

## Guidelines for students undertaking examinations overseas

You are expected to undertake examinations at Edge Hill University or partner institution locations as appropriate. In exceptional cases where this is not possible, you may request to undertake your examination at an overseas venue.

### **Am I eligible to undertake my examination overseas?**

You must apply to undertake an examination overseas – it is not an automatic right. You may be eligible to apply for this if you meet the following criteria:

- your country of domicile (as recorded with the University) is outside the UK
- your examinations take place outside the University's official term dates
- you are undertaking a period of study overseas as part of a recognised programme

In all instances, please contact the Examinations Officer first to discuss your request.

Please note:

- There are separate procedures for examinations if you are on Edge Hill's 'Study Abroad' programme. Please contact [studyabroad@edgehill.ac.uk](mailto:studyabroad@edgehill.ac.uk) for more details
- Holidays are not considered legitimate grounds for requesting to undertake formal assessments overseas

### **I cannot return to the University to undertake an examination – what should I do?**

If you have spoken to the Examinations Officer and meet the eligibility criteria above, you should follow these steps:

1. Contact the British Council and check whether they offer overseas examinations in the relevant country. If they do not, you need to find a Higher Education Institute (HEI) in the relevant country where you can undertake your examination.
2. Establish whether the British Council or the proposed HEI can provide the assessment on the required date/time (see details below).
3. When you have this information, please complete form OE1 (attached) and submit it to Academic Registry.
4. You must submit your form at least 15 working days before the start of the examination period. Any applications submitted after this time will not be accepted and you will be required to return to the University to undertake your assessment
5. The University declines requests where:
  - a. your circumstances and/or the proposed venue are unacceptable
  - b. you have given insufficient notice
6. We will notify you in writing of our decision within 10 working days of receiving your completed OE1 form.

### **Completing the OE1 form**

You must complete an OE1 form for every examination period you wish to undertake overseas. Your request should include full details of

- the reasons why you need to undertake your examination overseas
- the proposed venue where the examination will be undertaken
- the contact details of a named officer at the British Council or proposed HEI

### **Date and time of examination**

Wherever possible, the examination must take place at precisely the same time as in the specified venue (UTC Dublin, Edinburgh, Lisbon, London) regardless of the impact of the time difference between the UK and the country in question.

In exceptional circumstances where this is not possible, you will complete a different examination paper from those students sitting the examination at Edge Hill.

### **My request has been accepted – what do I do next?**

It is your responsibility to pay all fees associated with your examination. Fees comprise:

- An administration fee of £150 per examination period. This is payable directly to Edge Hill no later than 10 working days before the examination takes place
- Any British Council administrative fees and all costs associated with returning the examination materials to the University

If your examination is organised with another HEI, you must obtain the details of their administrative fees and payment policies and pay them directly.

### **My request has been declined – what do I do next?**

We will notify you of our decision within 10 days of receiving your OE1. If your application is rejected, you must return to the University or partner institution to undertake your examination.

### **Please note:**

- Applications are considered on a case by case basis. We cannot guarantee that any application will be approved, regardless of whether previous applications have been successful
- For details of the British Council's information sharing agreement please visit <https://www.britishcouncil.org/organisation/transparency/policies/information-security-privacy>

## Request to undertake an examination overseas (OE1)

Please read the attached guidance notes carefully before completing your application form. Submit your form to the Examinations Office by the deadline stated in the guidance notes.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Programme of Study: \_\_\_\_\_

Level/Year of Study: \_\_\_\_\_

By signing and submitting this form I consent to Edge Hill, the British Council and/or relevant partner institutions sharing my personal data for the purposes outlined in this form. Please go to [www.edgehill.ac.uk/documents/data-protection-policy/](http://www.edgehill.ac.uk/documents/data-protection-policy/) for further details.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I request permission to undertake the following examination at the location detailed below. I confirm that I have read and understand the University's guidelines for undertaking examinations at alternative venues and accept responsibility for all associated fees.

Module Code	Module Title	Component (eg exam/in-class test)	Examination date

Name, address and website of proposed venue (please attach another sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact details of named officer at the proposed venue:

Name	Title/Role	Telephone (include all national/ area codes)	Email address

Reasons for inability to undertake assessment at the designated venue (please attach evidence or use a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date received by Registry	
Decision	
Date student notified	