

Examination Board policy for dealing with student requests for an extra resit

General policy

Testing takes place twice per year for each course (except for tutorials and practicum courses). An examination missed due to illness or other unusual circumstances will not automatically entitle the student to an extra resit session. Requests for an extra resit examination will only be granted if the missed examination would cause the student an “unfair” academic delay. The Examination Board defines an “unfair” academic delay as one that would force the student to wait over 6 months for the next regularly scheduled examination for the course concerned, during which period the student would have no further academic obligations to fulfil.

Policy for Master’s students

If, at the end of his/her studies and after taking the (resit) examination, a Master’s student has failed to pass one of the **period 1 or period 2 courses** of the Master’s programme, he/she should re-enrol in the same course during the relevant period of the following academic year.

If, at the end of his/her studies and after taking the (resit) examination, a Master’s student has failed to pass one of the **courses from period 3 (or later)** in the Master’s programme, he/she will be given another opportunity to sit the examination during the first or second period of the following academic year. This will, of course, be subject to the condition that the student has successfully completed his/her Master’s thesis.

Students have until *15 September at the latest* to file a request for an additional examination opportunity for this course with the Examination Board through the relevant form on VU.nl.

Policy for pre-Master’s students

As a rule, pre-Master’s students are not entitled to any special arrangements for extra testing opportunities. However, in cases involving unusual personal circumstances, the Examination Board may decide to give a student an additional testing opportunity to enable him/her to complete the pre-Master’s programme.

Students have until *1 July at the latest* to file a request for an additional examination opportunity with the Examination Board through the relevant form on VU.nl.

Policy for Bachelor’s students

A **first-year Bachelor’s student** who misses his/her (resit) examination for good reasons will not be granted an extra testing opportunity. Rather, he/she should re-enrol in the same course during the relevant period of the following academic year. Should a student miss multiple exams due to unusual circumstances, he/she will be allowed to request postponement of his/her binding academic recommendations.

For similar reasons, **second-year Bachelor's students** should also re-enrol in the same course during the relevant period of the following academic year.

Third or higher-year Bachelor's students

If, towards the end of their studies, a Bachelor student has failed *one* FSS Bachelor course* (not including the Bachelor's thesis) after the initial examination and the resit, the student will be granted an additional examination opportunity in August.

How do I request the additional examination opportunity?

- You can submit a request for an extra examination opportunity to the Examination Board until 1 July at the latest by means of the relevant form on VU.nl.
- Under "motivation" on the request form, indicate the other courses for which you still have to take an exam or are waiting for the results. Also mention who is the supervisor of your bachelor's thesis.
- You do not need to sign up for this extra exam opportunity.

When will the Examination Board inform me about the extra examination opportunity?

- Before 1 August you will be notified by the Examination Board whether you can participate in the extra examination opportunity and on what day, time and location it will take place (in the second half of August). Note: if the results of the regular (re)exams are not all known by 1 August, an extra resit will be granted under certain conditions. In that case you will receive information about the date of the extra resit, but the preparation is at your own risk; you may only participate if you have passed all but one of the regular resits. If the grade for the re-examination of the bachelor's thesis is not known before the date of the extra re-examination of your last course, you will participate in the extra examination opportunity, but it will only be assessed after it is known that you have obtained a sufficient grade for the bachelor's thesis.
- The method of examination in this extra examination opportunity may differ from that of the two regular examination opportunities.
- The extra exams will be graded within one week of taking them, and the results will be registered in VU.nl by the Education Office immediately thereafter.

How do I apply for my bachelor's degree?

- If your result for the extra resit is a sufficient grade, this result has been registered and you have passed all other courses of your bachelor, you will receive an email from the Education Office about your graduation. Through the link in this email you need to indicate that you want to graduate as soon as possible. So make sure to check your VU mail regularly in the weeks following the extra resit.

* The FSW Examination Board cannot decide on an extra resit for a course from another faculty. You should submit your request for an extra resit for such a course to the Examination Board of that other faculty.