

## **Checklist for Departments Organising Examinations Overseas**

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**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](mailto:records@imperial.ac.uk)) for advice on applying for and arranging overseas examinations.

Approved by Senate  
February 2015

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