

APPLICATION TO TAKE RE-ASSESSMENT EXAMINATIONS OVERSEAS

1. General Principles

- 1.1 Students may not sit their first attempt examinations overseas.
- 1.2 All Leeds Trinity students are expected to make themselves available to present for re-assessment exams at the College on the appropriate date(s) which are published on the web at the start of the Academic Year.
- 1.3 Examination timetables are available on the web at least one week prior to the start of the examination period.
- 1.4 Students may be permitted to take re-assessment examinations overseas.
- 1.5 Students must apply by completing and submitting an **Application to Take Re-assessment Examinations Overseas** form to Student Administration by the published re-assessment deadline.
- 1.6 Students should be directed to Student Administration to obtain an **Application to Take Re-assessment Examinations Overseas** form.
- 1.7 A Leeds Trinity administration fee of £50 per module for this service will be applied and this is payable by the student in advance of any arrangements being made.
- 1.8 Examinations are usually conducted by the British Council overseas.
- 1.9 The British Council may also apply a fee for conducting examination(s). This fee is payable by the student.

2. The process

- 2.1 Students complete and submit the **Application to Take Re-assessment Examinations Overseas** form to Student Administration by the published re-assessment deadline. The application form is available from Student Administration.
- 2.2 Students complete section A of the form and then arrange for Section B to be completed by the Finance Office and Section C by the International Office.
- 2.3 Student Administration will inform the Module Co-ordinator and request an electronic version of the examination paper(s) to be submitted no later than 2 weeks before the examination date.
- 2.4 The International Office will supply Student Administration with contact information for the relevant British Council office or equivalent.
- 2.5 Student Administration will make all examination arrangements with the British Council ensuring that the examination is scheduled as near to the published examination date and time as possible.
- 2.6 Following the examination, the British Council will return the student's script to Student Administration. Student Administration will inform the Module Co-ordinator that a further script is expected and prompt them to collect the script from Student Administration.