



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

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Policy on Religious Observance

During examination periods

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Table of Contents

1.	<i>Introduction</i>	1
2.	<i>The procedure</i>	1

Policy on Religious Observance

1. Introduction

- 1.1 The University College of Estate Management (UCEM) respects the rights and religious views of all its students. UCEM's Policy on Religious Observance sets out the policy and procedure for students who are unable to take the examination on a particular day during the published examination periods for reasons of religious observance.
- 1.2 UCEM's Policy on Religious Observance covers only aspects of religious observance that occur at times known in advance. Other aspects that are unforeseeable (such as the death of a close relative where specified times of mourning are required) should be dealt with through the Policy on Submission and Approval of Mitigating Circumstances.
- 1.3 UCEM will make every effort to avoid the times and dates requested by individual students using this policy. However, owing to the logistical difficulties of scheduling a large number of examinations worldwide, it may not always be possible to avoid these dates/times.
- 1.4 Deadlines for submission of coursework, including projects and dissertations will not normally be extended due to religious observance, and students must schedule in their work accordingly.

2. The procedure

- 2.1 If you are unable to take an examination on a particular day during the examination period should complete the Religious Observance form and submit it via Student Central. Please inform us as soon as possible and you must submit the form **no later than 8 weeks before the examination is due to take place**. (This is the same deadline that is set for requesting a change to your examination centre.)
- 2.2 With the Religious Observance form you are also required to include evidence from your religious leader (usually in the form of a letter) that you are unable to sit your examination during the identified time.
- 2.3 If you fail to submit your form by the specified deadline UCEM cannot guarantee your request, or accept responsibility if your examinations are timetabled at a time when your religious requirements make it impossible for you to be present.
- 2.4 Upon receipt of your request, UCEM will notify you of the outcome of your request within 20 working days.
- 2.5 If it is not possible to avoid the times and dates as you have requested, the following alternative options may be considered at the discretion of the Academic Registrar (or nominee):
 - Setting an alternative form of assessment (See Alternative Assessment Policy and Procedure)
 - Setting an alternative examination paper to be taken on another day
 - Permitting you to take the examination at an alternative time, providing there is an authorised chaperone who will accompany you during the intervening period.

In exceptional circumstances you may need to consider deferring the module until the next available Semester. The deadlines to request to defer are outlined in the Academic and General Regulations for Students.