Checklist for Departments Organising Examinations Overseas

1. Applications to the Deputy Academic Registrar to include:
   - Student Details: Full name and CID
   - Programme Details
   - Examination Details: Re-sit/first attempt? / Date & Time Examination to take place at Imperial College
   - Details of where student will be domiciled at time of the examination
   - Rationale for the request including any supporting evidence
   - Host venue details, including country (the preferred centre is a British Council office or for the Global MBA programme a UoL Exam Centre).
   - Rationale for why it is a suitable venue
   - Proposed arrangements for the venue, timing and security of the examination.

2. Department to provide student with:
   - Details any additional fees to be paid (and to whom)
   - Arrangements for the examination (timing, venue, address)
   - Notification that their Imperial College ID card required to be shown at venue
   - A copy of the General Instructions to Candidates
   - Details of any “aids” allowed in the examination

3. Department to provide venue with:
   - Examination paper(s) and all supporting material (examination stationary) – these must be couriered to and from the venue)
   - A copy of Imperial's General Instructions to Candidates
   - A copy of the applicable sections of the Duties of Invigilators document
   - A copy of the applicable sections of Guidance for Examination Disturbances document
• A copy of the relevant Imperial Academic & Examination Regulations
• Details of any “aids” allowed in the examination
• An approved calculator, if applicable
• An emergency contact number

4. Departments are expected to contact the Registry’s Record Team (records@imperial.ac.uk) for advice on applying for and arranging overseas examinations.

Approved by Senate
February 2015

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<thead>
<tr>
<th>Document title:</th>
<th>Checklist for organising exams overseas</th>
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<tbody>
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<td>Head of Student Records and Data</td>
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<td>Cross References:</td>
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