**OVERSEAS RE-SIT FAQ’S**

**PLEASE NOTE – ALL ANSWERS REFER TO EXAMS THAT WILL TAKE PLACE IN PERSON ON UOL CAMPUS. ONLINE EXAMS ARE NOT ELIGBLE**

**Q: How do I apply to take my examinations overseas?**

**A:** If you have been classified as an overseas student, **and your examination is due to take place in person, on campus**, then you can apply to take your examinations back in your home country at a British Council Office. Please access our overseas re-sit web pages as follows for further information and direction to our overseas re-sit examination application form:

[Overseas re-sits and re-takes Overseas re-sits and re-takes- Student Administration - University of Liverpool](https://www.liverpool.ac.uk/student-administration/examinations-assessments-and-results/ug-and-pgt/re-sitsandre-takes/overseas-exam-resits/)

Please note that we can only facilitate **formal written examinations overseas** so if you have any coursework that you think you should be re-taking then you will need to speak with your department school office directly. All completed overseas application forms must be returned to our exam team at examsenq@liverpool.ac.uk by the necessary deadline dates listed on our [overseas web pages](https://www.liverpool.ac.uk/student-administration/examinations-assessments-and-results/ug-and-pgt/re-sitsandre-takes/overseas-exam-resits/).

**Q: Who should I contact about overseas re-sits?**

**A:** Please contact our Student Administration and Examinations Team via the following email address:

examsenq@liverpool.ac.uk

**Q: I have already submitted an overseas application form for Semester 1 (Jan exams). Do I also need to submit one for Semester 2 (May exams)?**

**A:** If you have already submitted an overseas application form for Semester 1 (Jan exams) and also intend to take your Semester 2 exams overseas in May then you do not need to submit a new application form unless any of your contact information has changed.

**Q: I am not an overseas student so can I still take examinations overseas?**

**A:** If you have not been classified as an overseas student then unfortunately you will not be eligible to take your examinations overseas.

**Q: I have been classified as an EU student. Can I take my examinations overseas?**

**A:** Unfortunately, we can only arrange overseas re-sits for those students that reside outside of either Home or EU categories as a residence value.

**Q:** **I am a partially attending overseas student. Can I take my examinations overseas?**

**A: If you are student partially attending and have been classified as an ‘overseas’ student and have a status of ‘ER’ next to your relevant modules then we can accept your application. If you do not have ‘ER’ next to your relevant modules then we will need to seek clarification from your department before we can confirm if we can accept your application. Please note that we cannot accept partially attending overseas examination requests from HOME or EU students.**

**Q: I am a Medic/Vets/Dentistry student and wish to take my examinations overseas. Please can you advise?**

**A:** Unfortunately, we cannot process an overseas application for you from our side as we cannot facilitate re-sits overseas for medic/vets or dentistry students. You will need to contact your department school office directly (add relevant contact information for student here).

**Q:** **I am an Omani student and have been asked to fill in an NOC (Non Objection Certificate) by Muscat British Council. Please can you advise?**

**A:** Please note that Omani candidates are required to obtain a NON OBJECTION CERTIFICATE (NOC) from the Ministry of Higher Education in order to sit their exam with the British Council so you will need to do so in order to take your examinations at MUSCAT, OMAN BRITISH COUNCIL.

The following advice is displayed on their website: <https://www.britishcouncil.om/en/exam/professional-university/university>

**We advise that you contact Oman British Council as soon as possible to establish if you are eligible to re-sit your exam in Oman.**

If you wish to return to the UK to take your in person, on campus re-sit exams, our team can produce a letter to enable you to make a visa application, although you should contact International Advice and Guidance for help with how to do this: iagteam@liverpool.ac.uk

If you have any specific questions in regard to the modules that you are re-sitting then please contact your department directly.

Please also note that we can only facilitate formal written examinations overseas so if you have any coursework that you think you should be re-taking then you will need to speak with your department school office directly.

It is your responsibility to make contact with your British Council Office when you return home & within 2 weeks prior to the start of the re-sit examination period to confirm your examination venue, date

**Q: I am a Kuwait Sponsored student. Please can you accept my overseas examination application?**

**A:** Unfortunately, we cannot accept your overseas examination application as Kuwait sponsored students are not permitted to re-sit at home, they have to re-sit back in Liverpool. If you have any queries in regard to this then please contact your department directly.

**Q: I would like to take my re-sit examinations overseas but have received a letter from the Board of Discipline advising that I will need to sit my modules with attendance at the next ordinary sitting. Please can you confirm what ‘with attendance means’ and also confirm if I am eligible to take my examinations overseas?**

**A:** Sitting ‘with attendance’ means that you will be registered here on campus to attend lectures and will need to take your examinations on our main campus.

