

***In Absentia* Examination Rules and Regulations**

Approval: All requests to take an examination *In Absentia* must be approved by the Administrative Board of the College (for undergraduates) or the FAS Exams Manager (for graduate and cross-registered students).

Undergraduate students must petition for permission to write an examination *In Absentia* through their Allston Burr Resident Dean or Resident Dean of First Years. Students participating in University-sponsored intercollegiate athletic events requiring *In Absentia* exams do not need to complete this form. Athletic *In Absentia* exam arrangements are handled directly by the Athletics Department and the Registrar's Office.

Graduate and cross-registered students should petition for permission to write an examination *In Absentia* through the FAS Registrar's Office.

Form Due Date: The completed application for an *In Absentia* examination must be submitted to the Exams Office at the same time that an *In Absentia* petition is filed to the Administrative Board. The form must be completed in its entirety and all necessary signatures obtained before submitting it to the Exams Office.

Exam Scheduling: Ordinarily, an examination administered *In Absentia* must be given at the **same date and time** as the scheduled examination in Cambridge. Exceptions will be made only when there is a significant difference between time zones in Cambridge and the examination site or if an exception has been granted by the Administrative Board. In such cases the Exams Manager will determine the examination time. All Saturday exams **MUST** be held on Saturday.

Exam Proctor: Students are responsible for arranging for a proctor at the examination site. The proctor is subject to approval by the Exams Office. We recommend professionals within education, such as an instructor or administrator. The rules and regulations that apply to examinations written in Cambridge also apply to *In Absentia* examinations. For example, students who are present at their examinations for any length of time are not eligible for makeup examinations. Students writing an *In Absentia* examination should be aware that they may lose credit for the course if circumstances prevent proper administration of the examination.

Fees: Students are responsible for the payment of any fees and charges incurred at the site of the exam including:

- Mailing fees (via a traceable courier service such as FedEx, DHL, UPS)
- Proctor fees
- Use of audio/visual equipment
- Use of exam room
- Telephone and fax charges

Final Grades: Final grades for courses with examinations administered *In Absentia* may not be received in time to appear on final grade reports, and requests for complete transcripts may be delayed. Students in their final term may have their degrees postponed by one degree cycle if instructors are unable to meet the deadline for submitting grades.

Student Responsibilities for *In Absentia* Examinations

Exams taken *In Absentia* follow the same rules and regulations as those administered on campus.

All exams are to be taken as scheduled, at the same date and time as they take place on campus, i.e., 9:00 am and 2:00 pm, EST. Any requests for changes due to extraordinary circumstances must be made via email to the Exams Manager at exams@fas.harvard.edu. Only the Exams Manager may approve exceptions.

All non-approved changes in the exam schedule may be reported to the Administrative Board and the student may be subject to admonishment by the Administrative Board (undergraduate students). If not taken as scheduled, the student may be marked as absent, even if exam papers are submitted.

EXAMS SCHEDULED FOR SATURDAY MUST BE TAKEN AS SCHEDULED ON SATURDAY. If the *In Absentia* proctor's administrative office is closed on Saturday, the student must arrange for a suitable proctor to administer the exam on Saturday.

Exams **MUST** be returned by courier service (FedEx, DHL, etc.) within 24 hours of the exam in order for the instructor to receive and correct the exam in time for the submission of grades.

Students may be responsible for the payment of any fees and charges incurred at the site of the examination including mailing fees (via a traceable courier service like FedEx or DHL), proctor fees, use of audio/visual equipment, use of exam room, and telephone and fax charges.

The student is responsible for providing complete and accurate information regarding the exam proctor and his/her contact information. Inaccuracies in this information can cause significant delays in the exam procurement and mailing process.

In the event that there is some change in, or concern about, the administration of an *In Absentia* exam, it is important that the Exams Office is able to reach the student at any given time. Students must be accessible by Harvard University email address or suitable alternative and must check their email account on a regular basis until the end of exams.

I, _____ (print name) have read and agree to the above conditions. I will also check my Harvard email account frequently until the exam has taken place.

Signature: _____ Date: _____