

APPLICATION FOR EXAMINATIONS OUTWITH THE UNIVERSITY – SESSION 2019/2020

Term 3 examinations are NOT permitted to be undertaken outwith the University

Fully completed applications must be received no later than **4 weeks** prior to the appropriate examination diet

FORMS WILL NOT BE ACCEPTED FOR FURTHER PROCESSING UNLESS SECTION 3 HAS BEEN AUTHORISED AND STAMPED BY YOUR SCHOOL.

Please complete this form and return to examinations@uws.ac.uk.

1. Name _____ Programme _____ Banner No _____ Campus _____	Address for Correspondence (Please Print) _____ _____ _____ Email Address _____ <i>please print)</i>
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2.	MODULE CODE	MODULE TITLE	Exam Diet Module is being undertaken – please enter below, for example, December 2019
	2.1		Month/Year
	2.2	
	2.3	
	2.4	

3. SIGNATURE OF PROGRAMME LEADER/HEAD OF SCHOOL

I approve the student's written request to undertake the above examination/s outwith the University.

I confirm that I will ensure the examination papers are received by the Examinations Unit no later than the appropriate examination paper submission date to enable the necessary arrangements to be put in hand.

SIGNATURE _____ DATE _____

Please print name _____ **Official Stamp**



4. Please **attach the written agreement (see page 2)**, for approval by the Head of Student Administration, of an appropriate named person (typically an Academic or a British Council Official) to invigilate the examination, and to be responsible for your examination paper. **For examinations in China and Greece please see page 3.*

5. PAYMENT (please tick as appropriate)

a) Examination/s to be held outwith the University but within the United Kingdom. **Fee £30**

b) Examination/s to be held outwith the University and also outwith the United Kingdom. **Fee £55**

I agree to pay the minimum administration fee of £30/£55 for examinations taken outwith the University. Please pay online at <http://shop.uws.ac.uk>. (Click on **Product Catalogue**, **University Services & Facilities**, **Student Administration**.)

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

Head of Student Administration's Signature:

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FOR OFFICE/STUDENT HUB USE ONLY:

Date Received

THIS SECTION TO BE COMPLETED BY HOST INSTITUTION ONLY

EXTERNAL EXAMINATIONS HOST INSTITUTION AGREEMENT

I/we agree to invigilate the student/s listed below:

NAME OF STUDENT (Example, Joe Smith)	BANNER IDENTIFICATION NO. (Example B0000001)

To provide an appropriate test environment and to secure all examination material before and after the examination date. In addition to ensure that the timings and instructions are carried out as mentioned in the documents sent with the examination material.

Before the commencement of the examination, it is understood that the student must produce their University identification card or proof of identity which includes a signature e.g. driving licence, bank card. It is important to note that the Invigilator has responsibility to advise students on matters pertaining to the examination procedure but not on matters pertaining to the course or exam content.

To return, by courier, the written examination and any pertinent materials promptly to the **University of the West of Scotland, Student Administration, Examinations Unit, Room H208, PAISLEY, PA1 2BE, Scotland.**

It is understood that the student is responsible for costs incurred by the host institution e.g. postage, local fee etc.

Please complete the following important information:

Name of Person in Charge of the Examination:	
Position: e.g. Centre Exams Manager:	
Name of External Host Institution: e.g. University of Johnstone	
Contact Details: <ul style="list-style-type: none">Email AddressTelephone Number
Name and Address the examination material should be forwarded to: OFFICIAL STAMP:	Name: Address:

SIGNED:

DATE:

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION

Exceptionally, if for some reason you are unable to sit a **resit** or **distance learning examination** within the University you may at the discretion of your Programme Leader/Head of School and the Head of Student Administration be given permission to sit your examination at a recognised centre outwith the University. If your examination is not a resit or distance learning examination, please supply a written statement giving your reasons for applying to undertake your examination outwith the University.

IT IS IMPORTANT THAT YOU:

- **Apply for permission** no later than the appropriate deadline (**see top of page 1**)
- **Complete** the application form
- Obtain the **signature** of your Programme Leader/Head of School
- **Attach the written agreement (see page 2)** of an appropriate person who is willing to invigilate the examinations e.g. British Council, University
- Pay the appropriate administrative **fee**.

REMINDER: FORMS WILL NOT BE ACCEPTED UNLESS SECTION 5 HAS BEEN AUTHORISED, STAMPED BY YOUR SCHOOL AND YOU HAVE ATTACHED THE WRITTEN AGREEMENT.

YOU ARE RESPONSIBLE FOR:

- **Finding a host institution**, for approval, to undertake your examinations. Students should check that the host institution is open on the appropriate day and time, for example, not closed due to a public holiday. Examinations are normally required to be sat at exactly the same time as scheduled at the University of the West of Scotland.

Please note that examinations undertaken in **Greece can only be held at the British Council in Athens and for students undertaking examinations in **China**, the British Council in Beijing or Hong Kong. Please contact the appropriate British Council to inform them of your intention to seek permission to undertake your examination outwith the University. Once permission has been granted by the Head of Student Administration, your name will be forwarded to the British Council.*

- Any external **administration costs** e.g. invigilation, room hire, postage.
- **Return your completed application form (signed and stamped) addressed to examinations@uws.ac.uk**

Enquiry contact numbers:

EEmail: examinations@uws.ac.uk

Telephone: 0141 848 3695 / 3940 / 3687

(This document is available electronically or in other formats)