

## AY2020 Spring Semester

# **[IMPORTANT] Inexecution of Absentee Exams and Consideration for Examinations**

This is to inform about “Absentee Exam” conducted in every semester for the students who cannot take the final exams due to a rational reason. As all SPSE courses are conducted online and exams are done online as well, the School has decided not to conduct the absentee exams in this semester and, instead, we ask the instructors to make any consideration, such as conducting another exam, for the students who cannot take the final exam due to a rational reason which is normally accepted as the eligibility for an absentee exam. Please refer to the following for the details.

\*This is an exceptional treatment in this semester only. From next semester, please refer to a notice posted within each semester.

\*Same as absentee examinations, foreign language courses, exams replaced by essay papers, oral examinations, and seminars are not applicable for the consideration.

How to Apply: Please send a “Message” to your instructor via Waseda Moodle.

If the instructor indicates another way to apply in advance, please follow your instructor’s instruction.

How to use “Message” on Waseda Moodle:

[https://www.wnpspt.waseda.jp/student\\_en/wsdmoodle/2020/03/03/3-1/](https://www.wnpspt.waseda.jp/student_en/wsdmoodle/2020/03/03/3-1/)

\*Please be sure to mention “Course Title”, “Student ID Number” and “Name” in the message.

Deadline of Application: If there is a possibility that you cannot take the final exam or when you could not take it due to a rational reason, you need to inform the instructor directly as soon as possible. Deadlines are as follows. Please prepare the documents which prove your rational reason in advance. For the details of the required documents, please refer to “List of Required Certificate Content.”

(Spring Quarter Courses) 23:59, June 23 (Tuesday) (JST)

(Spring Semester / Summer Quarter Courses) 23:59, August 4 (Tuesday) (JST)

\*In case the instructor changes the deadline, you need to follow that instruction to apply.

Reason of Missing an Exam: The School has asked the instructors to make any consideration, such as conducting another exam, for the students who cannot take the final exam due to a rational reason which is normally accepted as the eligibility for an absentee exam. However, **the instructors in charge will make the final decision on whether to consider your circumstance and how to deal with it.**

Required Certificate Content: Prepare required certificate contents and submit them to the instructor when you apply.

Please refer to “List of Required Certificate Content” as below for the details of the required certificates of each reason. You cannot directly attach the documents to the message on Waseda Moodle. If you apply and submit the documents by the message on Waseda Moodle, you need to upload them to “BOX (online storage service)” and issue the URL and write it in the message.

Manual of BOX: <https://www.waseda.jp/navi/e/services/box/index.html>

## List of Required Certificate Content:

### I) Public Transportation Delay <Not applicable this semester>

In principle, the certificate must contain the time and date of the original examination and a Delay Certificate for that day provided by the train station. Information downloaded from homepages will not be accepted.

### II) Illness

The medical certificate prepared by a physician will need to contain the name of the illness, symptoms and the period of medical treatment, as well as reasons why the student was unable to take the examination during the treatment period. Proof of medical treatment and/or a hospital visit alone will not be sufficient.

Furthermore, a notation such as "several days from xxx" that does not specify the exact treatment period will not be accepted. The medical certificate must also have the hospital's stamp and the physician's signature or stamp.

In principle, the medical certificate should be issued on the same day as the examination that could not be taken. If the student is unable to go to the hospital at that time, they should go and receive the medical certificate as soon as they are well enough to do so.

### III) Employment Examination

\* The School of Political Science and Economics has a special certification form that will need to be filled out by the company offering the test and then submitted to our office, if you need to this form, please contact us (ssk@list.waseda.jp).

In this case the certification form will need to have the company's seal (official seal) or the official seal of the department in charge of hiring. If the company's official seal cannot be used, there will need to be both a seal with the company's name and the seal of the person in charge. Company names written by hand will not be accepted. Also, the seal of only the person in charge will not be accepted.

Please consult with the Office for the School of Political Science and Economics beforehand when there is a scheduling conflict involving an employment examination with a foreign company.

There will need to be proof that the employment examination overlaps with all or some of the schedule for the desired Absentee examination date, so be sure that the time of the employment examination is recorded in the special certification form. (The period for traveling to and from the employment examination site will be based on common sense.)

### IV) Other Acceptable Reasons for Missing an Examination

Student's mistake of courses, classes and exam timetable, being late and personal matters are not acceptable reasons.

## Absentee Examinations for Courses Offered by Other Schools or Centers:

Applications should be submitted to the school or center offering the course.

In this semester, there is a possibility other schools also do not arrange absentee exams due to COVID-19.