



Universiti Teknologi Brunei

Procedure for Dealing with Absence from an Examination

Introduction

Absence from a University Examination is a serious matter and students need to be aware that they must attend examinations. If a student misses an examination then the mark awarded will always be zero. However, if the student can show that they missed the examination with good cause, then the Board of Examiners can award a "first sit re-sit" examination. In this case the mark obtained at the re-sit will replace the mark of zero, initially awarded.

It should be noted that the circumstances must be significant in nature in order that a first sit re-sit is recommended. Minor illness, feeling slightly unwell, nervous before an examination, or just not feeling at your best are part of normal life and would not be considered under this policy, and the required evidence to support a claim for missing an examination with good cause must be of an acceptable standard.

It is vital that students inform their tutor, programme leader or a student counselor as soon as possible, preferably before the examination or as soon as possible after the missed examination. This is to ensure that the student can be advised and helped as much as possible.

Circumstances that may be accepted as good cause

Circumstances are listed below that may be accepted to show that the examination was missed with good cause. The evidence normally required is also provided.

- **Illness:** A medical certificate or letter from an appropriate medical professional which confirms the nature of the illness and its duration, so that the impact it has on the student's ability to undertake the examination can be determined.
- **Hospitalisation:** A medical certificate or letter from the hospital confirming the dates of the hospital stay.
- **Family illness:** A medical certificate or letter from an appropriate medical professional confirming the nature and severity of the illness. The impact it would have on the student's ability to undertake the examination needs to be determined and the student will need to explain this as part of the evidence.
- **Bereavement:** This applies where there is a close relationship between the student and the deceased. A copy of the death certificate, or appropriate letter, will be required.
- **Acute Personal or Emotional Circumstances:** A medical certificate or letter would be required to support these cases. A report from the University Counseling Service will be necessary to guide academic staff. These are difficult cases that require careful and sensitive handling.

- **Victim of Crime:** A copy of the police report would normally be required. Other supporting evidence could be a medical report indicating any effects on the student that would impact on their ability to undertake an examination or a report from the University Counseling Service.
- **Others:** Dealt with on a case-by-case basis. For a circumstance not listed above, students should be encouraged, where possible, to give as much notice as possible for their claim to be dealt with.

Circumstances which are not acceptable

- **Transport Issues.** Students must make arrangements to ensure that they arrive for examinations in good time.
- **Employment related.** Full-time students are expected to attend full-time on all days except for vacations, weekends and public holidays. Further, they may be expected to attend for examinations in vacations and at weekends. Any employment undertaken by the student must not interfere with this. Part-time students, who are in employment, must ensure that they can meet the attendance requirements of their Course, especially for attending examinations.
- **Family holidays and occasions.** These would not normally be considered as good cause for missing an examination. The examination periods are known well in advance for such plans to be made.

Procedure

In order for a student to make a claim for missing an examination with good cause the following procedure should be followed. A copy of the "Absence from Examination" form is appended.

1. The student, or their representative, should complete an "Absence from Examination" form. Forms are available from the Administration Office. If the student is unsure about any aspects of completing the form they should consult their personal tutor, programme leader or the student counseling service. The form is then submitted to the Administration Office for processing by the Quality Assurance Unit, in its capacity as Examinations Office. **The form must be submitted within one week after the missed examination. Forms submitted after this will only be considered in exceptional circumstances.**
2. The Quality Assurance Unit makes two copies of the form, one is given to the student, and the other is sent to the Programme Leader for the Programme being undertaken by the student.
3. The Programme Leader consults with the academic staff concerned and then writes the recommendation on the form and returns the form to the Quality Assurance Unit. The recommendation is either that the student has missed the examination with or without good cause.
4. The Quality Assurance Unit makes a copy of the completed form for consideration at the next Examination Board meeting.
5. The Quality Assurance Unit keeps a copy of the completed form on file.
6. The student is informed of the decision when given details of the re-sit examinations.



ABSENCE FROM EXAMINATION FORM

***THIS FORM MUST BE RETURNED TO THE ADMINISTRATION OFFICE NO MORE THAN
ONE WEEK AFTER THE MISSED EXAMINATION***

Student name:

IC Number:

Programme of Study:

Claimed Cause (delete as appropriate):

Illness; Hospitalisation; Family Illness; Bereavement; Personal/Emotional Circumstances;

Victim of Crime; Other

Provide a brief description outlining the nature of the circumstances

Details of Evidence Supplied

(eg, medical certificate, letter from doctor/hospital, death certificate, police report, letter from counseling service, etc)

Student's Signature:

Date:

The examinations missed should be entered below by the student in rows 1-4.

Details of the action to be taken should be entered by the Programme Leader in Row 5.

If required, more than one page can be completed

Please refer to the notes for completion

To be filled in by student:		
1. Module Title		
2. Module Code		
3. Examination Missed		
4. Date and time of examination		
To be filled in by Programme Leader:		
5. Recommendation	Missed with Good Cause* Missed without Good Cause*	Missed with Good Cause* Missed without Good Cause*
Recommendation:		
Programme Leader Name		
Signature		
Date		

* Delete as appropriate

Explanatory Notes for Absence from an Examination Form

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