**Q: When is the deadline date for taking overseas examinations?**

**A:** All our deadline dates for receipt of overseas examination application forms are listed on our overseas examination web pages via the following web link:

[Overseas re-sits and re-takes Overseas re-sits and re-takes- Student Administration - University of Liverpool](https://www.liverpool.ac.uk/student-administration/examinations-assessments-and-results/ug-and-pgt/re-sitsandre-takes/overseas-exam-resits/)

**Q: I have missed the deadline date for overseas examinations. Can you still accept my application?**

**A:** If you have missed our deadline date then it may not be possible for us to accept your application. Please also note that even if we can still process [your application](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.liverpool.ac.uk%2Fmedia%2Flivacuk%2Fstudent-administration%2Fexams%2Fdocuments%2FAPPLICATIONFOROVERSEAS-2021-22.docx&wdOrigin=BROWSELINK) in time from our side the British Council may not have enough spaces left to accommodate you. Please send your application through to us a quickly as possible and we will get back to you to confirm if we can still process your request.

**Q:** **The overseas examination deadline date has passed but I have just received notification from the Board of Discipline that I can re-sit some of my examinations in August. Please can you still accept my application?**

**A:** It may still be possible for us to accept your application but this will also depend on your chosen British Council having enough examination spaces available. Please send [your application](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.liverpool.ac.uk%2Fmedia%2Flivacuk%2Fstudent-administration%2Fexams%2Fdocuments%2FAPPLICATIONFOROVERSEAS-2021-22.docx&wdOrigin=BROWSELINK) through to us a quickly as possible and we will get back to you to confirm if we can still process your request.

**Q: Can I apply to take my examinations at another location other than a British Council Office?**

**A:** In the first instance, we would always advise that you opt to take your examinations at your nearest British Council office as they will be fully set up to facilitate examinations on our behalf. If there is a reason why you cannot take your examinations at a British Council office then it would be your responsibility to seek an alternative examination location and send us all relevant full contact information so we can liaise with your chosen institution. If you cannot find an alternative examination location then you would need to make arrangements to return to the UK to sit your examinations on our main campus.

**Q: Can I change the location of my original choice for overseas re-sits?**

**A:** If we have already made all necessary arrangements on your behalf with your original examination contact then unfortunately you will not be able to change the location unless there is a feasible reason why you cannot now attend examinations there. Please note that we cannot always guarantee that another British Council office or location will be able to accept your request at a later stage close to the start of the exam period.

**Q: I am an externally repeating student and wish to sit my examinations at XJTLU, please can you advise?**

**A:** Unfortunately, we are not able to accommodate your request to sit your examinations at XJTLU so would recommend you that you choose an appropriate British Council Office.

**Q: Not all British Council Offices offer an examination service. Can I arrange a re-sit exam at any British Council Office or an alternative overseas location?**

**A:** It is your responsibility to initially check that your nearest British Council Office can offer examination services. We would advise that if you cannot sit your examinations at a British Council Office then you could send us alternative venue information (examination contact name, full postal and email address with telephone number) and we will aim to make the necessary arrangements for you.

**Q: I am a Home student and have been accepted onto the UOL Elite Athlete Scheme and will be at a training camp overseas during Semester 1/2/ August examinations. I will need to take my examinations at a suitable location there so please can you advise?**

**A:** In order for us to look into your request please ask your department to contact us directly to confirm your placement. Please also ask your department to provide us with full contact information for your location so that we can liaise with your contact and aim to make the necessary examination arrangements for you.

**Q: I am an externally repeating student but now wish to return to the UK to take my examinations. Please can you advise?**

**A:** If you have decided to return to the UK to sit your examinations and have recently applied to take your examinations overseas then we will need to cancel your overseas examination application.

In order to return to the UK to sit your examinations you will need a short-term study visa letter to assist with your visa application.

If you have any questions/ need to check anything in regard to your VISA then please contact the International Advice & Guidance Team at the following email address:

iagteam@liverpool.ac.uk

Please also see the link below for further information: <https://www.liverpool.ac.uk/studentsupport/international/visas/shorttermstudyvisa/>

I would advise you to contact your department if you have any specific questions relating to your examinations.

If you are returning to Liverpool to sit your examinations then you will just need to check your timetable information via your Academic tab in Liverpool Life when it is released for your exam locations, date and times.

**Q: I have been advised that I need a short-term study visa letter. Please can you help me?/ I need to apply for a new VISA to return to the UK to take examinations. Please can you help me?**

**A:** Please find attached short-term study visa status letter which will assist you with your visitor visa application. If you have any questions/ need to check anything in regard to your VISA then please contact the International Advice & Guidance Team at the following email address:

iagteam@liverpool.ac.uk

Please also see the link below for further information:

 [https://www.liverpool.ac.uk/studentsupport/international/visas/shorttermstudyvisa/](%20https%3A//www.liverpool.ac.uk/studentsupport/international/visas/shorttermstudyvisa/)

I would advise you to contact your department if you have any specific questions relating to your examinations.

