



Application for Online Examination by Exception

Legal Profession Admission Board

GPO Box 3980 Sydney NSW 2001
Telephone: 02 9338 3500 | Email: lpab@justice.nsw.gov.au
Website: www.lpab.justice.nsw.gov.au

Before completing this form, please read the Online Examinations by Exception Policy.

Applicant details

Title: First name: Middle name:

Last name:

Email:

Daytime phone number: Student number:

Subjects enrolled:

Signature of applicant (*a digital signature is acceptable*)

Date (*dd/mm/yyyy*)

Lodging your completed form

Please submit your form and supporting documents to lpabexams@justice.nsw.gov.au

Closing date: Application is to be submitted at the time of enrolment for the semester, by no later than the end of the enrolment period.

A late application may only be accepted in emergency circumstances that were not known to the applicant at the time of the lodgment deadline.

Please note submission of this form does not guarantee approval to sit exams online by exception.

Reason for your application

I am residing overseas permanently

- you will need to have registered for the course with the overseas address and;
- provide evidence of residing overseas on an ongoing basis, such as a driver's license, utility bills etc

I am required to travel overseas temporarily due to exceptional circumstances

- exemption may be granted for travel overseas due to unforeseen and exceptional circumstances
- you will need to provide supporting evidence and a statement explaining the circumstances

I am residing more than 150kms (radius) from an exam centre and I am unable to travel

- you will need to have registered for the course with the address or completed an official address change and;
- provide supporting evidence and a statement explaining the circumstances preventing you from travelling to an examination centre

I reside within a 150kms radius of an exam centre and have exceptional circumstances

- you are required to provide supporting evidence and a statement explaining the circumstances preventing you from travelling to an examination centre eg demonstrated carer* responsibilities that are not able to be met by other family members or support providers (* as defined in the *Online Examinations by Exception Policy*)

Requests due to a disability or medical condition should be made through a Special Exam Arrangement Application.

Application fee and supporting evidence

I have attached the application fee payment receipt (or I am seeking a fee waiver and have attached evidence of my Commonwealth Government benefit or allowance)

I have attached evidence to support my application

Supporting statement Please state your reason(s) for your request. Attach a separate page if you need more space.