Requests for Assessment Abroad (Taught Students)

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* The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the [Designing for diverse learners website](https://designingfordiverselearners.info/).
* An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the [EIA section of SharePoint](https://hullacuk.sharepoint.com/Services/EDI/SitePages/Equality-Impact-Assessments-(EIAs).aspx).
* This document is available in alternative formats from [**policy@hull.ac.uk**](mailto:policy@hull.ac.uk).
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Requests for Assessment Abroad (Taught Students)

# Introduction

* 1. The University requires all students to be available for the full extent of its published teaching periods, including the assessment periods. However, it is recognised that there is a significant number of students who are based overseas and who find it particularly difficult to return to the University to undertake assessments during the summer resit period.
  2. There is no automatic right for students to take assessments overseas. However, the University wishes to take account of the needs of all students, and particularly to ensure that students based overseas are not unduly disadvantaged by the difficulty of returning during the summer.
  3. The University wishes to manage the process of students requesting to take assessments overseas, and to manage the arrangements made, in order to ensure that students are treated fairly, and that the assessments are arranged in a robust manner, and in ways which do not pose a threat to standards of the assessments and the subsequent awards.

# Policy

* 1. The University will permit individual arrangements for assessments in overseas venues for students during the summer resit period only when the following conditions are met:
     1. The student has a permanent home address outside the UK\* or is based abroad as part of their university programme at the time of the assessments.
     2. The student has made a formal request for the assessment to be held overseas no later than four weeks before the start of the summer reassessment period, using the approved process and having paid the appropriate fee.
     3. The student has demonstrated clearly why it is impossible or impractical\*\* to return to the UK to take the assessment.
     4. The academic unit is satisfied that the assessment is suitable for off-campus arrangements.
     5. The academic unit can agree a suitable host for the assessment.
     6. The overseas host has agreed to operate all essential University protocols for examination security and quality assurance.
  2. Whether or not to approve the request is the responsibility of the academic unit. Requests that satisfy all of the conditions specified in 2.1 **must** be granted.

*\* UK is defined as England, Scotland, Wales and Northern Ireland, excluding the Isle of Man and the Channel Islands.*

*\*\*“impossible or impractical” would include, for example, visa restrictions, travel difficulties outside the control of the student and excessive cost of returning to the UK. It would not include, for example, students failing to make adequate travel arrangements, students unavailable due to holiday or other personal commitments, or any personal preferences.*

# Process for Request

* 1. Students **must** make their request, using the approved form, to their home academic unit, within one week of the release of the August examination timetable for a standard academic year. The home academic unit **must** ensure that all other relevant academic units are notified.
  2. Academic Services will ensure that all relevant information is available online for students. This will include this Code of Practice, the request form, and a list of possible assessment venues and contacts. Information will also be made available to students with their assessment results.

# Financial Arrangements

* 1. The student will be liable for an arrangement fee as indicated in section 9 below. This fee **must** be paid to the academic unit making the arrangements, at the time of the request, and is in addition to the normal resit fee charged by the University. The fee is refundable if the assessment is not able to be arranged overseas, for example due to a lack of suitable venue or the assessment format is unsuitable for off-campus arrangements.
  2. The fee is not refundable if the student does not attend the arranged examination, for any reason.
  3. Arrangements for setting up the assessments will be conditional on the payment being received.
  4. The student will also and additionally be responsible for the direct costs of the assessment – for example any fees due to the host organisation for invigilation, use of facilities, etc. The University will not be responsible for failures in process at the host institution.

# Timing of Assessment

* 1. Where an unseen assessment is taking place both on and off campus by university students, the academic unit **must** ensure that the start times are synchronised taking into account international time zones, as far as possible.
  2. If the assessments cannot take place at exactly the same time, a new time will be allocated dependent on the risks involved. Any alternative arrangements would require the explicit approval of the academic unit.
  3. The timing of the assessment is not negotiable with the student.

# Venues and Procedure for Making Arrangements

* 1. Venues will normally be in British Council\* offices overseas.
  2. Students **must** approach the preferred host venue in advance and establish that they are in principle able to host the assessment.
  3. Students are required to inform their academic unit of the venue and confirm that it has agreed to host the assessment, when making their request
  4. If the academic unit is satisfied that the conditions for agreeing to the request have been met, it is then the responsibility of the academic unit running the relevant module(s) to make the arrangements for the assessment, in collaboration with the host venue.
  5. Where the student is making a request for assessments administered by more than one academic unit, then the home academic unit **must** contact all relevant academic units, to agree a response and arrangements before contacting the student.
  6. The arrangements for the assessment **must** be agreed in writing with the host venue in advance and **must** include a standard University document setting out our requirements, regulations, procedures, and processes.
  7. The arrangements **must** take into account the following issues:

1. Secure supply of question paper to the host venue.
2. Supply of university exam stationery to the host venue, in the form of a scanned copy of the standard examination booklet front sheet and any reasonable adjustment cover sheets as required by specific students.
3. Supply of any additional stationery materials to the host venue, such as templates, case studies or formulae sheets as necessary for specific subjects and not already supplied as part of the question paper.
4. Secure and timely return of all paperwork to the University (including by electronic means).
5. Invigilation and assessment security arrangements.
6. Timing of the assessment.

\*<http://www.britishcouncil.org/learning-exams-take-an-exam.htm> gives advice and information about taking exams at British Council offices overseas.

# Regulations

* 1. All regulations related to assessment on campus also apply to assessment arranged overseas.
  2. Students are required to have identification (ID) on display during any assessment arranged overseas, and this **should** normally be the student card/passport. Invigilators **must** check the identity of each student to ensure that the correct person is taking the assessment.
  3. In particular, if a student fails to attend for an off-campus assessment that has been arranged at their request and does not instead attend the relevant on-campus assessment scheduled at the same time, the normal regulation for non-attendance applies. That is, the student is deemed to have failed the attempt at the assessment and a mark of 0 is recorded for the assessment.

# Monitoring and Reporting

* 1. Academic units **must** report annually to the Secretary of SCC the number of students requesting assessment abroad, the numbers approved, and the reasons for approval.

# Schedule of Fees

Schedule of Fees for Assessment Abroad

For each individual assessment arranged abroad £50

Failure to pay this fee may result in the assessment abroad not being arranged.

# Version control

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
|  | Quality Manager, Quality Support Service | NA | Housekeeping, June 2024, Migrated to new UoH template. |
| 1 03 | UoH Working Group | 23 April 2024, Education Student Experience Committee | Minor changes include:   * Revision to process for request (para 3.1). * Arrangements for assessment (para 6.7). * Makes clear identification students are required to have for the assessment overseas (para 7.2). * Makes clear that failure to pay the fee may result in the assessment abroad not being arranged (para 9). |
| 1 02 | Quality Manager, Learning Teaching and Enhancement Directorate. | July 2018, University Learning and Teaching Committee. | * Allows trimester 1 exchange students the possibility of sitting an exam in their home country. * Reduces the notice required from the students from 4 weeks to 2 weeks |
| 1 01 | Quality Manager, Learning Teaching and Enhancement Directorate | Aug 2016, | * Replaces department and Head of Department with school and Head of School. * Replaces Student Administrative Services with Registry Services. |
| 1 00 |  | NEW |  |