



Special Sitting of a Final Examination

Students who are unable to sit their final examination as scheduled should notify their course instructor as well as the Office of Examinations and Testing Services at examoffice@btvi.edu.bs as soon as possible, preferably before the start of the final examination period.

STEP 1

- Notify your course instructor as well as the Office of Examinations and Testing Services at examoffice@btvi.edu.bs as soon as possible to explain that you are unable to sit your final exam as scheduled.

STEP 2

- Complete the *Request for Special Sitting of a Final Examination*. Be sure to include the reason you are unable to sit the exam and attach supporting documentation in support of your request.

STEP 3

- Forward the completed *Request for Special Sitting of a Final Examination* to the Office of Examinations and Testing Services, copied your Head of Department, as soon as possible or no later than 7 days after the date of the exam. **Requests submitted after this time will not be considered.**

NOTE:

- Students are automatically eligible for a special sitting of their final exam due to:
 - Illness/Injury/Hospitalisation.
 - Death of an immediate family member.
 - Participation in a significant cultural or sporting event at the national/international level.
 - Employment related travel.
- Students may be considered for a special sitting of their final exam for significant/extenuating circumstances other than those identified above.
- The Office of Examinations and Testing Services will advise the student whether the request for a special sitting has been approved or denied. If approved, Examinations and Testing Services will confirm the day and time for the special sitting.

- **Students who do not attend the special sitting will not be considered for another special sitting. Failure to attend the special sitting will result in an “F” grade for the exam.**