



Guidance Notes and Registration Form for Students who wish to sit Referred/Deferred Exams Overseas

1. Eligibility

1.1 You will normally be eligible to sit referred/deferred examinations in the country of your residence, if you are domiciled in the country in which you wish to sit your examinations, or if you are fulfilling your course requirements abroad. Candidates taking holidays abroad are **NOT** eligible to sit their examinations abroad.

1.2 YOU will have to advise the Examinations Office (see contact details on page 2) of your request **by completing and returning to us the Registration Form (on page 3) by Friday 30th July 2010**. Requests received after this date may not be considered.

2. Arrangements

2.1 Examinations overseas must be held in a location approved by the Examinations Officer. Examinations overseas should, wherever possible, be held at British Council Offices.

<http://www.britishcouncil.org/home-contact-worldwide.htm>

2.2 YOU should contact the host institution as soon as possible to request that they agree in principle to supervise your examination(s).

2.3 YOU need to advise the Examinations Office of the name and contact details of the host institution once agreed. Contact details should include:

Full postal address, Name of supervisor, Email address, Phone number and Fax number

in order that communication can be established. Contact details must be supplied to the Examinations Office by **Friday 30th July 2010**.

2.4 WE will send you details of your examination(s) as soon as the timetable has been finalised in July. Do not be concerned if the location listed on your timetable is shown as Exeter - this is due to automated processing. Once you have provided us with the overseas contact details, we will confirm the location of your examination(s) in your home country by email. You should check your University email account regularly.

2.5 WE will forward all necessary exam papers, stationery and materials required to the host institution in time for your examination(s). Please note that you will NOT be able to take your exam paper with you after your referred/deferred examination. You will, however, be able to collect the exam paper after 24 hours, or arrange to have it posted to your home address; you must provide the exam venue with a stamped, self addressed A4 envelope.

2.6 *It is essential that you confirm with your host institution exact details, i.e. start times for exams, etc, several days prior to their commencement. Please note that the University of Exeter does not take any responsibility for the level, quality or cost of any provision you may negotiate with your host institution.*

3. Specific arrangements for disabled students

3.1 *In principle, you are entitled to the same specific arrangements for examinations as at the University of Exeter. However, you are entering a private arrangement with your host institution, therefore it is your responsibility to inform the host institution of your approved specific requirements, which we will confirm (or otherwise) on request.*

3.2 *Please note that the University of Exeter does not take any responsibility for the service provided by the Host University (see 2.6). Any failure by a host institution to comply with your specific requirements cannot be taken into account when marking your scripts.*

4. Fee payment

4.1 There is a charge for this service, currently £100, which is in addition to the standard referred assessment fee (where applicable). **There will also be fees payable to the host institution, which you will be required to pay directly to them.**

4.2 You should forward the fee for referred/deferred examinations abroad, along with any referral fee (where applicable) to Student Fees. Should you not do so; the debt will be added to your student account. Failure to pay your account in full could result in your award being withheld.

4.3 *Please note that we will be unable to refund the sit abroad fee if you are prevented from sitting your examination(s), once you have made the initial request as costs for administration will have occurred well in advance of your scheduled examination.*

5. Contact details

You can contact us at:

Examinations, Registry Services, University of Exeter, Northcote House, The Queens Drive, Exeter, UK, EX4 4QJ

Tel: +44 (0)1392 263020, Fax:+44 (0)1392 262458, email: exams@exeter.ac.uk

Cornwall Campus Exams Office, Room A053, Peter Lanyon Building, Cornwall Campus, Penryn, Cornwall, TR10 9EZ

Tel: +44 (0)1326 371815, Fax:+44 (0)1326 371859, email cc-registry@ex.ac.uk



SITTING EXAMS OVERSEAS Registration Form



To enable you to request/register to sit your referred/deferred examinations overseas, you must complete this form and return it to the Examinations Office by Friday 30th July 2010.

Once your request has been received and approved an email will be sent to your @exeter email account to confirm status, after the given deadline.

Student ID No: _____ Date of Birth: _____

Family Name: _____ Forenames: _____

Are you entitled to Specific Exam Provision (extra time, use of computer, other): Yes No

Country of Domicile: _____ Location of exam(s): _____

I propose to sit my referred/deferred exams at the British Council Office in: _____

British Council Full postal address (inc post/zipcode): _____

Name of exam supervisor in the British Council Office: _____

British Council Office supervisor's email address: _____

British Council Phone number: _____ Fax number: _____

Examinations to be sat:

Module code	Module title
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Signed by hand: _____ Date: _____

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