

## CHECKLIST FOR INTENTION TO SIT APPLICATION

Please ensure when completing the attached Intention to Sit Application Form that the following documents are included. **Incomplete Intention to Sit Application Forms will not be accepted or processed.**

Intention to Sit Application – Appendix A

Access to Information Agreement (Membership) – Appendix B

Curriculum Vitae

*Payment* - no payment required for **Intention to Sit** Membership Applications

If sending electronically, send PDF or word documents only, NO .jpg / .jpeg  
*(Ensure all applicable areas are signed before sending)*

(If applicable)

All necessary supporting documentation if not eligible for registration as a Veterinarian in an Australia State or New Zealand

### Submit application to:

Assistant College Manager

Email: [assistcm@anzcvs.org.au](mailto:assistcm@anzcvs.org.au)

Telephone: +61 (7) 3423 2016

# INTENTION TO SIT APPLICATION FORM APPENDIX A



Please complete this application form and **together with Appendix B and your CV** forward via email to [assistcm@anzcvs.org.au](mailto:assistcm@anzcvs.org.au)

## Intention to sit in future (no fee payable) - **now open**

Please note:

- This intention to sit application will active for two subject examination periods. If you do not proceed to membership in that time your application will be removed from the register.
- Submitting an intention to sit is not a guaranteed acceptance by the College that a candidate will be enrolled in a preceding years subject examination.

**Do you give permission for your name and email address to be released to other candidates, and College members for the purposes of conducting College business?**

**YES                      NO**

Name to be shown on testamur (print full name clearly - this exact name will appear on your testamur)

Examination subject, from the relevant subject guideline, to be shown on testamur (print clearly)

# INTENTION TO SIT APPLICATION FORM

## APPENDIX A



1. I \_\_\_\_\_ (full name in block letters)  
of \_\_\_\_\_ (address in block letters)  
Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
hereby apply for Intention to Sit of the Australian and New Zealand College of Veterinary  
Scientists.

2. **Examination subject:**

3. **Professional qualifications and experience:**

- a. First registrable qualification  
University \_\_\_\_\_ Date \_\_\_\_\_
- b. Other qualifications  
Awarded by \_\_\_\_\_ Date \_\_\_\_\_
- c. Veterinary registration details for Australia and/or New Zealand e.g State/registration number \_\_\_\_\_
- d. Previous experience: **Attach curriculum vitae** indicating clearly the extent of your experience  
in the area in which you are applying for examination

4. **Declaration:**

- a. I declare that at the time of Membership examination, at least three and a half years will have elapsed since my original registrable veterinary degree was conferred;
- b. I declare that I am registered as indicated above, or;  
I declare that I am eligible for registration as a veterinarian in either Australia or  
New Zealand and attach documentary evidence, or;  
I declare that I am not eligible for registration as a veterinarian in either Australia or New  
Zealand and attach necessary documentation as required by current Council policy;
- c. I agree to comply with the Constitution of the Australian and New Zealand College of  
Veterinary Scientist and any regulations issued there under, including the Membership  
Candidate Handbook and my relevant Subject Guidelines; copies of each I may access on  
the College website.

Date \_\_\_\_\_

Signed \_\_\_\_\_

**Please ensure you include Appendix B and CV with this application.**

*\* Upon successful completion of Membership Examination, this application is automatically deemed to be an application for Membership.*

# ACCESS TO INFORMATION AGREEMENT (MEMBERSHIP)

## APPENDIX B



Unsuccessful Membership Examination Candidates may make a written request for the College to provide information, and access to certain documents relating to unsuccessful examination component(s).

The purpose of releasing such information and providing access to such documents is to assist unsuccessful Candidates identify areas of weakness or poor performance such that these can be addressed by unsuccessful Candidates who elect subsequently to reattempt the Membership Examinations. Details of a passed examination component will not be released.

The following conditions apply to the release of the examination information:

1. Candidates must make written request for examination information and access to papers (separate from the signing of this agreement). Written request must be made to the Examinations Officer between ten and sixty days after the date of notification of their examination results.
2. The earliest the request for examination information and access to papers is able to be received by the College Office is ten days after the date of notification of examination results (except in extenuating circumstances at the discretion of the Chief Examiner).
3. The following examination information will be made available to candidates:
  - (a) The mean mark for each question in the Written Papers, the overall mean mark for the Practical examination (where applicable) and the overall mean mark for the Oral examination.
  - (b) Examiners written comments (if any) for the Written and Practical Components of the Examination. These may be general comments which pertain to the Component as a whole or may be specific comments addressing particular questions where the Candidate's performance was unsatisfactory; and
  - (c) Examiners written comments regarding any areas of deficiency in the Candidate's performance in the Oral.
4. Access to the candidate's Written component examination papers, the Practical written examination papers and material (if available) will be granted only under the following conditions:
  - (a) Candidate's access to Examination papers will be supervised by, and in the presence of a member of the Board of Examiners or a nominee of the Chief Examiner;
  - (b) The candidate's nominated mentor may attend the viewing of papers with the candidate.
  - (c) The candidate's access will be limited to 120 minutes at a single sitting.
  - (d) Candidates are not permitted to use any method or media to record or recreate the Examination papers or other examination material, e.g. photocopying, photographing or voice recording. Candidates are permitted to make hand written notes during the period of access.
  - (e) Candidates wishing to view their papers, must do so by 31<sup>ST</sup> October in the year that the examination was completed.

I have read, understand, and agree to abide by the aforesaid conditions relating to access to information and Examination documentation detailed above.

MEMBERSHIP Subject:

Candidate's name

Witness name (Witness must be aged over 18 years and not related to you)

Signature

Date

Signature

Date