

# INSTRUCTION SHEET

## MYCENTRE

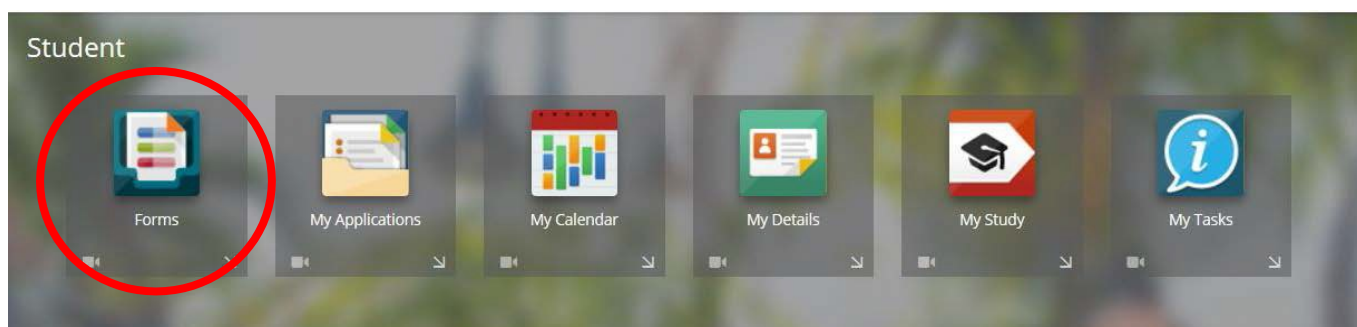


BE WHAT YOU WANT TO BE

[cqu.edu.au](http://cqu.edu.au)

### Change your exam centre

To change your exam centre, visit [mycentre.cqu.edu.au](http://mycentre.cqu.edu.au) and log in with your student number and password. Then select 'Forms' from the home page selection menu.



From the list of forms on your screen, select the 'Request to Change Exam Centre' option.

Please click the following link for instructions for;

[On-campus \(internal\) Students](#)  
[Distance Education Students](#)

### On-campus students

On-campus students require approval from the Student Governance Centre before their exam centre is changed.

Exam Centre Change Form

Submit Request

Student Details

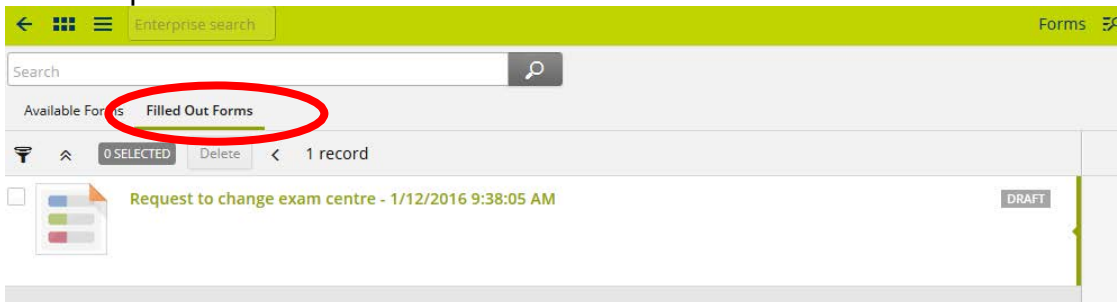
As you are an **internal student**, your request must be reviewed by the exams team. You will be able to submit a request to change your exam centre up until six weeks prior to the commencement of the exam period. Under exceptional circumstances the examinations section will change your exam centre outside the deadline.

