



**BAHAMAS TECHNICAL & VOCATIONAL INSTITUTE  
EXAMINATION OFFICE  
SPECIAL SITTING REQUISITION FORM**

- 1.0 It is imperative for students to attend final examinations, submit final projects, and perform practical examinations as a culmination of a course.
- 2.0 Failure to attend an examination or complete any other portion of a final project or practical may result in a failing grade.
- 3.0 All examinations will be taken during the designated examination schedule. Students who are unable to write the examination at the scheduled time must have a valid reason, present evidence, and pay a fee.
- 4.0 If for any reason a student misses a final examination, immediately contact the Examination Office by phone (242) 502-6367/6327 or email ([examoffice@btvi.edu.bs](mailto:examoffice@btvi.edu.bs)). It is also recommended that you contact the Chair of your department.

**5.0 What are the valid reasons for missing an examination?**

- ill health or injury
- compassionate grounds (immediate and extended family)
- representation in significant cultural or sporting activities at a national or international level
- employment related travel

**6.0 What happens if I miss my examination?**

If a student has a **valid reason** for missing an examination,

- immediately contact the Examination Office by phone (242) 502-6367/6327 or email ([examoffice@btvi.edu.bs](mailto:examoffice@btvi.edu.bs))
- **apply** for a special sitting (see Examination Office for an application),
- attach **relevant supporting documentation** (see chart below) relating to why you could not sit the examination within the examination period,
- have the application approved by your Department Chair and Academic Dean
- submit the application to the Examination Office
- The committee will review the application and respond by email within 24 hours.
- If approved, the student must take the completed and signed application to Student Accounts Department and pay the fee for the special sitting.
- The receipt must be presented to the Examination Office for rescheduling to be confirmed.

Reason	Procedure & Documentation
Ill health or injury	If you are unwell on the day of your deferred examination, please ensure you visit a doctor that day so that your medical condition can be appropriately diagnosed and recorded on your medical certificate. If your illness is considered by the medical practitioner to last longer than the day of your examination(s), the dates should be recorded on the certificate. If you are unable to get an appointment with your doctor, there is an after-hours service available. Pharmacy Certificates are not acceptable as a medical certificate. You must see a qualified medical practitioner.
Compassionate Grounds	If a family member dies, you must provide either a death certificate or an obituary or an obituary in the form of a newspaper clipping with your name listed
Representation in significant cultural or sporting activities at a national or international level	Letter from the agency stating your role and participation and detailing the dates and times of the event.
Employment related travel	Letter from the employer stating your name, position, and dates of travel.

**7.0 Special Sitting of Examinations**

- Only students who miss their examinations for **valid reasons** shall be required to pay a \$75 fee per examination missed in order to re-sit the examination(s).
- Special sittings will be held on the first Friday of the following semester at 9:00 a.m.

**8.0 The following reasons are invalid for missing an examination and the students presenting these excuses will receive an "F" for the final examination. There will be NO consideration for re-sitting the final examination.**

- if you misread the examination timetable, forgot, slept in etc.
- recreational travel (domestic or international)
- planned or unplanned events, such as weddings and birthday parties
- routine demands of employment
- stress or anxiety normally associated with examinations
- if you did not study or if you were not prepared
- other grounds considered inappropriate by the Examination Committee

**TO BE COMPLETED BY THE STUDENT**

Date: \_\_\_\_\_ ID Number: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**COURSE DETAILS**

Course Code & Section: \_\_\_\_\_ Title: \_\_\_\_\_

- Reason for applying for special sitting:  national cultural/sporting activity
- ill health/injury  employment related travel
- compassionate grounds  other (Please specify below)

Please substantiate your claim with an explanation and attach all relevant supporting documentation. If the space is insufficient, please attach an additional page.

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I declare that the information provided by me is true and complete. I acknowledge that the Bahamas Technical & Vocational Institute reserves the right to confirm the information provided and may vary or reverse any decision regarding special sittings on the basis of incorrect or incomplete information. I understand that applying for a special sitting does not guarantee a resit and that I may receive a failing grade for the examination. I also acknowledge that if I do not attend the special sitting as scheduled, my application for a deferred sitting will be withdrawn.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY**

Head of Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rescheduled Examination Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

Examination Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approved  Denied

Comments: \_\_\_\_\_

Accounts Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Date: \_\_\_\_\_