



## **ACADEMIC REGISTRY**

### **Internal Procedures for Identification and Approval of Proposed New Off-Campus Examination Centres**

1. The Academic Registrar and Deputy Secretary is responsible for the proper conduct of all examinations held off-campus. This includes individual off-campus resit examinations, off-campus course examinations, and any other examinations arranged off-campus for any reason.
2. Potential institutions/organisations which could act as Off-Campus Examination Centres in the relevant location will be identified. Typical centres include British Council offices, universities, colleges, local examination authorities.
3. Contact will be established with the individual who has responsibility for the co-ordination of local examination services ('Local Contact') within the potential centre. This initial approach will be undertaken by the International Centre for Examinations based in the Edinburgh Business School at Heriot-Watt University.
4. The International Centre for Examinations at Heriot-Watt University will arrange for a copy of the 'Off-Campus Examination Centre Instructions' outlining specific security and conduct requirements to be sent to the proposed Local Contact.
5. A Declaration form confirming compliance with the Heriot-Watt University Instructions and Regulations must be signed by the Local Contact and returned to the International Centre for Examinations; receipt will be recorded and the document passed to the Academic Registrar and Deputy Secretary. This confirms that the Local Contact has read the guidelines and regulations, and agrees to accept the responsibility of conducting off-campus examinations locally in accordance with the requirements of Heriot-Watt University.
6. If a new Local Contact is proposed within an institution which has already been approved for use as an Off-Campus Examinations Centre, a new Declaration requires to be signed by that individual and returned.
7. In exceptional circumstances, non-standard arrangements may be required for such as incarcerated students, those on active military service or in locations where the only viable examination provision is via diplomatic missions. In such cases, the same procedures must be followed for identifying a Local Contact (typically a Counsellor/Education Co-ordinator, Commanding Officer or Ambassador), recognising the specific nature of the organisation concerned. In such cases, the Academic Registrar and Deputy Secretary will be consulted by the International Centre for Examinations.
8. A List of proposed new Off-Campus Examination Centres must be passed by the International Centre for Examinations to the Academic Registrar and Deputy Secretary annually in November to take to the Senate Business Committee for consideration and recommendation for approval by the Senate.

9. The International Centre for Examinations will arrange for copies of the following documents to be issued to the Local Contact:
  - 'Notes for the Guidance of Invigilators for Off-Campus Examinations'
  - 'Regulation 9 – Examinations (Extracts – Conduct and Invigilation)' – this **must** be displayed outside the examination venue
  - 'Off-Campus Examination Centre Instructions'.
10. The International Centre for Examinations will organise a letter to be sent to each student undertaking off-campus examinations giving advice on arrangements made and enclosing a copy of the document 'Regulation 9 – Examinations (Extracts – Conduct and Invigilation)'.
11. Off-campus examination centres may be subject to audit visits from Heriot-Watt University staff from time to time.