

Applications for Alternative Modes of Examination For the 2021 Fall Semester

1. Applications for alternative modes of examination

If you are unable to take a final examination (regular examinations and examinations equivalent thereto) or submit an end of semester report due to reasons covered by the provisions of university regulations (as specified in the attached table), then you can apply for an alternative mode of examination.

Depending on the reason, it is possible that you find that you can't take an examination, at which time do not make a decision by yourself, please be sure to contact the GIS Office to discuss this as soon as this possibility becomes clear.

In addition to the reasons shown in the attached table, for the 2021 fall semester it is possible to apply for an alternative mode of examination for any of the following reasons related to the novel coronavirus.

Reason for application for alternative mode of examination (related to the novel coronavirus)

- Infected with the novel coronavirus or close contact with infected person
(including people suspected to be infected) * Please also report to our clinic.
- Students with underlying illnesses (excluding students who have already received consideration for attending face-to-face classes)
- A vaccination appointment date that cannot be changed because it has been set by a local government, etc.

(In this case you must absolutely contact your faculty or department office in advance. However, if you are able to choose the date of your vaccination, and choose a date when there is an examination and are therefore absent, you will not be eligible for an alternative mode of examination.)

- Adverse reactions such as a fever after vaccination

2. Application method and period

Application Method: Please fill out the Google Form below.

- * Please also apply using this form for subjects held by other departments.
- * If your application is regarding an end of semester report then please be sure to upload it using this form too.
- * This form can't be used for train delays. Please check “定期試験当日の電車遅延について”.

[GIS] 2021 fall semester: • Application Form for Alternative Modes of Examination

<https://forms.gle/L3VYegvWz7iSkGRu7>

Required documents must be submitted to the faculty counter or sent by mail

(they must arrive no later than January 31 if they are sent by mail)

Application period: Within one week from the day following the examination date (until the same day of the following week)

However, the final deadline is 5 p.m. on January 31. (As shown in the attached table)

- * Please contact the GIS Office during the application period if you are unable to make an

application in time.

3. Alternative examination modes

Once the application has been checked you will be contacted either via your Hosei University email address (XXX@stu.hosei.ac.jp) or by phone regarding alternative examination modes. Please make sure to check your university email regularly and to respond to any emails.

4. Schedule for make-up examinations

If the alternative examination mode is an in-person make-up exam it will be held on the following date.

Date: February 10, 2022 (On Thursday) 9.30 AM (group)

Start time: 10.00 AM

* This may be changed to an alternative examination mode depending on the impact of the novel coronavirus. Details about the exam location etc. will be sent separately to the students it concerns.

Attached table

| Reason | Required documents | Notes | Application period | | | | | | | | | | | | | | | | |
|------------------------|---|--|---|----|----|----|----|---|---|---|---|----|----|----|----|----|----|----|----|
| Train delays | Delay certificate | The following are not accepted: <ul style="list-style-type: none">• Using a different commuting route• Certificate not corresponding to the actual delay time (For example, the certificate indicates a 15 minute delay but you are actually 40 minutes late)• Deliberately intending to enter the exam site later than the scheduled time | Only on day of examination | | | | | | | | | | | | | | | | |
| Illnesses and injuries | Doctor's note (this must clearly state that it is impossible for the student to go to university on the day of the examination) Documentation showing the date of vaccination (copy of medical certificate or vaccination certificate) | Only the student's own illness or injury is applicable * If you are applying because of "Adverse reactions such as a fever after receiving the novel coronavirus vaccination," then you will need to provide documentation, such as a medical certificate or a vaccination certificate that shows the date you took your vaccination (Documentation showing the date of vaccination (copy of medical certificate or vaccination certificate)) | Within one week from the day following the examination date (until the same day of the following week) * However, the final deadline is 5 p.m. on January 31. (Please contact your faculty office in advance if you are unable to make an application by the deadline) (Example①) exam on January 19 <table><tr><td>①</td><td>②</td><td>③</td><td>④</td><td>⑤</td><td>⑥</td><td>⑦</td><td>⑧</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr></table> ⇒ Apply by January 26. (Supporting documents must arrive no later than January 26 if they are sent by mail) | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | |
| Funerals | Evidence of funeral attendance | Limited to parents, siblings, grandparents | | | | | | | | | | | | | | | | | |

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|--|---|---|--|----|----|---|---|---|----|----|----|----|----|
| Job interviews | Interview notification that includes name and date | Limited to job screenings and interviews only Not applicable for job searching or orientations | <p>(Example②) exam on January 27</p> <table><tr><td>①</td><td>②</td><td>③</td><td>④</td><td>⑤</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table> <p>⇒ Apply by 5 p.m. on January 31 (Supporting documents must arrive no later than January 31 if they are sent by mail)</p> <p>* Faculty offices are not able to confirm when mail has arrived, so if you want to ensure your documents have arrived please use recorded delivery.</p> | ① | ② | ③ | ④ | ⑤ | 27 | 28 | 29 | 30 | 31 |
| ① | ② | ③ | | ④ | ⑤ | | | | | | | | |
| 27 | 28 | 29 | | 30 | 31 | | | | | | | | |
| Qualified examinations for civil servants, teachers and others | Copy of the examination admission ticket | Limited to examinations and interview days only For qualification examinations, only applicable qualifications such as financial incentives for successful candidates in designated examinations and financial incentives for career advancement in L and U are applicable | | | | | | | | | | | |
| Athletic teams | “Request for absence due to competition participation” issued by the Health and Sports Department | | | | | | | | | | | | |
| National Athletic Meets and World Championships | Competition schedule containing the name of the applicable student | | | | | | | | | | | | |
| Practice training for teachers and other qualifications | Document to prove participation | Documents containing the name of the institution, duration of the training, and the student's affiliation and name | | | | | | | | | | | |

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