



Student Checklist - Alternative Examination Arrangements (Overseas Exams)

Preparations for arranging your examinations overseas

(to print this document, we recommend using landscape orientation)

The UNM Contact details are as follow:

<p>Student Registry – Exams Office University of Nottingham Malaysia Jalan Broga 43500 Semenyih Selangor, Malaysia</p>	<p>Email: Exams@nottingham.edu.my Web: Overseas Exams</p>
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	What must I do	Contact	Completed
1	Please refer to the Overseas Exams read the University Policy and FAQ page on Overseas Examinations.	Overseas Exams	
2	What resit/first sit examinations should I be taking? All recommendations will be communicated to you by your respective Faculty Offices.	Faculty / School Office	
3	Can I take all my examinations overseas?	<p>Only written exams are allowed to be taken overseas.</p> <p>You will NOT be allowed to take any lab or computer-based exams overseas. Your chosen centre may need the relevant facilities or software to support the exam. You must return to UNM to sit for these types of exams.</p>	

	What must I do	Contact	Completed
4	Please refer to the approved centre link here.	Exams Office email address Exams@nottingham.edu.my	
5	Please check your university email regularly. The examination timetable will be published 3-4 weeks before the first exams.	Exams Office Exams@nottingham.edu.my	
6.	I am aware that my overseas exam is subject to approval. In cases where it is not approved, you must return to UNM for your resit papers.	Exams Office Exams@nottingham.edu.my	
7.	Pay any local charges by the approved centre that administers your exam. This is in addition to the overseas examination fees.	The approved Overseas Centre.	
8.	Complete the Overseas Examination application form by the deadline set.	Exams Office Exams@nottingham.edu.my	
9.	Pay the overseas examination fees of RM300 to the Finance Office upon approval. The RM300 is separate from and in addition to any <i>resit fees*</i> . The overseas examination fees are payable even where no resit fees are payable, as it relates to the overseas arrangements and not the type of assessment you are taking.	Online Payment https://epay.nottingham.edu.my/	

	What must I do	Contact	Completed
12.	Show your student I.D. card upon entering each examination you are to take overseas.		

** You must pay the relevant reassessment fees to the Finance Office if you do not progress to the next stage of your degree. This fees needs to be paid by the deadline of the application. Please remember that you must pay for your resit examinations to be allowed to take the examinations.*

The Exams Office will confirm arrangements with you and the approved centre.

Please Note: If you decide to return to UNM to sit your exams, you will need to email Exams@nottingham.edu.my to cancel your overseas arrangements. The confirmation must be done two weeks before the first day of the exam period. If you do not inform the Exams Office, you will still be required to pay the full overseas examination fees.