



## POLICY FOR SITTING EXAMINATIONS OVERSEAS

### Scope

1. All students taking first-sit **or** resit examinations are expected to sit their scheduled examinations at the University of East London (UEL) however, in exceptional cases, advance approval may be sought to take an examination at a UEL approved institution outside of the UK
2. Students are required to be available to sit examinations during the central examination periods typically at the end of each teaching term and the resit examination periods
3. The sitting of an examination outside of the UK is not an entitlement. Approval will only be given where it is determined that a student has a good reason why they are unable to sit the examination at UEL
4. Applications will be considered by an assessing panel who may require evidence to support the request before approval is given

### Policy

5. A student being on holiday or working overseas at the time of the examination will not be considered a good reason for taking the examination outside the UK. Examples where an application may be accepted, but not guaranteed are:
  - Serious illness or bereavement of a close relative
  - A funeral of a close relative
  - Student visa issues
  - Students accepted under the Supporting Elite Athletes' Academic Study Policy with agreement under section 3.5.2
6. If you are unable to attend an examination due to serious personal circumstances, please refer to the extenuation procedures  
<https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/extenuation-procedures>
7. A student will only be permitted to sit an examination outside of the UK at institutions that are **approved by UEL**.

- This will be either a British Council or a reputable College or University
  - The student must not have any connection with the host institution or its employees
8. The examination must be held at the **same time** as the examination at UEL in the UK however, a very slight overlap may be permitted
  9. When the examination cannot be held at the same time as the examination at UEL, for example, if the time difference is too great, then **alternative assessments** may be considered by UEL. If alternative assessments are not possible, please refer to point 11
  10. There may be instances where examinations cannot take place **off campus**. This may be due to various reasons such as a suitable venue not being available, insufficient time to organise the examination or prohibitive time differences
  11. In situations where a student cannot attend the examination, or an off campus examination cannot be agreed and/or organised and an alternative assessment is not possible, the component of assessment will be failed
    - Any failed component could have a detrimental effect on a student's undergraduate progression decision or ability to continue on their **course of study**. It is therefore recommended that students make themselves available to attend examinations at UEL
  12. If an application is agreed, all costs incurred for the examination including any agreed additional examination arrangements such as a scribe or reader, are the responsibility of the student
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## PROCEDURE

### Student Responsibilities

1. If unsure that a venue will be acceptable to UEL, submit details to [distancelearningexams@uel.ac.uk](mailto:distancelearningexams@uel.ac.uk) including the institution's webpage URL and a contact name and email address for UEL to consider. Sufficient time must be allowed for this process to ensure the application deadline can be met.
2. Confirm with the venue that they can hold the exam at the same time as it is being held at UEL. This must be clearly stated on the application to UEL.
3. All fees charged by the venue will be met by the student and paid directly to the venue by the student (usually no later than seven days prior to the exam). The cost of an exam will vary between venues and will be confirmed by the venue, upon the student's initial contact.
4. To submit an application at the earliest opportunity to allow the panel to consider the request in good time ahead of the examination period. UEL will use the contact details provided on the application, to contact the host venue and verify the examination details and examination procedures.

### Application process

- Complete and sign the 'Application for Sitting Examinations Overseas' form available on the UEL intranet exams page at the following link  
<https://uelac.sharepoint.com/AcademicRegistry/Pages/Exam-Timetable.aspx>
- Email the completed application and supporting evidence to [distancelearningexams@uel.ac.uk](mailto:distancelearningexams@uel.ac.uk) with the subject line of 'Overseas exam application' at the earliest opportunity. The absolute deadline for applications are:
  - For first sit exams - 30 days before the published date of the examination
  - For resit exams - no later than 1 week after the publication date of the first sit results

**Important:** Any applications after these deadline dates cannot be considered.

Please note that there is very little time between the publication of term 2 results and the resit examination period which will reduce the potential to arrange off campus resit arrangements in the time available.

- The application will be considered by an Assessment Panel within 7 days of receipt. If it is not possible to support the examination and there are no feasible alternatives, then the component of assessment will be failed through non-attendance.