

Consideration for Online Examinations

Courses conducting an online final exam will NOT have absentee exams 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.

Courses conducting an in-class written exam will have the absentee exam, please refer to “Spring / Fall-semester Absentee Examinations” published on SPSE Official Website for the details.

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

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. You need to consult your instructor about the way to submit the required certificates.

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 same as Absentee exams. Please refer to the “Spring / Fall-semester Absentee Examinations” published on SPSE Official Website. 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.”

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

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/

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

Contents of Consideration: **It is left to the instructor’s decision.**

List of Required Certificate Content:

I) Public Transportation Delay

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.**

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) Bereavement Leave

Certificate: Funeral letter or certificate of death

The death of a first-degree family member (parent, child), second-degree family member (sibling, grandparent, grandchild), or spouse are eligible.

V) Duplication with Courses Offered by Other School

Certificate: Examination Certificate

It is issued by the administrative office of school or center which offer the course.

VI) Infected by Infectious Disease including [COVID19](#) and Influenza etc.

“Special Consideration Request for Absence due to Attendance Suspension for Infectious Diseases” is issued by the Office for the School of Political Science and Economics. Students have to report own situations from [this link](#) when you are infected by Infectious diseases including COVID19 or Influenza.

Regarding the procedure to issue the document, please refer to the following.

[Request for Consideration for Class Absence related to Infectious Disease](#)

VII) Covid-19 Vaccination-Related Class/Exam Absence

Please refer to the following URL for the details.

URL: <https://waseda.box.com/s/akifah4om6joy8bzucjmlkxyp8vvfdt9>

VIII) Other Acceptable Reasons for Missing an Examination

Consult with the Office for the School of Political Science and Economics beforehand regarding acceptable reasons for missing examinations.

Absentee Examinations for Courses Offered by Other Schools or Centers:

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

School of Political Science and Economics.