



Application to write examinations at an alternative centre

Compelling reasons must exist to apply to write examinations for regular studies at centres other than Gävle. For example: military service, lack of public services or other extenuating circumstances.

Read our *Guidelines for writing examinations at an alternative centre* on the next page before sending in your application.

N.B. The application should arrive at the University of Gävle 3 weeks (at the latest) before the examination date. Late arrivals will not be processed. No appeals are allowed in cases of application refused.

Your details

| | |
|-----------|-----------|
| ID number | |
| Name | Post Code |
| Address | Town/City |
| E-mail | Tel.No. |

Details of the Examination

| | |
|-------------|------------------------|
| Course name | Exam date |
| Course Code | Head of Course/teacher |

Details of the Study Centre at which you wish to write the exam

| | | |
|----------------|----------------|---------|
| Study Centre | Address | |
| Post Code/Town | Contact Person | |
| E-mail | Tel.No | Fax No. |

Motivation

Applicants signature

Date

.....

.....

The Departments Decision

Application granted

Application refused

Motivation for the refusal:

Signature for the Department:

Date:

.....

.....

Submit the application to: University of Gävle
(the Department responsible for the exam you wish to write), 801 76 Gävle

Guidelines for writing examinations at an alternative centre

Ground Rules

The site for exam writing is the same as that given in the education catalogue. If no other education centre is given, Gävle is automatically the exam site.

Alternative Centre

If special reasons (see below) for writing exams at an alternative centre exist, permission may be given if the established learning centre (university, college etc.) follows the same rules for the writing and surveillance of exams. If these rules are absent then the rules for examinations in Gävle apply¹. It is also allowed for exams to be written at a Swedish Embassy or Consulate if there is a suitable room, security is good and an examination overseer is present. Agreement on examinations with an organization/department other than those prescribed can be addressed by the respective Department. Special agreement can also be reached for examinations written elsewhere for distance studies between the Department in question and the learning centre linked to the organization Network for Communal Learning Centres (Nitus) or those that qualify for the criteria set by Nitus. Among other things, such an agreement should include overall responsibility and the practical situation surrounding examinations.

Special Reasons

To have an application to write exams at an alternative centre accepted requires the existence of special reasons. For example: military service, lack of public services or other compelling reasons. This does not apply in the case of special agreement made with educational centres (as above).

Time and Decision

The examination written elsewhere must take place on the same date and during the same time span as the actual exam in Gävle or at a time that has been specifically agreed upon. The decision on examinations at another centre must be taken by the exam adjudicator.

Costs

The student is personally liable for examination costs (exam fees, travel costs etc.) in connection with exams at another centre.

Application

Application to write an exam at another centre must be submitted on a special form and placed with the specific Department at least 3 weeks before the date of the exam². Late arrivals will not be processed.

A contact person who is employed by the education centre/Embassy/Consulate must be noted on every application in those cases where there is no special agreement. It is the responsibility of the student to contact the education centre that he/she wishes to use. It is also the student's responsibility to check that the examination paper is available on the actual exam day.

¹ http://www.hig.se/pdf/sa/schema_tentamen/tentaforeskrifter.pdf

² The form lies within <http://tentareg.hig.se>