Application to take Exams Off Campus

Please complete the application form below and click submit once all sections have been answered. All sections are mandatory and must be completed in order to submit this form. *You will need to download and complete the form using Adobe Acrobat on a PC.*

We will contact you if there are any problems with your application. If you have not heard from us in 7 working days, your application has most likely been approved. We will email you as soon as we can to update you on the progress of your application.

Section A: Your Details

First name(s) and last name	
Student ID Number	
Email address – this should be your University email address	
Telephone number (please include the area code)	
Select your faculty: (Select on dropdown or type in)	

Section B: Exam Details

List the exam modules that you that you plan to take off campus. Please provide the code e.g. BIOL1001W1:	

Section C: Venue Details

If you would like to sit your exams at the University of Southampton Malaysia Campus (USMC) please put a tick or # in here and go straight to [Section D: Terms of Agreement](#)	☐
If you would like to sit your exams at a British Council/Institution put a tick or # in the box here and complete the questions below:-	☐
Name of the British Council/Institution	
Full address of the British Council/Institution including the postcode	
First name and last name of your representative:	
Email address of your representative:	
Telephone number of your representative including the area code	

Section D : Terms of Agreement

Repeat Year and Supplementary Exams

Off Campus Fees, Exam Fees and British Council Fees

	Agreement of terms. please put a tick or # in the box below
I understand I can take exams off campus at a British Council/Institution or University of Southampton Malaysia (UOSM). This fee is payable directly to the University of Southampton. I understand the off campus fee for UOSM is 250RM per exam or 100RM per exam (depending if you're a Malaysian campus student or not) and this is payable directly to UOSM. I understand these fees are still payable even if I am absent for my exam(s). For USA/Canada please email exams@soton.ac.uk. I understand there is a charge of £415 for taking my exams off campus at a British Council/Institution. Click here to make payment on the Online Store and type repeat year in the search bar.	☐

I understand there is a fee of £20 per exam (up to a maximum of £100) and this is payable to the University of Southampton. This fee also applies to students who are sitting exams at UOSM. Click here to make payment on the Online Store and type repeat year in the search bar.	☐

I understand I am also responsible for making payment directly to the British Council for fees incurred (e.g. Invigilation and courier), before my exam(s).	☐

Supplementary exams only

I confirm I have checked that my faculty allows exams to be taken off campus by checking the following tables: Permission table	☐
I confirm that if I needed permission, I have already asked the Exams office to liaise with my faculty and I have received confirmation by email that I am allowed. I understand if my faculty does not allow exams to be sat off campus, my application will be rejected.	☐

Visiting and Erasmus Students

I can confirm I have contacted the Exams office to check with the faculty that I am allowed to sit off campus. I understand if I am returning to my Home University or my Semester abroad University for my exams that there will be no fees involved unless I am resitting the examination(s).	☐
If I have requested to sit elsewhere and had permission from the Exams office, I am aware of the off campus fees involved.	☐

You must agree to the Terms of Agreement in order for your application to be considered

Submit

Please note: (You will need to download and complete the form on a pc and on adobe acrobat for the submit button to work or mail the form to exams@soton.ac.uk)