



POLICY ON EXTRAORDINARY SITTING OF A FINAL EXAMINATION

POLICY NUMBER:	2018-10-POL-AS
TITLE OF THE POLICY:	Extraordinary Sitting of a Final Examination
DATE OF ADOPTION:	19 March 2018
SUPERSEDES:	All previous policies, rules, regulations, procedures regarding Extraordinary Sitting of a Final Examination
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2020
PURPOSE OF THE POLICY:	To establish guidelines by which University of The Bahamas students may request an extraordinary sitting of a final examination
ACCOUNTABILITY:	Office of Academic Affairs
RELATED POLICIES:	Policy on Final Examinations Policy on Grading
APPENDICES:	None

1.0 General

Many University of The Bahamas courses require comprehensive final examinations at the end of each semester/session. While students are obligated to sit final examinations on the scheduled day and time, extenuating circumstances may prohibit some students from doing so. Students who are unable to sit a final examination due to an emergency, may request an extraordinary sitting of the final examination.

2.0 Policy

- 2.1 A student may request an extraordinary sitting of a final examination if he or she
 - 2.1.1 was hospitalised on the day of the original examination;
 - 2.1.2 can produce medical certification that he or she was ill and confined to bed on the day of or at least two (2) days prior to the day of the original examination; or
 - 2.1.3 suffered a death in his or her immediate family (that is, parents, legal guardian, spouse, children or siblings) on the day of or the day immediately prior to the original examination; or
 - 2.1.4 experiences other extenuating circumstances, to be considered on an individual basis by the relevant Academic Dean in consultation with the Provost or designate.
- 2.2 In those instances in which a student is unable to submit a medical certificate in person, the certificate may be submitted on the student's behalf within the prescribed time.
- 2.3 Students must submit a *Request for Extraordinary Sitting of a Final Examination* form to the relevant Head of the examining Academic Unit no later than five (5) business days after the day of the original examination. The Head of the examining Academic Unit shall forward the completed form to the Office of the Registrar.
- 2.4 Following approval of a request and proof of payment of the requisite fee (if applicable), the Office of the Registrar shall assign the temporary notation of 'XE' for the course.
- 2.5 Normally, an extraordinary examination must be sat no later than the next regularly scheduled examination period for the course. Students wishing to take the extraordinary final examination prior

to the next regularly scheduled final examination period shall be charged the Extraordinary Sitting of the Final Examination fee.

- 2.6 Students failing to sit the extraordinary final examination within the prescribed period outlined in 2.5 shall receive 0 points for the final examination.