



Requests for the modification of exam dates

Application's models:

- Request due to examination coincidence. *Solicitud por coincidencia de exámenes.*
- Repetition of the test due to a justified absence by the students. *Repetición de prueba por ausencia justificada del alumnado.*

1. Due to examination coincidence

The processing of the change of examination dates will be carried out according to:

- The legal foundation and criteria for the rescheduling are the ones included in the Agreement of the 17th of Jun of 2013, from the Governing Board of the University of Oviedo, whereby the codified text of the Assessment Regulations about the learning results and acquired competences by the student body is approved.
- The student will apply — using the model established for this procedure and presented in any of the registers of the University of Oviedo, or those established in the Administrative Procedures Law— the change of the date for the examination; stating the subjects, dates and hours of the test for each of the coinciding ones. The resolution of the application is the responsibility of the Dean of the Faculty of Humanities.
- The Teaching Organization Department (Sección de Organización Docente) will verify the data in the application and will take the resolution proposal, as it is appropriate according to the legal foundation, to the Dean.
- The resolution will be notified to the applicant via email and after receipt, if ruled in favour, the student will contact the professor of the module to arrange a new date and time for the examination to take place.
- Once the time and date have been arranged, the professor will be the one to communicate it via email to the Teaching Organization Department of the Milán Campus (secdocentemilan@uniovi.es).

During the official final examination period, tests of the different subjects of the same course cannot be scheduled within a period of less than twenty-four hours. Exceptionally, if the academic year does not have a sufficient number of days, two tests of elective subjects from the same course can be scheduled on the same day, as long as one is scheduled in the morning and the other in the afternoon.



In cases where the final evaluation tests coincide on the same date and time, students may request the Dean / Principal of the academic centre to change the date or time. The Dean or the Principal of the academic centre will make a decision giving preference to the basic subjects over the obligatory ones, and to these over the elective ones, and then to subjects of lower courses over those of higher courses.

The request by the student must be made one month in advance in the case of final assessment examinations of ordinary call, and ten calendar days in advance in the case of tests of extraordinary call. The Dean or the Principal of the academic centre will resolve the matter at least ten calendar days in advance with respect to the date of the test in the case of ordinary calls, and five calendar days in the case of extraordinary calls.

The University centres will verify that there is no coincidence of date and time between evaluable activities with an individual weight equal to or greater than ten percent of the mark of the subjects corresponding to the same course. Likewise, they will ensure that, as far as possible, the teaching staff is flexible in carrying out coincident assessment activities for those students who are enrolled in subjects corresponding to successive courses.

2. Due to teacher absence

In case of the absence of the evaluating teaching staff, it will be the responsibility of the department to which the teacher (or teachers) belong to take the appropriate measures to guarantee that the students are evaluated within the established period, except in serious circumstances, in which case, another date will be scheduled to carry out the test.

3. Due to justified absence by the student

The processing of the change of the scheduled date for the examination would be carried out according to:

- The legal foundation and criteria for the rescheduling are the ones included in the Agreement of the 17th of Jun of 2013, from the Governing Board of the University of Oviedo, whereby the codified text of the Assessment Regulations about the learning results and acquired competences by the student body is approved.
- Students will apply, via email to the Teaching Organization Department (Sección de Organización Docente) from the Milán Campus



(secdocentecmilan@uniovi.es), the change of date for the examination, explaining the situation that has prevented them from carrying out the evaluation assessment, the subject to be changed, and attaching the necessary documentation to justify it. The resolution of the application is the responsibility of the Dean of the Faculty of Humanities.

- The Teaching Organization Department will verify the data in the application and will take the resolution proposal, as it is appropriate according to the legal foundation, to the Dean.
- The resolution will be notified to the applicant via email and after receipt, if ruled in favour, the student will contact the professor of the subject to arrange a new date and time for the examination to take place.
- Once the time and date have been arranged, the professor will be the one to communicate it via email to the Teaching Organization Department of the Milán Campus (secdocentecmilan@uniovi.es).

In those cases in which the student proves to the Dean, with the appropriate documents, that they could not attend the examination in the scheduled day due to one of the following situations: suffering an accident, being hospitalized, a birth or an adoption, the passing of a relative of either second or first degree of relationship, or any other unexpected circumstance; a repetition of the examination will be scheduled. The student will prove the unexpected circumstance which prevented him from carrying out the examination within a five-day-period after the cessation of said circumstance and, in any case, before the end of the current academic year.

Likewise, the attendance of students' representatives to the collegial bodies with deciding competences at the University of Oviedo will be regarded as justified circumstances. The attendances must be justified by the Secretary of the corresponding body. In that sense, the students' representatives have the right to their attendance misses not being counted when these are due to their representative duties and the repetition of an assessment examination if they were to coincide with it. The application by the student must be taken before the Dean or the Principal of the academic centre.

They will also be considered as justified circumstances those derived from the participation by students from the University of Oviedo in official exchange programmes coordinated by the University. The students may apply for the change in the assessment examination's date as established in article 14.2 of the current Regulations. Barring causes of *force majeure*, the resolution by the Dean or the Principal of the academic centre will schedule the examination in a date between the previous fifteen working days to the examination and the later fifteen working days to the initial date scheduled for it, during the current academic year.



Complaint about the marks

After the revision, once the definitive marks have been published and upheld by the faculty, students will be able to submit a complaint about their marks before the Dean of the faculty within a period of five working days. In agreement with the 24th of April of 2020, from the Governing Board of the University of Oviedo, the complaint will be submitted via email (from the student's UO) to the email address facultadfyl@uniovi.es

Documents:

<https://fyl.uniovi.es/infoacademica/examenes#solicitudes>

- Form for the complaint about the marks.
- Assessment and learning results regulation.
- Agreement for taking measures for the adjustment of the teaching activities (Fifth section, point 9)