

REC

Policy Document

Overseas Examination Arrangements Policy

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Under no circumstances will the REC permit overseas examinations to be held at an employer premises or other unsuitable organisations. Students wishing to take their REC examination overseas are responsible for finding an examination centre and should contact:

- The British Council (where applicable)
- Higher education institutions with English speaking staff (i.e. universities)

Before the REC authorises an overseas centre to hold examinations, the student must ensure the examination centre confirms to the REC that it is able to meet the following requirements:

- Availability of the scheduled examination dates and times (taking into account the difference in time zones and any national holiday dates)
- Confirmation that the examination centre is able to provide adequate invigilators on the required examination date
- Have secure lockable storage of examination materials
- Provide rooms suitable for examinations
- Agree to comply with the REC External Invigilators Agreement and Invigilators Guidelines

Students will be responsible for all charges incurred by the examination centre. Please note that fees may still be required by the examination centre in the event of a student's non-attendance at an examination.

Full information about the examination centre must be submitted to the Awarding Department as soon as possible and **no later than 4 weeks before the examination date**. Written confirmation of the hosting examination centre's agreement to accommodate and invigilate the examinations **must** be obtained and sent to the Awarding Department at the REC, awarding@rec.uk.com, including the required following information:

- Name of the examination centre
- Full postal address (PO Box addresses are **not** accepted)
- Name & job title of the contact at the venue
- Telephone number and email address

The essential information you need to work with REC

The REC will inform the examination centre of:

- The full name of the REC student
- The examination name and timetable
- The student's identity documents required
- The REC Invigilators Guidelines
- The REC's address to return scripts and all other examination collateral

The examination centre will be required to confirm that they can comply with the requirements of the REC External Invigilators Agreement and Invigilators Guidelines.

Please forward any queries to awarding@rec.uk.com.

Please note that taking account of time zone differences, the examination will normally be timed to coincide with the scheduled time of the examination in the UK so as to prevent any possibility of communication between candidates at different locations. However, in exceptional circumstances, it may be possible to adjust the times coinciding with the UK times, if deemed to academically disadvantage the student. This remains at the discretion of the REC Awarding Department.

REC reminds students who wish to sit examinations overseas that it is **their own responsibility to make appropriate arrangements** as outlined above. Students must ensure that they allow sufficient time to make the examination centre arrangements.