



# Application for Online Examination by Exception

Legal Profession Admission Board

GPO Box 3980 Sydney NSW 2001  
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Website: [www.lpab.justice.nsw.gov.au](http://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](mailto: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.