



**OVERSEAS EXAM SERVICE – North American Application**

**CONTACT DETAILS OF HOST CENTRE:**

NAME:	
DEPARTMENT AND INSTITUTION:	
POSTAL ADDRESS FOR SENDING EXAM PAPER(S) MATERIALS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

The University of Edinburgh is allowing students to take resit examinations overseas during the period of Monday 6th - Saturday 18th August 2018.

If you are available to run these exams, we would be grateful if you could complete the table below and return it to the applicant with the relevant information.

If you are available to run exams during this period then please can you state if the start times in the morning/afternoon are flexible? If the start time of the exam is flexible then please follow the example on the table below to state by how many hours the start time is flexible by.

Exams at the University of Edinburgh start at 09:30 and 14:30. Our exams range from 1 hour to 3 hours, with the standard being 2 and 3 hours. The University of Edinburgh, will be responsible for paying all fees, associated to you for administering the examinations on our behalf. We will require an invoice from you, in order for us to send you the payment.

	Name of Institution & Location	Available from 06 - 18 August	Date of Public Holidays / Religious Festivals	Morning Exam Start time (Local Time)	Is this start time flexible? If it is by how many hours?	Afternoon Exam Start time (Local Time)	Is this start time flexible? If it is by how many hours?
<b>Example</b>	University of Southern California,	Yes	No	09:30:00	+2 hrs or - 1 hr	14:00:00	+2 hrs or - 1 hr

- In the event that a student requires a PC, do you have the facilities to host PC exams?
- PDFs of exam scripts/material must be sent no later than 24 hours after the exam has taken place. Please make sure that you have scanning facilities.
- All hard copies of the exam materials should be sent no later than 5 days after the exam has taken place. We will provide you with DHL import details for returning papers. **Please do not dispatch the exams via standard mail, as this may result in late submission for our exam boards.**
- Once the exam material has been dispatched via DHL from the University of Edinburgh, you will be sent an automated email. This email will include the tracking number.
- The date/time of the exam(s) provided by the UoE are not flexible and must be adhered to.

**This document must be completed and returned to the applicant no later than 5 days after being received.**