

FAQ for Sitting Exams Overseas

Can I sit my exams back home in my own country?

Please follow the links below where you will find information regarding the criteria for taking exams off campus.

<http://cetts.uwe.ac.uk/Examsoffcampus.asp> (CETTS Exam Web Page)

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx> (Academic Regulations and Procedures, Part E20 and Appendix E3)

How do I apply to sit my exam overseas?

Follow the Exams Web page link below and at the bottom of the page there is a link to contact the Exams Team or e-mail the Exams Team directly on Exams@uwe.ac.uk.

<http://cetts.uwe.ac.uk/Examsoffcampus.asp>

How much will it cost?

There is a standard University fee of £350 per module for any exam taken off campus. On top of this the student is also responsible for paying the costs of the local institution for staging the exam on our behalf.

The local costs will vary depending on the institution and the country involved so please contact them directly once you have been informed of the location for your exam.

Why are there two different charges?

The UWE standard fee covers the cost of the extra administration required to organise exams overseas and also includes the sending of exam materials by courier to the respective venues.

The local charge covers the room hire, invigilation, administration and the return of the completed exam papers back to UWE by courier. Due to the varying rates and currencies involved this is collected locally by the venue and not by UWE.

How do I pay the charges?

An invoice will be raised by the Exams Team on your student account sometime after you have been notified of the final arrangements. This invoice should then be paid on-line through the Payments tab in MyUWE.

There is no invoice on MyUWE yet can I still sit my exam?

Because this is such a busy time for the Exams Team it is possible that the invoice may not be raised in time for your exam but you should still attend your exam as per the arrangements sent to you. The invoice can be paid later once it has been raised.

What happens if I don't/can't pay the invoice before the exam?

You should still attend your exams but pay the invoice as soon as you can afterwards. If the invoice is not paid then you will be flagged as a debtor on the system and you will not be able to obtain any official results, certificates or references until the debt is cleared.

What if I need to cancel my request?

If you cancel at least two weeks before the exam due date then you will not be charged, however after that the full invoice will be cancelled and replaced with a £100 cancellation fee.

Do I contact the British Council to make the arrangements?

No, the Exams Team will make all the arrangements but they may offer you a choice if there is more than one British Council Office available to you. Once the arrangements have been finalised the Exams Team will write to you and inform you of the location and give you a contact name and number so that you can register with the local institution and arrange payment of the local fees.

When will the exam take place?

The exam will take place on the same day as the UK sitting but the time will differ to allow for the local time difference with the UK. You will be informed of your overseas timetable by e-mail once the arrangements have been finalised.

Will I sit the same question paper as the other students on my course and will it be marked the same?

Generally you will sit the same exam paper as the other students on your course but sometimes, when the time difference between your country and the UK is too great, we may have to have a separate paper written especially for your sitting. Your completed answers will be marked and moderated with all the other students' papers.

What if I have Reasonable Adjustments such as extra time?

If you are allowed any reasonable adjustments, such as extra time, then please inform the Exams Team when you apply so that these can be taken into consideration when making the arrangements overseas.

When will I know the result?

Your marks will go to the same Field and Award Boards as your fellow students and so your results will be published the same time as the rest of your cohort.

If your question is not answered by any of the above then please contact the Exams Team on Exams@uwe.ac.uk or alternatively visit our Exams Team Web Page at <http://cetts.uwe.ac.uk/examinfo.asp> where you will find more exam related information.