



Annual Course Exams

Bar-Ilan University (RA)
Student Board – Status Department
 Ramat Gan 5290002
 Telephone: 03-531-8525 Fax: 03-7384013

Ref: #14

טופס פניה למועד מיוחד בקורסים שנתיים
 Request Form for Alternate Testing Arrangements (year-long courses)
For bachelor degree and teaching certificate students only

For requests to improve your grade, you must submit signed consent from all relevant departments.

You may download this form to your computer, print and return by e-mail to: biu.9392@mail.biu.ac.il.
Scanned forms may be attached to the e-mail.

Annual Course Form

This form is for courses with a final exam at the end of the academic year.

Please read the Status Policy carefully in the attached page and/or timetable.

Last name: _____ First name: _____ ID: _____

Authorizations are sent by e-mail. Please update your address on the Bar-Ilan Website.

Student Information & Services – Personal Information for Student – Information for Student – Personal Information – Courses and Grades

I hereby request permission to be tested on an alternate date for the course(s) listed below:

If the course was taken this year under a different lecturer, please note the section # in which you wish to be included to be tested.

Any other request for a change in section, if approved, will be subject to a fee .

Department	Course #	Course Title	Grades				Final grade	To improve grade *	
			Semester A		Semester B			Department confirmation signature & stamp	
			Term 1	Term 2	Term 1	Term 2			

**** Improving grades will be approved following the criteria detailed in the timetable only during the academic year following the year in which the course was studied.**

Reason for request: (Please note primary reason)

1. I served in the IDF from _____ to _____ (dates). Please attach Official IDF Reservist Authorization. “Call-Up Order” will not be accepted as proof of service.
2. Courses whose tests overlap on the same date and hour:
 - A. Course _____ took place on _____ (date) at _____ (hour)
 - B. Course _____ took place on _____ (date) at _____ (hour)
3. I was hospitalized for a period of _____. Please attach relevant authorization.*
4. Other personal reason: _____

***“I hereby affirm that I am aware of all the rules and conditions regarding an Alternate Test Date. I am likewise aware that receiving approval for an Alternate Test Date for special reasons automatically obliges me to pay test fees at the rate established by the University, and as said, will not be annulled or assigned to any other request under any circumstance, even if I am ultimately not tested at the approved date. I am aware and consent that the test fee shall be added to my tuition account and that all policies and liabilities that apply to tuition fees will apply to it, as well.*”**

I hereby affirm that I am aware of the 10% tuition fee that I will be charged in the event that I did not arrange a study program in the same study track for which the test was approved during the academic year in which I will be tested on the alternate date. I commit to pay the above fee in a timely fashion as per University policy regarding tuition, and as they are occasionally updated; and I hereby affirm that this payment is as payment of tuition for any and every matter, and that all commitments and liabilities will apply to it regarding the tuition fees that I submitted throughout my years studying in the University.

Date: _____ Signature: _____

*Request forms without authorizations will not be processed.

If your request is based on causes that require documentation, please print this form and relay it together with all relevant documents/authorizations attached.

Please attach only photocopied and certified documents. Do not attach original documents, as they will not be saved!

Status Department Policy

A. Exams & Dates

- (1) Written exams are administered on two dates, excluding the Faculty of Law. A student is required to appear at tests on the first date for at least three quarters (75%) of tests taken throughout the year.
- (2) A student who received a failing or unsatisfactory grade on the first date is entitled to automatically appear (without seeking permission from the Status Department) for a retest on the second Date of that year's course.
- (3) A student who received a failing grade on tests taken on both the first date and second Date, or who was absent on both occasions without justification (see below), or who failed the first test and did not appear for the second test without justification, is not entitled to a repeat exam. He may register for the course again and be tested like any other student. In any event, a student will not be permitted to enroll in a course more than twice and be tested more than four times in total. (Two tests per course attended.)

For your information! In any event, the grade received in the retest is the final grade.

- (4) Justified causes for absence from a test:
 - (a) Partial or total overlap of dates and times of tests from two courses.
 - (b) Army reserve duty for a period of 15 days or more that concludes less than 7 days prior to the exam, or army reserve duty at the time of the exam.
 - (c) Prolonged illness; hospitalization; pregnancy complications; birth, etc.
 - (d) Any reason determined as justified by the Status Committee (i.e. marriage, bereavement, etc.)

In any event, an alternate test date will not be approved in order to raise a grade.

B. Alternate Test Dates

- (1) Special exams will be administered on the following occasions:
 - (a) Together with regular exams of courses of that year.
 - (b) For courses that are not administered during that year, a special exam will be arranged during the months of March-April.
 - (c) For courses that are prerequisites to proceeding to a higher class, the Department will review the possibility of establishing a special preliminary date (third date) following the first and second dates prior to the upcoming school year.
- (2) The following students are entitled to request approval to be tested on alternate dates.
 - (a) Students who appeared for only one test but did not appear for the second test for one of the justified reasons specified above in Par. 1 (4).
 - (b) A student who completed his studies for a bachelor's degree with the exception of two tests in courses that he attended in the last academic year.

- C. A student who received approval for an Alternate Test Date, despite the reason for his absence from the Test Dates not being included in the justified causes listed in Par. 1 (4) above is required to pay a Test Fee at the rate and conditions determined by the University institutions. Approvals of this sort are limited to a maximum of 5 courses and will be delivered only during the year following the year in which the courses were taken, at the discretion of the Status Department.

All requests to be tested on alternate dates should be submitted to the Status Department along with relevant documentation at the time established by the Department, and generally within one month of the start of the academic year.

Approval for testing on an alternate date does not represent approval of the right to receive a grade for the course or any other right (i.e. if it is revealed that he did not register for the course or was absent for unjustified causes.)