Change your exam centre

To change your exam centre, visit mycentre.cqu.edu.au and log in with your student number and password. Then select the *Forms* tile from the home page selection menu.

From the list of forms on your screen, select the request to change exam centre option.

**On-campus students**

On-campus students require approval from the Examinations team before their exam centre is changed.

If you require assistance, please submit the *Examinations Enquiry* eForm.

**Note:** If approved a $30 per examination charge applies to sit at an alternate centre. Proof of payment of this charge must be provided to the Examinations team before this form will be actioned.
**Online students**
When an online student submits the Exam Centre Change Form within the required timeframe, the exam centre is changed automatically.

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

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**Exam Centre Change Form**

**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 within 150km of your residence, then you will be eligible to nominate an exam centre.

To nominate an exam centre click [Here](#).

<table>
<thead>
<tr>
<th>Student Id</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>First Name</td>
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<td>Other Given Names</td>
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<td>Family Name</td>
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**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, 4701, AUS)

**Reason for Change**

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

<table>
<thead>
<tr>
<th>Year</th>
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<tbody>
<tr>
<td>Exam Period</td>
<td>End of Term 2 STD</td>
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</table>