

RVC Written Examinations taken at a Distance.

Including 'Special Individual Sittings'

Context

This paper does not cover the provision that is under the academic governance of the University of London International Academy.

Requirements for Special Individual Sittings when the main cohort is sitting at RVC (or RVC examination venue).

Arrangements are made for 'special individual sittings' in other places, not under the direct supervision of RVC staff, due to the particular circumstances of the student provided the requirements listed below are met:

1. Approval will be given for students to sit at an individual location where illness, disproportionate travel arrangements, professional employment requirements or visa difficulties require the student to sit elsewhere.
2. Where the arrangement is due to disproportionate travel arrangements or professional employment requirements a separate full cost charge for the service will be made.
3. Approval will not be given for such arrangements where deferral of sitting to the next occasion is a reasonable alternative.
4. The examination arrangements will be made under the jurisdiction of an appropriate examining body (such as another University or educational establishment).
5. The examination will be sat on the same date and at the same time as the rest of the cohort.
6. Where time difference do not permit a reasonable sitting time then the student will be required to sit within 24 hours of the main time and will be required to sign a communications statement confirming they will not communicate with any other member of the cohort until a given date and time.
7. All special needs requirements will apply to such sittings.
8. Providing appropriate quiet circumstances, invigilation and any special needs arrangements can be provided, students who are unable, due to illness, to leave home or hospital will be able to take examinations at such premises.

Arrangements for whole cohorts who need to sit examinations in various centres in distance learning provision.

Where this is the case, such sittings will be arranged through a service purchase from the University of London International Academy or other appropriate educational partner. All usual RVC examination requirements will apply.

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