



University of  
Nottingham

UK | CHINA | MALAYSIA

## Student Checklist Overseas Examinations January 2018

### Preparations for arranging your examinations overseas

*(To print this document we recommend using landscape orientation)*

Contact details are:

Student Registry – Exams Office University of Nottingham Malaysia Trent Building, Jalan Broga 43500 Semenyih Selangor, Malaysia	Email: <a href="mailto:Exams@nottingham.edu.my">Exams@nottingham.edu.my</a>  Web: <a href="http://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Examinations/Overseas-Examinations-Arrangement/index.aspx">http://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Examinations/Overseas-Examinations-Arrangement/index.aspx</a>  Contact: 603 – 8924 8751
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	What I must do	Contact	Completed
1	Please read the University Policy and FAQ page on Overseas Examinations	<a href="http://www.nottingham.ac.uk/quality-manual/assessment/overseas.htm">http://www.nottingham.ac.uk/quality-manual/assessment/overseas.htm</a>	
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?	Only written exams are allowed to be taken overseas.	

		<p>You will <b>NOT</b> be allowed to take any lab or computer based exams overseas. This is because the centre you have chosen may not have the relevant facilities or software to support the exam. You will need to return to the Malaysia Campus to sit for these types of exams.</p> <p><b>Please note that this option to take the exams overseas is NOT APPLICABLE for Foundation students.</b></p>	
4	<p>Contact a British Council, British Embassy or recognised University who are able to co-ordinate the examinations. If you are unable to use a British Council or Embassy, please email the Exams Office with the details of your chosen University. The Exams Office will confirm if the University is recognised.</p>	<p>British Council web address  <a href="http://www.britishcouncil.org/home">http://www.britishcouncil.org/home</a></p> <p>Exams Office email address  <a href="mailto:Exams@nottingham.edu.my">Exams@nottingham.edu.my</a></p>	
5	<p>Check your examination timetable on the website so you know what dates/times to tell the overseas institution. The examination timetable will be published in end-November.</p>	<p>Exams Office  <a href="mailto:Exams@nottingham.edu.my">Exams@nottingham.edu.my</a></p>	
6.	<p>Receive confirmation that the British Council can arrange for your exams to run simultaneously with the Malaysia Campus examinations, organise invigilation and to receive the examination papers. Confirmation needs to be sent to you and the Exams Office.</p>		
7.	<p>In instances where it is not possible for your examination to run simultaneously with Nottingham you will need to gain permission from the Exams Office for it be taken at a different time. <b>In cases where it is not possible to grant permission or you have not sought permission, you will be required to return to the Malaysia Campus to take your resit papers.</b></p>	<p>Exams Office  <a href="mailto:Exams@nottingham.edu.my">Exams@nottingham.edu.my</a></p>	

8.	If your examinations are to be taken at a different time to Nottingham and permission has been granted, you will need to confirm with the Exams Office of these examinations and the times you will be taking them.	Exams Office <a href="mailto:Exams@nottingham.edu.my">Exams@nottingham.edu.my</a>	
9.	Pay all local costs to the British Council, Embassy or recognised University. This is in addition to the overseas examination fee.	The chosen Overseas Centre/ British Council	
10.	Complete the Overseas Examination application form by <b>Friday, 24 November 2017 at the latest.</b>	Exams Office <a href="mailto:Exams@nottingham.edu.my">Exams@nottingham.edu.my</a>	
11.	Pay the overseas examination fee of <b>RM300</b> to the Finance Office by <b>Tuesday, 2 January 2018.</b> The RM300 is separate from and in addition to any <i>resit fees</i> . 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.	Local Finance ( <i>Malaysian students</i> ) <a href="mailto:Local-Finance@nottingham.edu.my">Local-Finance@nottingham.edu.my</a>  International Finance ( <i>International students</i> ) <a href="mailto:International-Finance@nottingham.edu.my">International-Finance@nottingham.edu.my</a>  Payment method <a href="http://www.nottingham.edu.my/Study/Offer-holders/Paying-your-fees/International-students.aspx">http://www.nottingham.edu.my/Study/Offer-holders/Paying-your-fees/International-students.aspx</a>	
12.	Show your student I.D. card upon entering each examination you are to take overseas.		

**The Exams Office will confirm arrangements to you and the British Council by Friday 22 December 2017.**

**Please Note: If you decide to return to Malaysia Campus to sit your exams you will need to email [Exams@nottingham.edu.my](mailto:Exams@nottingham.edu.my) to cancel your overseas arrangements. This must be done no later than 10 days prior to 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.**