

Faculty of Archaeology

Regulations on examination registrations and cancellations¹ 2016-2017

1. Entitlement to sit examinations

- 1.1. A student who does not meet the entry requirements for an examination (see Article 4.2 of the Education and Examination Regulations, OER) does not have permission to sit the examination. An examination sat without permission will not be checked and there will be no examination result. The opportunity to sit the examination will be recorded as used, with a grade of ND.

2. Registration for examinations

- 2.1. Students must register for each examination in uSis, during the registration period.
- 2.2. The registration period for an examination runs from 100 calendar days before the date of the examination to 10 calendar days before the date of the examination.
- 2.3. A student who has not registered for an examination within the registration period is not permitted to sit the examination. An examination sat without timely registration will not be checked and there will be no examination result. The opportunity to sit the examination will be recorded as used, with a grade of ND.
- 2.4. If a student is unable to register for an examination via uSis or experiences problems with this, the student must report to the Education Secretary by e-mail or in person before registration for the examination closes.
- 2.5. The registration for the examination is valid and final only if it appears in uSis under 'My study timetable' in the Student Centre.

3. Cancellation of registration

- 3.1. A student who has registered for an examination can cancel the registration via uSis at any time up to 10 calendar days before the date of the examination.
- 3.2. A cancellation is valid and final only if the examination no longer appears in uSis under 'My study timetable' in the Student Centre.
- 3.3. If a student does not cancel a registration within the set term and does not sit the examination, the potential examination chance will be registered as ND and will have been used.
- 3.4. If a student is unable to cancel a registration for an examination via uSis or experiences problems with this, the student must report to the Education Secretary by e-mail or in person before registration for the examination closes.

4. Examination facilities for students with functional handicaps

- 4.1. A student who is placed on the facilities list by the study advisor, with the permission of the Board of Examiners, on the grounds of a functional handicap, is entitled to use the stated facility in the relevant examinations, provided that he/she:
 - a. has registered for the examination correctly and in a timely manner
 - b. has registered with the Education Office correctly and in a timely manner, in accordance with the applicable procedure.

¹ The definition of the term 'examination' in Article 1.2 of the OER applies. The term 'examination' also covers other testing methods, such as essays.

5. Final provision

- 5.1. In compliance with Article 4.5 of the Board of Examiners Rules and Guidelines, the Board of Examiners may derogate from the above Articles concerning registration for examinations and cancellation of registration at the written and substantiated request of a student.
- 5.2. A request as referred to in Article 5.1 must be in the possession of the Archaeology Board of Examiners at least five working days before the date of the relevant examination.
- 5.3. These Regulations enter into force on 1 September 2016.

As laid down by the Board of the Faculty of Archaeology on