



First Sit/Resit Examinations 2017

Frequently asked questions:

1. How do I know if I should be doing resit/first sit examinations in August/September 2017?

All recommendations will be made known to students by their respective schools from 14 July 2017 onwards.

2. What will my resit examinations cost?

If you cannot progress to the next stage of your degree without being reassessed, you are required to pay the **RM50.00 reassessment fee**. Please see below for details of the additional costs of choosing to sit your examination overseas.

3. When are the examinations?

The resit/first sit examinations will be held on **Monday, 14 August 2017 until Wednesday, 30 August 2017**.

4. When will the Re-assessment Examination Timetable be available?

The Re-assessment examination timetable will be available week commencing 17 July 2017. Your individual definitive timetable / exam docket will also be sent to you via e-mail to your University e-mail account then.

5. In what circumstances might I be allowed to take my examinations overseas?

If you are normally resident overseas or will be resident overseas in August 2017 when you are due to take formal written examinations, then you will be permitted to take the examinations overseas, provided you follow the necessary procedures. However, some schools only allow their students to take the re-sit exams at any of the branch campuses only. Please check with the Faculty or Exams Office if in doubt.

Follow the procedures below:

1. Find a suitable organisation, e.g. British Council, British Embassy or University, to coordinate the examinations, i.e. to receive the examination papers, organise invigilation etc. The Examinations Office must receive the written agreement from the candidate's chosen institution by **Friday 21 July 2017**.
2. Complete the attached application form by **Friday 21 July 2017** at the latest; otherwise, it will not be possible to make the arrangements.
3. Pay the separate flat rate overseas examinations fee of RM300.00 to cover the costs of arranging for candidates to sit examinations overseas. This fee is separate from and in addition to the RM50.00 resit fees. The overseas examination fee is payable even where no resit fees are payable, as it relates to the overseas arrangements and not to the type of assessment you are taking.
4. The Finance Office must receive a crossed cheque or bank draft for RM300.00, made payable to The University of Nottingham in Malaysia Sdn. Bhd. by Monday 7 August 2017. Payment by bank transfer (telegraphic transfers) or direct bank-in should be made to the following bank:

HSBC Bank Malaysia Berhad Main Branch
2 Leboh Ampang
50100 Kuala Lumpur

Bank Account Number: 301-879391-101
Swift code: HBMBMYKL

[MyNottingham portal](#) - Visa/Mastercard (preferred choice for payment of fees)

CASH PAYMENTS ARE NOT ACCEPTABLE. All cheques and bank transfer advices must be forwarded to Finance Office, The University of Nottingham Malaysia Campus for official receipts to be issued (Please indicate your full name and course of study on the back). For any enquiries, kindly contact the Finance Office at Local-Finance@nottingham.edu.my (for Malaysian student) or International-Finance@nottingham.edu.my (for the International student).

5. Pay all local venue costs yourself.
6. Liaise with the organising body regarding detailed local arrangements such as location, once you have received your timetable.
7. You will need to show your student I.D. card upon entering each examination you are due to take overseas.
8. Please note: ALL examinations MUST be taken simultaneously with those in the Malaysia Campus.

6. Does it cost more to take my exams overseas?

Yes. There is an additional flat rate administrative charge of RM300.00 for each examination period in the academic year when examinations are due to be taken overseas (irrespective of the number of examinations taken). You will also be responsible for any local charges and/or costs to be paid to the organisation making the local arrangements.

7. What will happen once I have asked to take my examinations overseas?

Once your payment has been received and the definitive examination timetable has been published, the Examinations Office will write to you at the correspondence address you have provided to confirm the arrangement to sit overseas has been approved. We will also write to the organisation making the local arrangements shortly thereafter, confirming the arrangements required for you and liaise with them regarding the timing, the examination papers etc. You should also liaise with them yourself regarding local venues etc.

8. Can I take an examination that requires a computer overseas?

You will **NOT** be permitted to take an examination, which requires a computer overseas. Please check with your School if you think one of your examinations requires a computer and inform the Examinations Office.