacific
 Suva, FIJI</p> | <p><i>For Emalus Campus:</i></p> <p>REQUEST FOR INTERNAL ASSESSMENT
 Student Academic Services
 Emalus Campus
 The University of the South Pacific
 Port Vila, VANUATU</p> | <p><i>For Alafua Campus:</i></p> <p>REQUEST FOR INTERNAL ASSESSMENT
 Student Academic Services
 Alafua Campus
 The University of the South Pacific
 Apia, SAMOA</p> | <p><i>For other Campuses:</i></p> <p>REQUEST FOR INTERNAL ASSESSMENT
 The nearest USP Campus</p> |
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REQUEST FOR INTERNAL ASSESSMENT

These guidelines have been reproduced from USP Policies and Procedures, Procedures for Assessment, Policy 3.34.03 Test

2.7 Special Tests or Alternative Assessments

1. Students who were prevented from sitting a test through no fault of their own may apply for a special test using the *Request for Internal Assessment Form 3.34.03*, accompanied by relevant supporting documents as required on the form.
2. The request forms must be received as soon as possible after the test - normally within two weeks of the conclusion of the tests.
3. The Campus should forward the *Request for Internal Assessment Form 3.34.03* with a recommendation and supporting documents to the Group Manager, Student Academic Services, Laucala Campus.