UNIVERSITY OF BRISTOL

**EXAMINATIONS OFFICE**

**UNIVERSITY POLICY ON STUDENTS REQUESTING TO TAKE EXAMINATIONS OUTSIDE OF THE UNITED KINGDOM**

1. **General Regulations**

**1.1 All** students taking first-sit or re-sit examinations are expected to take their scheduled examinations in venues arranged by the central University of Bristol Examinations Office or by their School. However, in **exceptional** cases,approval may be sought for permission to take an examination at an approved institution outside the United Kingdom (UK). (See Section 2)

**1.2** The sitting of an examination outside the UK is not an automatic entitlement andpermission will only be given where it is determined that a student has good cause/reason why they should not sit the examination in the UK, subject to programme requirements and providing an arrangement can be made which conforms to University policy (<http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/>). This judgement is at the discretion of the student’s Faculty. The Faculty may require evidence to support the request before permission is given. 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. Authorisation to sit an examination outside the UK will not be given where the request is made on medical grounds as students should only be taking examinations when fit to do so. Students who have medical issues should speak to their School about their options.

**1.3** Students on the MBChB, BDS and BVSc programmes, and some other professional programmes, will not be permitted to take examinations outside the UK, due to professional body requirements. Other areas of the University have a policy of never allowing students to sit examinations outside of the UK. If a student is unsure whether to seek approval, they should contact administrative staff in their School. Please see the University website at <http://www.bristol.ac.uk/faculties/> for contact details.

**1.4** A student will only be permitted to sit an examination outside the UK in institutions that are approved by the University of Bristol.

**1.5** The examination will either be taken at the same time as the examination is taken in Bristol, or there must be some overlap between one ending and the other beginning.

**1.6** The same procedures apply where the requirements of a distance learning programme necessitate students taking their written summative examinations outside the UK. Consideration should be given during the design stage of distance learning programmes as to whether alternative forms of assessment are more appropriate.

**1.7** The School / Faculty that owns the programme of study on which the student is registered is responsible for deciding whether to permit a student to sit an examination outside of the UK. Discussion should take place between schools before a decision is reached if the school that owns the relevant unit is different. The School that owns the relevant unit is responsible for organising the examination once permission has been given.

**2. Procedure**

**2.1 Approval**

The student must seek approval to sit an examination outside the UK by submitting the “Request for Approval to Sit an University of Bristol Examination Outside of the United Kingdom Form” which can be accessed via the website at <https://www.bristol.ac.uk/students/support/academic-advice/rules-and-regulations/forms/>

Approval must be sought for exams in each exam period according to the table below. Students do not need to know the exact date of the exam when they first apply and the exam timetable will not usually be finalised before these dates.

|  |  |
| --- | --- |
| Exam period | Notice Period |
| Winter (January) | 5 weeks before start of exam period |
| Summer (May-June) | 5 weeks before start of exam period |
| Reassessments (August) | Within 1 week of the official results release date  |

Students are advised to apply through this procedure as early as possible. Examination dates can be found on the website at <https://www.bristol.ac.uk/students/your-studies/exams-assessments/exam-timetable/> This form should be returned to the student’s home School, together with the appropriate payment. The approval form incorporates a confidentiality agreement.

Once the form is received in the School it must be signed by the Head of School (or his/her nominee) and should then be passed to the Faculty Office for approval by the Faculty Education Director (or his/her nominee). The form should then be returned to administrative staff in the School who will inform the student of the outcome of the request and attach a scanned copy of the form to the email.

**2.2 Before the Examination**

**2.2.1 Student Responsibilities**

The student is responsible for all costs incurred in the host country and, in addition, the University will charge a £50 administration fee for each examination undertaken. It is solely the responsibility of the student to ensure that all arrangements are in place and the School has been notified of the arrangements, by the notice period given in the table below. Any failure to comply with this will result in the approval being withdrawn.

|  |  |
| --- | --- |
| **Exam period** | **Notice period** |
| Winter (January) | 21 days before start of exam period |
| Summer (May-June) | 21 days before start of exam period |
| Reassessments (August) | 7 days before start of exam period |

The student must make all arrangements with the proposed host institution. The institution should usually be the local British Council Office or, exceptionally, a Higher Education establishment. The student should have no prior connection with the institution in which the examination is being hosted. The student must ensure that the examination can take place at the designated time and that the institution will comply with the University of Bristol Regulations and Code of Practice for Taught Programmes and the Assessment Regulations. The Regulations and Code of Practice can be found on the University website at <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>

* + 1. **School Responsibilities**

The School should ensure that they are satisfied that the examination venue is an appropriate and approved institution.

The School will ensure that all examination materials are dispatched by an authorised courier service, such as DHL, to arrive at the chosen institution at least one week prior to the examination.

The pack should include:

* a letter confirming the arrangements for the examination which includes:
* a link to the University Regulations and Code of Practice for Taught Programmes (<http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>) and the Assessment Regulations (<https://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-examination-regulations.pdf> )
* a link to the instructions for invigilators, which can be found on BEAM at <https://uob.sharepoint.com/sites/beam/SitePages/information-invigilators.aspx>
* instructions for return of the materials at the conclusion of the examination (a scanned copy may be sent to the School immediately if the School requires this). All scripts should be returned by an authorised courier service, such as DHL.
* a copy of the approval form
* a copy of the invigilator’s declaration form (Appendix B) which can be found on BEAM at <https://uob.sharepoint.com/sites/beam/SitePages/information-invigilators.aspx>
* one of each of the two types of incident report form can be found on BEAM at: <https://uob.sharepoint.com/sites/beam/SitePages/information-invigilators.aspx>
	+ general issues
	+ malpractice or individual issue.

 **2.3 During the Examination**

* + 1. **Student Responsibilities**

It is the responsibility of the student to ensure that they arrive at the appointed venue on time and that they are satisfied that the examination will be conducted under the University of Bristol Regulations and Code of Practice for Taught Programmes and, in particular, the Assessment Regulations. They must also ensure that they act in accordance with the conditions of their confidentiality agreement which is incorporated into the approval form. Any breach of these conditions will be dealt with under the [University’s assessment regulations](https://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-examination-regulations.pdf)

The student must ensure that he/she has the following items available for inspection by the invigilator:

* University of Bristol student identity card (U-card)
* all writing materials in a clear pencil case
* any other materials permitted in the examination rubric

No student is allowed to use a translation dictionary unless they can show that they have an authorisation form signed by their Head of School (or his/her nominee) . (<https://www.bristol.ac.uk/students/support/academic-advice/rules-and-regulations/forms/>). All mobile phones and other electronic devices must be switched off and left with the invigilator. Water is permitted in a clear plastic bottle with no labels. Food is not permitted.

**2.4 After the Examination**

**2.4.1 Student Responsibilities**

It is the responsibility of the student to ensure that the host institution is aware of the procedure for returning the script and other materials to the University. The student must sign the invigilator’s declaration form. The University cannot accept responsibility for any scripts lost in transit and the University reserves the right to refuse to mark any script which is not received in time to be marked and considered by the School Examination board.

* + 1. **School Responsibilities**

When the script is received the School should send an email to the student confirming receipt. The School should then pass the script to the academic member of staff responsible for marking, maintaining anonymity if possible.

**Useful Links**

British Council

<https://www.britishcouncil.org/exam/uk-boards-overseas>

Contact details for University of Bristol Schools and Faculties

<http://www.bristol.ac.uk/faculties/>

University of Bristol current student website

<https://www.bristol.ac.uk/students/your-studies/exams-assessments/>

University of Bristol Code of Practice in Respect of Examinations Taken Outside the United Kingdom

<http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/>