Student Id	
Title	Mr
First Name	Peter
Other Given Name/s	
Family Name	Brown

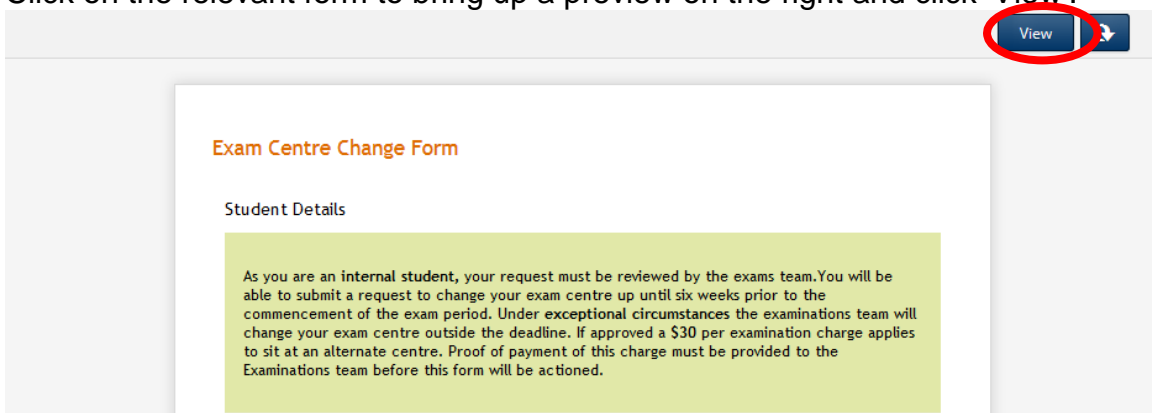
Submit Request

Complete the details to nominate your new exam centre and click . You will receive correspondence to your student email account from the Student Governance Centre regarding the outcome of your request, if approved you will be required to make payment and attach the receipt to this form.

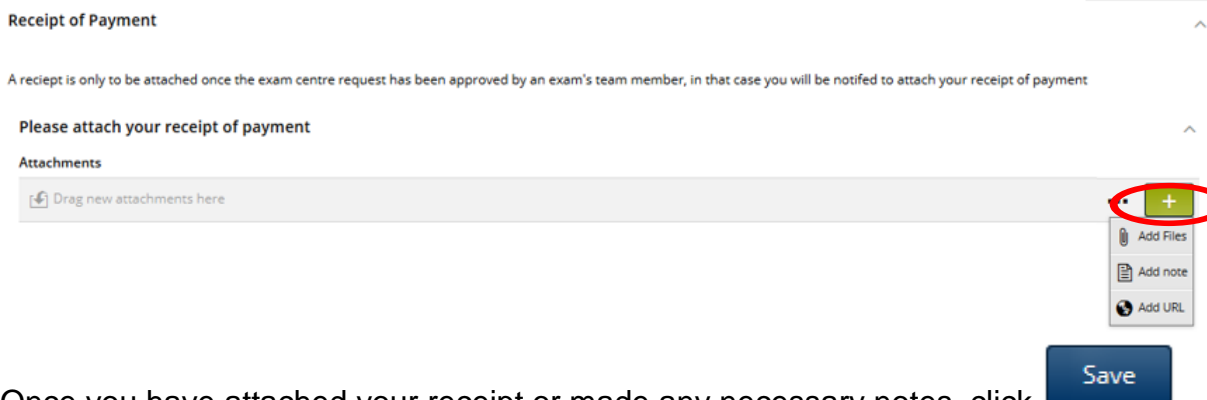
To do this, log back in to MyCentre, click on the 'Forms' tile and then select the 'Filled Out Forms' option.



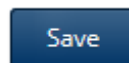
Click on the relevant form to bring up a preview on the right and click 'View'.



Click the  button and scroll down to attach your receipt.



Once you have attached your receipt or made any necessary notes, click



You will receive further correspondence from the Student Governance Centre once your exam centre has been changed.

If you require further assistance or have any concerns, please submit the [Examinations Enquiry](#) Form.

## Distance education students

When a distance student submits the Exam Centre Change Form within the required timeframe, the exam centre is changed automatically. If it is after the timeframe specified this change needs to be approved by the Student Governance Centre.

If you require assistance, please submit the [Examinations Enquiry](#) eForm.

### Exam Centre Change Form

Submit Request



#### Student Details

As you are a **distance student**, your request to change your exam centre will be approved automatically. You will be able to change your exam centre up until six weeks prior to the commencement of the exam period. Under exceptional circumstances the examinations section will change your exam centre outside the deadline.

If none of the available exam centres are located with **150kms** of your residence, then you will be eligible to nominate an exam centre.  
 To nominate an exam centre click [Here](#)

Student Id

Title

First Name

Don

Other Given Name/s

Family Name

Din

#### Exam Centre

You are currently assigned to the following exam centre:

**Current Exam Centre**

1 (Rockhampton North - Central Queensland University, QLD, 4701, AUS)

Please nominate the exam centre where you would prefer to sit your upcoming exams:

**New Exam Centre\***

1 (Rockhampton North - Central Queensland University, QLD),

**Reason for Change\***

The selected exam centre will be effective from the following Year and Exam Period:

**Year**

2016

**Exam Period**

End of Term 2 STD