

Exam Resit Regulations

Resitting exams

- Students who have been unable to attend an oral exam due to extenuating circumstances can resit their exam by being added to the remaining exam days of the relevant lecturer. Should the lecturer have no remaining exam days for that exam period, then the student will be referred to the second exam session (Faculty board decision 28 January 2010).
- If it concerns a graduating student, then the chairman of the examination commission will verify if an exam can still be taken in the first or second exam period. This also applies if the extenuating circumstances occur during the second exam session (Faculty board decision 18 March 2013).
- If a student cannot attend a written exam due to extenuating circumstances, the lecturer will decide whether a resit exam can still be taken in the first or second exam period. If an exam from the May/June exam period cannot be retaken in the same period, then the student will be referred to the second exam session (Faculty board decision 28 January 2010).
- For students with extenuating circumstances, one day will be made available for written exams during the second exam session; as for oral exams, the possibility of a resit exam by adding the student in question to the relevant lecturer's remaining exam days will be taken into consideration (Faculty board decision 18 March 2013).
- The preceding regulation also applies to students who cannot take part of a cluster course component due to extenuating circumstances (Faculty board decision 28 January 2010).
- Any student who wishes to resit an exam must notify the faculty student administration office of his or her valid legitimate absence due to extenuating circumstances on the same day the exam takes place, or the next working day if it takes place on a Saturday. An official certificate that substantiates the student's absence from an exam due to extenuating circumstances must be handed in to the faculty student administration office no later than one day after the exam. This document can be handed in personally by anybody (faculty student administration office, room V.001 or 'pigeon hole' 001, Venusstraat 23, 2000 Antwerp) or it can be sent by post, fax (03 265 51 20) or as an attachment via the helpdesk (Faculty board decision 27 March 2014).
- Certificates written by students themselves will not be accepted (Faculty board decision 5 July 2012).
- Extenuating circumstances cannot be appealed to if a student is unable to attend a resit exam. In this case, the student will be referred to the second exam session (Faculty board decision 5 July 2012).
- If a student has a medical certificate that validates the extenuating circumstances over several days, no exams will be organised for those days. Should the student wish to disprove his or her unsuitability to take an exam during this period, then (s)he will have to submit a medical certificate that confirms the student's fitness (Faculty board decision 18 March 2013).

Administration and organisation of exams

- The faculty student administration office is authorised to deal with all cases due to extenuating circumstances on the basis of medical certificates. “Dixit certificates” or doubtful instances will be forwarded to the relevant ombudsperson (Faculty board decision 12 October 2009).
- The faculty student administration office will organise the exam period in such a way that:
 - all evening students are placed at the beginning of exam sessions that occur during the morning, afternoon or evening (Faculty board decision 3 September 2008), or
 - the evening students are placed at the end of the day.
- If a lecturer finds that fifteen minutes after the beginning of the exam session or after a student has been examined none of the announced students present themselves, then the former is free to terminate the exam session. This entails that evening students who fail to present themselves in time may lose their entitlement to take their exam during the relevant exam period (Faculty board decision 3 September 2008).

Administratie en organisatie van de examens

- ☐ Het onderwijssecretariaat wordt gemachtigd om de overmachtsgevallen op basis van ziektebriefjes te behandelen. Bij dixit-attest of twijfel over de geldigheid van een ziektebriefje verwijst het onderwijssecretariaat door naar de bevoegde ombudspersoon (beslissing Faculteitsraad 12 oktober 2009).
- ☐ Het onderwijssecretariaat organiseert de examenperiode zo dat
 - alle avondstudenten van een voormiddag-, namiddag- of avondsessie op het aanvangsuur van die sessie worden geplaatst, tenzij de docent zelf hier anders over beslist (beslissing Faculteitsraad 3 september 2008) of
 - de avondstudenten op het einde van de dag worden geplaatst.
- ☐ Wanneer een docent vaststelt dat er zich, na het aanvangsuur van de sessie of nadat hij een student heeft ondervraagd, binnen de 15 minuten geen van de aangekondigde studenten meer aanbiedt, staat het hem/haar vrij de examensessie te beëindigen. Avondstudenten die zich aldus niet tijdig aanboden, verliezen het recht op een examen van dat opleidingsonderdeel in de betrokken examenperiode (beslissing Faculteitsraad 3 september 2008).