**Q: I am a final year student and wish to take my examinations overseas. Please can you advise?**

**A:** It is essential that any final year student graduating in July who wishes to re-sit examinations or assessments must return a Final Year Re-sit form ‌to their School/Department as soon as possible after results are announced and no later than the specified deadline.

Failure to submit the form will see students graduate with the award that has been recommended.

All final year students wishing to re-sit overseas will also need to submit an overseas examination application form to examsenq@liverpool.ac.uk as soon as possible before the relevant overseas examination deadline date or as soon as possible after this date.

Please access our overseas re-sit web pages as follows for further information and direction to our overseas re-sit examination application form and deadline dates.

[Overseas re-sits and re-takes Overseas re-sits and re-takes- Student Administration - University of Liverpool](https://www.liverpool.ac.uk/student-administration/examinations-assessments-and-results/ug-and-pgt/re-sitsandre-takes/overseas-exam-resits/)

Please note that we can only facilitate **formal written examinations overseas** so if you have any coursework that you think you should be re-taking then you will need to speak with your department school office directly.

**Q: When should I contact the British Council?**

**A:** You will need to contact your British Council Office at least 2 weeks prior to the start of UOL examination period to register and make payment to them.

**Q: Where can I find contact information for my British Council Office/Please can you** provide the web link for the British Council Examinations?

All British Council Offices are listed via the following web link:

<https://www.britishcouncil.org/exam>

**Q: I cannot make contact with or have heard from the British Council office. What should I do?**

A: All British Council Offices including their contact telephone numbers for examinations are listed via the following web link:

<https://www.britishcouncil.org/exam>

I have copied your British Council into my reply to you so that they are aware that you have been trying to make contact with them and so that they can contact you directly as soon as possible.

**Q: What happens if one of my exams falls on a public holiday/closure day in my home country and the British Council cannot facilitate examinations?**

**A:** Not all British Council offices can accommodate students for examinations on public holidays/closure days. If your British Council cannot accommodate you on a public holiday/closure day (with an increased examination fee) then you will need to make arrangements to return to the UK to take your examinations.

**Q: What will happen if I miss a re-sit exam in my home country or I am sick and cannot attend my examinations?**

**A:** If you know in advance that you will not be able to attend your examinations then you will need to contact the University of Liverpool and your British Council as soon as possible. If you cannot inform us in advance then please make sure that you contact us as soon as possible to confirm that you could not attend yourexaminations. Please also note that you will need to retain any medical evidence that you have available and contact your department of your absence so that they can advise you of your options in regard to your examinations.

**Q: I have been diagnosed with a recent medical condition that will not allow me to return to the UK for my examinations. Please can you advise?**

**A:** If you are requesting to take your examinations overseas due to your medical condition not allowing you to return to the UK then I would advise you in the first instance to complete an overseas examination application form (see attached) and send this through directly to your department with any medical evidence that you have so that they can review this and send it through to our examinations team to confirm if they can process your request. If you do not intend to take your examinations at all then you will just need to send your medical evidence through to your department so that they can advise you accordingly.

**Q: Do I need to send my booking form through to UOL?**

**A:** Some British Council offices may require you to fill in a booking or registration form for their records. **This form must be filled in by yourself and not the University**. All examination information that you may need in order to fill in this form can be obtained, once your timetable information is available on your Student Liverpool Life. If you need to complete a booking form, please do not send this form through to the University of Liverpool. You will need to send your examination booking form through to the British Council Office directly.

**Q: When will I receive my overseas timetable?**

**A:** Your timetable information will be available via your British Council Office a few days after UOL release this information to students. Please note that it is your responsibility to make contact with your British Council to confirm your examination timetable, venue and method of payment to them.

**Q: How do I access my overseas timetable/I have not received my overseas timetable please can you help me?**

**A:** You will need to contact your British Council directly a few days after UOL officially release examination timetables on Liverpool Life to confirm your examination timetable as your British Council will have updated your timetable to indicate their local time. Please note that it is your responsibility to contact your British Council directly to obtain your timetable information.

**Q: My timetable is showing venues & times for The University of Liverpool. What should I do?**

**A:** Please ignore venues and times showing for The University of Liverpool. The British Council will be sent a copy of your timetable and will convert times into the appropriate local times. The British Council will also ensure that you take your exam on the same date as that listed at the University of Liverpool.

If you have contacted your British Council and they cannot confirm your timetable information then please send us your student ID number and confirm which British Council office you applied to take your examinations so that we can check you are scheduled to take your examinations overseas.

