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| **Alternative Venue Examination Application Form** | **logo -small use blk** |

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| **SECTION A: FOR COMPLETION BY CANIDATE *Please refer to the information overleaf*** | |
| **Surname**: | **Forename:** |
| **Student ID Number SPR:** | **Candidate Number:** |
| **Degree:** | **Contact Email:** |
| **List in full, the module code, Level of Study and title of the examination(s) you are applying to sit at an alternative Venue** | |
| **Name of Examination Centre** | |
| **Country** | |
| **Signature of Candidate:**  Authority to share information\*  \*Signature on this form indicates the students authority to share information including contact information with Alternative Venues to which this application refers | **Date:** |
| **This form should be passed onto your teaching department who will complete Section B. When a response is received from your department you should then pass onto the Alternative Venue to complete Section C** | |

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| **SECTION B FOR COMPLETION BY THE TEACHING DEPARTMENT** | |
| **Department please confirm that the assessment that the student is applying to sit at an alternative venue is suitable. Please note that only written examinations can be accommodated:** | |
| Name of Department Contact: | Email: |
| Department: | Signature: |

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| **SECTION C: TO BE COMPLETED BY THE ALTERNATIVE EXAMINATION VENUE**  **Please refer to the information overleaf** | | | |
| I am willing and have all the necessary facilities, including invigilation provision, to conduct the examinations listed above at our Centre. | | | |
| **Name of Examination Centre:** | | | |
| **Name of Contact Person:** | | **Email:** | |
| **Telephone Number:** | |  | |
| **Signature of Exam Centre Authority:** | **Date:** | | **Official Stamp of Centre:** |

**PROCEDURES FOR SITTING EXAMINATIONS AT AN ALTERNATIVE VENUE**

**INFORMATION FOR THE STUDENT**

A student may only be permitted to take an examination/s at an alternative venue if:

1. The student is enrolled on a Distance Learning Programme OR
2. The student is unable to extend their visa to take reassessment – **you will need to submit evidence with this application of the rejection of your application.**

**ONLY STANDARD WRITTEN EXAMINATIONS ARE ABLE TO BE ACCOMODATED AT AN ALTERNATIVE VENUE**

This application form must be completed and submitted in the first instance to your teaching department for them to approve that the assessment you are applying to sit away from UCL is suitable. Once the department has countersigned your application form you will then need to submit the application form to your host institution they will countersign the form and return the form direct to UCL Examinations Office in confirmation. This form must be fully completed and received by the UCL Examinations office no later than the deadlines stipulated below  
  
**Deadline for receipt of completed forms**

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| **Examination Period** | **Deadline** |
| January | 02 December 2023 |
| April/May Exams | 22 March 2024 |
| Late Summer Assessment | 29 July 2024 |

* UCL regards overseas British Council Offices as suitable alternative venues. You can visit the British Council website to apply to take your exam in one of their offices overseas: <https://www.britishcouncil.org/contact/local-office>. Alternatively, UCL will consider requests for exams to be taken at established universities overseas.
* **A fee of £100 for EACH examination** is payable to UCL for exams that are arranged at an alternative venue. Once this form has been received by UCL, arrangements will be made for an invoice to be issued to you. You will need to pay the invoice within 21 days of receipt, information about payment methods will be provided with the invoice.
* Additionally, the Alternative Venue are likely to charge for their services, which should be paid direct to them.
* Your adjusted examination timetable will be sent to you from the Alternative Examination venue advising you of local times and arrangements.
* If you decide that you no longer wish to sit your examinations at an alternative venue, you must inform both UCL and the Alternative Examination Centre at the earliest opportunity. A full refund of your fee will only be given if your refund request is received before the examination materials have been dispatched to the venue.
* In care of any queries please contact UCL Examinations at [examinations@ucl.ac.uk](mailto:examinations@ucl.ac.uk)

**INFORMATION FOR THE TEACHING DEPARTMENT**

The teaching department needs to give approval that the assessment which is being sought to be taken away from UCL at an alternative venue is suitable to do so. Please note that only standard written examinations are able to be accommodated. Please complete SECTION B and return the form direct to the Student.

**INFORMATION FOR THE HOST INSTITUTION**

* The candidate submitting this form to you is a student of University College London (UCL) and is seeking permission from UCL to arrange their assessment at a venue away from UCL. If you are willing and have appropriate facilities to conduct the examinations listed, please complete SECTION C and return it to UCL by email to

Email: [examinations@ucl.ac.uk](mailto:examinations@ucl.ac.uk)

* Please ensure that full contact details with whom UCL should liaise with in respect of examination arrangements. UCL will dispatch all examination materials and examination papers via email.
* Upon completion of the exam all completed examination scripts should be scanned and emailed to UCL Examinations Office
* The student will be charged a fee by UCL which is payable by the student. This will only cover UCL’s costs **Any additional fee in respect of local arrangements charged by your venue should be paid directly to you by the student.**