



Application for Special Consideration – Victorian Bar Entrance Examination

Sitting arrangements

To access the Victorian Bar Readers' Course candidates must sit and pass the Entrance Examination with the minimum grade for each of the following three exam components:

- (1) Procedure (Civil or Criminal) of their choosing;
- (2) Evidence; and
- (3) Ethics.

The examination will be conducted in person at an exam venue determined by the Victorian Bar and candidates will type their exam answers on a Windows laptop or MacBook computer supplied by the candidate.

This Application

All applications for Special Consideration must be submitted by completing this Application Form. Candidates may apply for special consideration in circumstances where:

- (a) they are registered for the Exam and believe that their exam performance may be affected or significantly affected due to extenuating circumstances beyond their control; or
- (b) they sat the Exam and believe that their exam performance may have been affected or significantly affected due to extenuating circumstances beyond their control.

All special consideration applications must be made to the Admissions Officer by no later than the five business days after the Exam sitting.

Please submit this form together with any supporting documentation as part of your online registration to sit the Exam, or send it by email to education@vicbar.com.au.

Please note that, without the requested information, we will be unable to progress your application for special consideration.

Further information about making an application for special consideration can be found in the Bar's Entrance Exam policy.

If you have specific questions, please contact the Admissions Officer by sending an email to education@vicbar.com.au or telephone +61 3 9225 7985.

Privacy collection statement

All applications and information provided to the Bar in respect of applications for special consideration for the Victorian Bar Entrance Examination (the Exam) are subject to the Bar's Privacy and Security of Information policy, found on the Bar's website by following this link.

The personal information requested in this form is collected by the Victorian Bar for the purposes of considering and determining the candidate's application for special consideration for the Exam. This information will be shared with members of the Victorian Bar, including the Exam Committee, on a confidential basis, as described in the Victorian Bar Exam policy and the Victorian Bar Exam Rules and Conditions.

By completing this form, you consent to your personal information (including sensitive information) being used for the above purposes.

Ongoing disclosure requirements

If your application for special consideration discloses any information relevant to whether you are a fit and proper person for the purposes of rule 13 of the *Legal Profession Uniform General Rules 2015*, you are required to make full and frank disclosure of these matters as part of your application to commence the Bar Readers' Course upon successful completion of the Exam.

The Victorian Bar is a delegate of the Victorian Legal Services Board (**VLSB**), and in exercise of its statutory functions under the *Legal Profession Uniform Law*, the Bar assesses whether an applicant for barrister practising certificate is fit and proper person to hold an Australian practising certificate and to join as a member of the Bar association.

More information can be found on the VLSB's website:

- [Fit and proper person policy](#)
- [Mental health policy](#)

The Bar's membership eligibility requirements are otherwise covered under the [Constitution](#).

Section A: to be completed by Exam Candidate

Family name:

Given names:

Date of Bar Examination:

Candidate to describe their application for special consideration in circumstances where:

(a) Candidate registered to sit the Exam to provide a specific description of the extenuating circumstances they believe may be affected or significantly affected due to extenuating circumstances beyond their control:

OR

(b) Candidate sat the Exam and believes that their exam performance may have been affected or significantly affected due to extenuating circumstances beyond their control:

Section A: continued

Authority to release information (required):

I,
of:
date of birth: _____, hereby give authority to the medical professional who has provided the information in, or required by, Section B below to release that information to the Victorian Bar's Admission Officer relating to my health condition for the purposes of the Victorian Bar considering and determining this application.

Signature:

Date:

Authority to release information (required):

I,
of:
date of birth: _____, hereby give authority to the medical professional below to release, upon request by the Bar's Admissions Officer, further information relating to my health condition for the purposes of the Victorian Bar considering and determining this application.

Signature:

Date:

Section B: Completed by Medical Professional

This section must be completed where the adjustments relate to a disability, injury or medical condition.

A medical report may be provided in place of Section B. However, this report must include the information required to determine the exam candidate's application for Special Consideration.

Full name of Medical Professional:

Medical Provider Number:

Expertise:

Address:

Suburb:

State:

Postcode:

Email:

Phone Number:

Diagnoses:

Nature of medical condition(s):

Permanent

Temporary*

*Please specify the anticipated duration of the medical condition:

Condition status:

Fluctuating

Stable / Unchanging

Degenerative

Section B: continued

Impact of medical condition:

Please explain specifically, in your opinion, how the candidate's disability, illness or medical condition disability, illness or medical condition will impact or did impact the candidate's performance in the Victorian Bar Entrance Examination to be held on the date set out in Section A.

Please consider the following non-exhaustive list in providing your opinion (as relevant to the candidate's condition): fatigue, pain, concentration, memory, mobility, sitting/standing tolerances, and impact of medication.

Other Comments:

Section B: continued

Signature of Medical Professional:

The opinions in Section B of this application form are mine and I acknowledge that the Victorian Bar's Admissions Officer may seek further information for the purpose of this application.

Signature:

Date:

*The information required in Section B may be provided in a separate document. However, this report must include the information required to determine the exam candidate's application for Special Consideration.