

Policy for Sitting Examinations Overseas for Undergraduate and Master's Level Students¹

1.1. In certain circumstances students may apply to re-sit their examinations overseas rather than on a College campus.

1.2. Currently, the only programmes which allow first attempt examinations overseas² are the:

- Global MBA (Business School)
- MSc, Postgraduate Diploma and Postgraduate Certificate in Process Automation Instrumentation and Control (Department of Chemical Engineering)

2. Eligibility

• Re-sitting Undergraduate Students

2.1. Students who are re-sitting undergraduate examinations are required to return to Imperial College London to take their papers. In exceptional circumstances only, a department may make a request to the Academic Registrar (or nominee) for permission to allow a student to take reassessment (or deferred assessment) overseas.

2.2. Permission will only be granted where the student is demonstrably unable to return to College; for example, physical incapacity of the student, illness or death of a near relative. In all cases, documentary evidence must be provided (for example a medical certificate stating that a student is unable to travel). Permission will not be granted on the grounds of financial constraint or hardship.

• Master's Level Students

2.3. All Master's students who are domiciled outside Europe and countries bordering the Mediterranean may apply to sit their re-sit examinations overseas rather than have to return to the UK to do so.

2.4. All students registered for the MSc, Postgraduate Diploma and Postgraduate Certificate in Process Automation Instrumentation and Control (PAIC) programme who are domiciled outside Europe and countries bordering the

¹ This policy does not cover exchange or occasional students who, with the permission of their host department and home institution, may sit their Imperial College examinations under examination conditions at their home institution. Further information can be found at <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/> or by contacting the Assistant Registrar (Placements).

² These are blended/distance learning programmes and therefore students may not be in attendance at an Imperial campus at the time of the scheduled examination.

Mediterranean may apply to sit their first attempt or re-sit examinations overseas.

- 2.5. All students registered for the Global MBA programme may apply to sit their first attempt or re-sit examinations overseas.

3. How to Apply

- 3.1. Students wishing to take their examination(s) overseas must first discuss their request with their Director of Undergraduate Study (UG programmes) or Programme Director (Master's level programmes).
- 3.2. The DUGS/Programme Director will ask the student to provide details of where they will be domiciled at the time of the examination together with a rationale as to why they would prefer not to take the examination at the College.
- 3.3. If the department supports the request, the department will investigate appropriate facilities for the examination and make an application to the Academic Registrar (or nominee) by email to assessment.records@imperial.ac.uk.
- 3.4. Applications to the Academic Registrar (or nominee) must include full details of the reason for the request and the proposed arrangements for the venue, timing and security of the examination (see Checklist for Departments Organising Examinations Overseas at [appendix a](#)).
- 3.5. Applications must be made as soon as possible but **no later than 8 weeks before the timetabled examination.**
- 3.6. Permission to sit the examination overseas is granted subject to there being available a suitable facility and satisfactory invigilation arrangements.
- 3.7. Permission to sit examinations overseas is a special dispensation and there is no right of the student to be permitted to take examinations overseas. Consequently, there is no right of appeal against the decision of the Academic Registrar (or their nominee).

4. Guidance on Overseas Examinations

- 4.1. The preferred venue is a British Council Office (although for Global MBA students an approved University of London Examination centre will be used). A venue in a local university may be considered if there is no British Council in a particular country (subject to approval by the Academic Registrar).
- 4.2. The department is responsible for making all arrangements with the venue, including secure delivery of examination papers and all relevant enclosures to the centre. The department must also ensure that the venue will securely return all completed scripts as well as the examination paper(s) and supporting documents to the department shortly after the end of the examination.

- 4.3. As far as time zones allow, the examination should be held at the time it is scheduled to take place at the College. Due to differences in time zones between the UK and the overseas locations, at the discretion of the department, an alternative examination paper may be set for different time zones. The alternative paper(s) must be approved by the external examiner in the usual way.
- 4.4. The department must also ensure that the examination centre is provided with the relevant documents to ensure that the examination is run according to the College's normal examination procedures (see checklist). The department should provide the venue with an emergency contact number to be used in the event of problems with the paper or examination arrangements.
- 4.5. Individual students (excluding Global MBA students) are responsible for paying local fees and are charged a supplementary overseas examination fee by the College. This will be in addition to the standard re-entry fee if this is also applicable.
- 4.6. For practical guidance on organising examinations overseas, departments should refer to the appendix "[Checklist for Departments Organising Examinations Overseas](#)".

Approved by QAEC
January 2015

Document title:	Policy for Sitting Examinations Overseas for Undergraduate and Master's Level Students		
Version:	3	Date:	March 2023
Location and filename:	R:\7. Quality Assurance\3. Policy Framework\4. Examination & Assessment\Procedure (Overseas Exams Policy)		
Approved:	QAEC Jan 2015 / Senate: February 2015/ QAEC Feb 23		
Effective from:	2014-5		
Originator:	Quality Assurance and Enhancement Team, Registry		
Contact for queries:	Assistant Registrar (Academic Standards)		
Cross References:	This policy replaces: Guidelines for Undergraduate resit examinations overseas Guidelines for MSc resit examinations overseas Overseas Examinations for MSc in Process Automation, Instrumentation and Control		
Notes and latest changes:	Formatting changes made on 9 March 2016 Weblink amended April 2017 Approval mechanism amended March 2023, and minor typographical/updates due to changes within Registry		

Checklist for Departments Organising Examinations Overseas

This checklist should be used in relation to requests to sit assessment overseas under the [Policy for sitting exams overseas](#).

1. Applications to the Academic Registrar to include:

(By email to assessment.records@imperial.ac.uk)

- 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 [Instructions to candidates for examinations](#)
- Details of any “aids” allowed in the examination and any specific instructions with regards to the examination

3. Department to provide venue with:

- Examination paper(s) and all supporting material (examination stationary) – these must be securely conveyed between the College and venue)
- A copy of Imperial’s [Instructions to candidates for examinations](#)

- A copy of the applicable sections of the [Duties of Invigilators](#) document
 - A copy of the applicable sections of [Guidance for Exam invigilators](#) document which includes guidance for disturbances during the examination.
 - A copy of the relevant [Imperial Academic & Examination Regulations](#)
 - Details of any “aids” allowed in the examination and any specific instructions with regards to the examination
 - If relevant any additional instructions regarding the candidate, for example if they have any reasonable adjustments for the examination.
 - An approved calculator, if applicable
 - An emergency contact number
4. A copy of the application for an overseas examination, and outcome confirmed by the Academic Registrar, will be attached to the student’s central College record by the Registry’s Assessment Records Team.