**Q: My timetable is missing one of my modules/ is listing the wrong module so what should I do?**

**A:** Please contact your department in the first instance so that they can check this for you. Please note that we can only facilitate formal written examinations overseas so if you are missing a coursework module then you will need to seek advice from your department.

**Q: Will my exams be taking place on exactly same date as UOL, or will they be on a different date if the exams are taking place overseas?**

**A:** All examinations taken overseas will take place on the same date as in the UK but with local time adjusted accordingly by the British Council so that it is as close as possible to UK time.

**Q: Can I request to change the date of my examinations overseas?**

**A:** Unfortunately, you cannot request to change the date of your examinations overseas as all examinations taken overseas must take place on the same date as in the UK.

**Q: What are the charges made by the British Council Office for taking examinations overseas?**

**A:** Examination fee charges set by British Councils can vary so you will need to check directly with your British Council what fees they charge. Please also note that some British Councils charge additional fees to facilitate students on closure/public holidays.

Q: **How and when do I pay the overseas re-sit fee to the British Council?**

**A:** It is advised by the majority of British Councils that payment must be made to them at least 2 weeks prior to the start of your examinations.

Please also note that If you are absent for your examinations and has not sent us prior notification to cancel then you will still be charged our £60.00 fee and will possibly still need to pay a fee to your British Council depending on their fee payment policy.

**Q: How & when do I pay the overseas re-sit fee to The University of Liverpool?**

**A:** A re-sit fee of £60 will be automatically charged to your student account after the re-sit period to cover the costs of sending exam papers to the British Council Office. Please note this is a separate fee to what the British Council charge, but both fees must be paid in order to take any exams overseas.

**Q: If I fail modules in Semester 1 and also in Semester 2 do I have to pay an extra overseas re-sit fee?**

**A:** Only one application is required and one fee payable for exams failed in Semester 1 and 2 (Jan & May examinations). If you also have re-sits in August following your Jan/May examinations then you will need to pay an additional £60 fee.

**Q: I've paid/put in 60 pounds for my re-sit fee via the online payment system. Could you check to make sure it has been done properly?**

**A:** Please contact our Fees Team directly at feesenq@liverpool.ac.uk as they will check to see if your payment has come through.

**Q: I am externally repeating and need to know what fees I need to pay?**

**A:** If you are repeating without attendance a fee of £170 will be raised. This fee is charged as a flat rate registration fee to all students opting to externally repeat without attendance. If you have any further questions in regard to your re-sit fees then please contact your department directly. Please note that there is an additional charge of £60.00 for externally repeating students undertaking re-sits overseas.

Q: **I have been advised that I will be externally repeating next year. What does this mean?**

**A:** Repeating without attendance is the default option for all third years re-sitting the year which means you won’t be attending lectures and just paying one default payment for all 3 modules. If you wish to repeat with attendance to go to lectures you will need to pay for each module pro-rata. If this is the case then you will need to find out from our Fees office how much you will need to pay (how much for all your modules with attendance).

**Q: I have applied to take examinations overseas but also have coursework/mid-term tests to re-sit please can you advise?**

**A:** Please note that if you have coursework/mid-term tests to re-sit then you will need to contact your department directly as we can only facilitate formal written examinations overseas.

**Q: How do I submit other forms of assessment that I have to re-sit to my department?**

**A:** Please contact your department school office for further advice on this. Contact information for your department school office is as follows: (add relevant contact information here).

**Q: I have some specific questions about the modules I am due to re-sit. Please can you help me?**

**A:** If you have any specific questions in regard to the modules you are re-sitting then you will need to contact your department school office directly at (add relevant contact information here).

**Q: I have applied to take my examinations overseas but have special examination requirements. Will my British Council Office be able to accommodate me?**

**A:** Please note that not all British Councils can accommodate additional examination requirements. It is your responsibility to initially make contact with our Disability Support Team if you have not done so already so that they can finalise a support plan for you and send this through to us. Following receipt of this information, we will liaise with your British Council to check that they can accommodate your request. If the British Council cannot accommodate your additional examination request then you will need to decide if you still wish to take your examinations overseas or return to the UK to take them on main campus with exam support.

**Q: Can I take my calculator into my examination?**

**A:** Except when stated otherwise, students will not be permitted to use a calculator. All calculators must be authorised with a University of Liverpool logo sticker. This is the only type of calculator that may be used. In certain specified examinations, the use of a specialist calculator may be allowed. In such cases the rubric of the paper will indicate the type of calculator allowed and the invigilators concerned will be responsible for ensuring that only the specified model is used by the candidates. **There is no requirement for the calculator to carry the university crest.** Calculator cases are not allowed in the examination.