



Re-assessment Alternatives Examinations Arrangement (Overseas Exams)

FREQUENTLY ASKED QUESTIONS:

1. How do I know if I should be doing resit/first sit examinations?

All recommendations will be made known to students by their respective schools.

2. What will my resit examinations cost?

Please note that charges for this exam arrangement will be as follows:

1. Administration Fees - RM 300
2. Reassessment Fees - RM 50 (Applicable for Resit ONLY)

You will also be responsible for the additional fees. Additional fees need to be paid to the organization that administers your resit exams. They will advise you further about the total payments.

3. When are the examinations?

Please refer to the respective [Academic Calendar](#) dates for the exam sessions.

4. When will the Re-assessment Examination Timetable be available?

The Re-assessment examination timetable will be available 3-4 weeks before the first day of exams. Your definitive timetable/exam docket will also be sent to you via e-mail to your University e-mail account then.

5. In what circumstances can I take my examinations overseas?

- Who are normally resident overseas and have external resits;
- Have been permitted by the International Office under mobility arrangements;
- Have to be overseas during the exam period as a requirement of their course; or
- Other exceptional circumstances approved on an individual case basis;
- Whose modules are allowed to be taken overseas

In cases where the candidate is not an overseas resident, arrangements will only be made if the circumstances and reasons have been discussed with the International Office and School/Department.

Please note: overseas exam arrangements will not be made for students on holiday or temporarily overseas during the published examination periods.

However, some schools only allow students to take the resit exams at any branch campus. Please check with the Faculty or Exams Office if in doubt.

Follow the procedures below:

1. Find an approved centre, you may find the list [here](#).
2. The Examinations Office must receive the confirmation from the centre by **the deadline**.
3. Complete the online form based on the deadline set.
4. Pay the Alternative Examination Arrangement - (Overseas Exam) to the University of Nottingham.

Payment can be made as follows:

- Click on the link - <https://epay.nottingham.edu.my/>
- Online credit card payment - Visa/MasterCard (preferred choice for payment of fees)
- Choose Other Fees and Payment Description – Overseas Exams. You should choose the payment amount by MYR.

Please turn off the popup blocker on the web browser before using the **Online Payment Gateway Services**; Please print or save the receipt.

6. Does it cost more to take my exams overseas?

Yes. The charges for this exam arrangement will be as follows:

1. Administration Fees - RM 300
2. Additional fees need to be paid to the organization that administers your resit exams. They will advise you further about the total payments.

7. What will happen once UNM approved my application?

Once your payment has been received and the definitive examination timetable has been published, the Examinations Office will email you for confirmation. We will also write to the centre, confirming the arrangements required for you and liaising with them regarding the timing, and the examination papers. Please also liaise with them regarding local venues.

8. Can I take an examination that requires a computer overseas?

You will **NOT** be permitted to take an examination that requires a computer overseas. Please check with your School if one of your examinations requires a computer and inform the Examinations Office.