Application for In Absentia Exam

Student Information
This form must be completed in its entirety and submitted to the Exams Office 30 days prior to the date of the exam.

Full Name: _______________________________________________________________________________________

Last Name: ____________________________ First Name: __________ Middle Name: ____________________________

HUID: ____________________________________________________________  Undergraduate  Graduate  Cross-Registered  (circle one)

In Absentia Address: _______________________________________________________________________________________

Street Address: _______________________________________________________________________________________

City: ____________________________ State/Province: ____________________________ Country: ____________________________ Zip Code: ____________________________

In Absentia Phone: ( ) ____________________________ Email Address: _______________________________________________________________________________________

Date of Departure: _______________________________________________________________________________________

Are you enrolled in an approved Study Abroad program through the Office of International Programs? YES NO

Course Information
You must submit a separate form for each course.

Course Name: ____________________________ Course Catalog Number (CCN #): ____________________________

(e.g. ECON 1723)

Scheduled Exam Date: ____________________________ Scheduled Exam Time: ____________________________

Faculty Information
This section must be completed by the course head.

Course Head Name: ____________________________________________________________________________

Phone Number: ____________________________ Email: _______________________________________________________________________________________

Date instructor will provide exam to Exams Office: ____________________________ (must be at least 5 business days prior to the exam)

Does exam have an audio/visual component and if so, what a/v equipment will be required? ____________________________

Course Head Signature: ____________________________ Date: ____________________________

In Absentia Proctor Information

Proctor Name: ____________________________________________________________________________

Position/Title: ____________________________

Proctor Address: _______________________________________________________________________________________

_____________________________________________________________________________________

Proctor Email: _______________________________________________________________________________________

Proctor Telephone: ____________________________ Proctor Fax: ____________________________

Approval Information

Undergraduates
Has this been approved by the Administrative Board? (circle one) YES NO

(Petitions for students in Study Abroad programs through the Office of International Programs (OIP) are brought automatically to the Administrative Board by the OIP. Students participating in University-sponsored intercollegiate athletic events do not need to petition the Administrative Board for approval; these requests are handled directly by the Athletics Department and the Registrar’s Office.)

Resident Dean Name: ____________________________ House: ____________________________

Resident Dean Signature: ____________________________ Date: ____________________________

Graduate and Cross-Registered Students

FAS Deputy Registrar Signature: ____________________________ Date: ____________________________

This information regarding the above examination to be taken in absentia is complete and accurate. I have read and understand all rules and regulations and accept responsibilities for any fees associated with the administration of my exam in absentia.

Student’s Signature ____________________________ Date: ____________________________
In Absentia Examination Rules and Regulations

Approval: All requests to take an examination in absentia must be approved by the Administrative Board of the College (for undergraduates) or the FAS Deputy Registrar (for graduate and cross-registered students).

Undergraduate students must petition for permission to write an examination in absentia through their Allston Burr Resident Dean or Resident Dean of Freshmen. Students who are approved for Study Abroad programs through the Office of International Programs do not need to have their petitions brought before the Administrative Board by their Resident Dean or Resident Dean of Freshmen; this is done automatically by the Office of International Programs. Students participating in University-sponsored intercollegiate athletic events requiring in absentia exams do not need to have petitions brought before the Administrative Board; these are handled directly by the Athletics Department and the Registrar’s Office.

Graduate and cross-registered students should petition for permission to write an examination in absentia through the FAS Deputy Registrar.

Form Due Date: The completed application for an in absentia examination must be submitted to the Manager of Exams at 20 Garden Street thirty days prior to the scheduled examination date. The form must be completed in its entirety and all necessary signatures obtained before submitting it to the Exams Office.

Exam Scheduling: Ordinarily, an examination administered in absentia must be given at the same date and time as the scheduled examination in Cambridge. Exceptions will be made only when there is a significant difference between time zones in Cambridge and the examination site. In such cases the Manager of Exams will determine the examination time. All Saturday exams MUST be held on Saturday.

Exam Proctor: Students are responsible for arranging for a proctor at the examination site. The proctor is subject to approval by the Exams Office. Ordinarily, (s)he would be a professional in education (an instructor or administrator). The rules and regulations that apply to examinations written in Cambridge also apply to in absentia examinations. For example, students who are present at their examinations for any length of time are not eligible for makeup examinations. Students writing an in absentia examination should be aware that they may lose credit for the course if circumstances prevent proper administration of the examination.

Fees: Undergraduate, graduate, and cross-registered students are ordinarily charged $100.00 for each examination written in absentia.

This fee is waived for students enrolled in an approved Study Abroad program through the Office of International Programs and students participating in University-sponsored intercollegiate athletic events.

Harvard graduate students may request a waiver of this fee by providing the Manager of Exams with a letter from an academic adviser stating that travel during the exam period entails work integral to the student’s course of study.

Students may be responsible for the payment of any fees and charges incurred at the site of the exam including:

- Mailing fees (via a traceable courier service such as FedEx, DHL, UPS)
- proctor fees
- use of audio/visual equipment
- use of exam room
- telephone and fax charges

Final Grades: Final grades for courses with examinations administered in absentia may not be received in time to appear on final grade reports, and requests for complete transcripts may be delayed. Students in their final term may have their degrees postponed by one degree cycle if instructors are unable to meet the deadline for submitting grades.
Student Responsibilities for *In Absentia* Examinations

Exams taken *in absentia* follow the same rules and regulations as those administered in Cambridge.

All exams are to be taken as scheduled, at the same date and time as they take place in Cambridge, i.e., 9:15 am and 2:15 pm, EST. Any requests for changes due to extraordinary circumstances must be made, in writing (via email), to the Manager of Exams at fasexams@fas.harvard.edu. Only the Manager of Exams may approve exceptions.

All non-approved changes in the exam schedule may be reported to the Administrative Board and the student may be subject to admonishment by the Administrative Board (undergraduate students). If not taken as scheduled, the student may be marked as absent, even if exam papers are submitted.

**EXAMS SCHEDULED FOR SATURDAY MUST BE TAKEN AS SCHEDULED ON SATURDAY.** If the *in absentia* proctor’s administrative office is closed on Saturday the student must arrange for a suitable proctor to administer the exam on Saturday.

Exams MUST be returned by courier service (FedEx, DHL, etc.) within 24 hours of the exam in order for the instructor to receive and correct the exam in time for the submission of grades.

Students may be responsible for the payment of any fees and charges incurred at the site of the examination including mailing fees (via a traceable courier service like FedEx or DHL), proctor fees, use of audio/visual equipment, use of exam room, and telephone and fax charges.

The student is responsible for providing complete and accurate information regarding the exam proctor and his/her contact information. Inaccuracies in this information can cause significant delays in the exam procurement and mailing process.

In the event that there is some change in, or concern about, the administration of an *in absentia* exam, it is important that the Exams Office is able to reach the student at any given time. Students must be accessible by Harvard University email address or suitable alternative and must check their email account on a regular basis until the end of exams.

I, ________________________________ (print name) have read and agree to the above conditions. I will also check my Harvard email account frequently until the exam has taken place.

Signed ________________________________ Date ________________________________