

# Arrangement Guide for examinations at External Venues

## ***A. General Information about external examinations***

### **Student Responsibilities**

Distance Learning students must inform the Assessment Team of their external venue location by the **agreed date advised by email**. Students resident in Scotland are required to sit all exams at RGU Aberdeen.

All other students should contact the Assessment Team at least 6 weeks prior the exam date.

Requests made after this time cannot be guaranteed to be considered by the University.

### **Alternative Exceptional Arrangements**

Examinations undertaken out with the University's normal validated arrangements must normally be held in British Council premises (<http://www.britishcouncil.org/home-contact-worldwide.htm>) or approved collaborative organisations/companies. All alternative venues have to be sought **by the student**. These might include places such as local universities, public libraries, schools and some testing centres in countries where the British Council do not host student exams.. In all cases, the School will ensure that the host organisation/company provides an appropriate setting for an examination and will supply the host organisation/company with current University assessment and invigilation guidelines.

**\*Please note** that the British Council in the UK **WILL NOT** host exams for students. Some venues ABS has used previously are noted below:

- Aston University (Birmingham) Tel: +44 (0)121 204 3000
- John Moores University (Liverpool) Tel: +44 (0)151 231 2121
- University of London, Tel: +44 (0) 20 7862 8313

### **Confidentiality Agreement**

All students are required to sign a confidentiality agreement if sitting at an **external venue**.

### **Use of Dictionary**

Students are allowed to take a paper based translation dictionary, e.g. French to English, into an examination **only if their first language is not English**. No other dictionary, for example Oxford English Dictionary that explains the meaning of words is permitted at any examination. The use of electronic dictionaries is not permitted for use during exams.

## **Financial Arrangements**

The **student will meet all costs for exams out with the University**; including invigilation costs, room hire, postage etc.

## **Exam times**

Exam times are scheduled on the time table as follows:

- all morning exams will start at 1000 am UK time (duration depending on module)
- all afternoon exams will start at 1430 pm UK time (duration depending on module)

## ***B. How to arrange examinations outwith RGU***

- 1) Download the **External Exam Venue Request Form** from the [Assessment Team web page](#).
- 2) Contact your **external** venue prior to completion and submission of **External Exam Venue Request Form** and make all relevant arrangements.  
Check whether venue will be available on the day of your **exam(s)**.  
Check whether **exam** date(s) clashes with a local public holiday.  
Check that the contact person will be available on the actual day  
Provide venue with your contact details (postal + email address, Tel No etc).  
Pay all related costs of the **exam**, including postage at least 5 days prior to the **exam**.
- 3) Return completed **External Exam Venue Request Form** to Assessment Office by requested response date. Assessment Office will then contact your chosen venue and confirm relevant **exam** arrangements.
- 4) If you require any special needs arrangements for your examination(s) **all students** must contact RGU Disability Advisory Service at [disability@rgu.ac.uk](mailto:disability@rgu.ac.uk) and RGU Assessment Office at [ABSAssessment@rgu.ac.uk](mailto:ABSAssessment@rgu.ac.uk) as a matter of urgency.
- 5) Inform venue + RGU Assessment Office **immediately** if you are unable to attend your exam or if you need to change exam venue. You may lose any fees you have paid if you do not give adequate notice of your inability to attend.

### **IMPORTANT NOTES - Please read carefully:**

**Information/correspondence will only be provided to your student email account.**

**The date of the examination cannot be changed.**