

Procedure for Candidates Applying to Sit an Examination Overseas

Preamble

For a variety of reasons, students occasionally request to sit their examinations overseas, usually in their home country and most often for re-sit examinations. It is possible to make arrangements to permit students to sit their examinations in a location which is most convenient for them. However, setting up the arrangements does take time and therefore sufficient notice must be given. Care must be taken to ensure that the paper(s) is complete, eg diagrams, tables, case studies, etc.

Process

1. As soon as the student is aware that they will be unable to attend their home campus to sit their examination(s) they must inform the Academic Support Office. At least one month's notice must be given before the examination due date.
2. The Academic Support Office should advise the student to approach a suitable host in the country of their choice (eg British Council) to ascertain if they are prepared to host the examination(s).
3. The student must agree to pay any fees required by the host.
4. When the student has obtained permission from the proposed host, they must advise the Standards and Enhancement Office, the Programme Leader and the Academic Support Office of the name, address and e-mail address of the contact at the host institution.
5. The Standards and Enhancement Office will make contact with the host institution to make the necessary arrangements.
6. The Standards and Enhancement Office will confirm the details to the student, the host institution, Programme Leader and Academic Office.
7. The paper(s) must be received in the Standards and Enhancement Office within the agreed deadline (15 working days prior to the start of the examination session). The Programme Leader should note on the examination envelope that one copy must be sent to (host institution) for (student's name).
8. When the paper has been quality checked by the Standards and Enhancement Office it will be sent either by courier, along with the required stationery, or by e-mail with electronic versions of the examination booklet front sheet and the supplementary paper to the host institution. If electronic versions are sent they must be password protected.
9. The host institution will be informed of the dispatch and asked to confirm its receipt.
10. When the paper(s) has been sat the host institution will scan the paper(s) and e-mail them to the SEO contact, before dispatching them to the Standards and Enhancement Officer by courier.
11. Upon receipt of the paper(s) the Standards and Enhancement Officer will inform the Programme Leader and ask them to collect the paper(s) from the Standards and Enhancement Office.

Further advice can be obtained from William Kirby, wk2@bolton.ac.uk, ext. 3744.

Updated July 2024