

Applications for Alternative Modes of Examination For the 2021 Spring 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 spring 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)
- Students with underlying illnesses (excluding students who have already received consideration for attending face-to-face classes)

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 the “定期試験実施について”.

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

<https://forms.gle/ZhTMuphY7Jy5aA1A9>

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

(they must be sent within the application period if they are sent by mail)

Application period: 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: August 11, 2021 (On Wednesday) 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)	Only the student's own illness or injury is applicable	Within one week from the day following the examination date (until the same day of the following week) * However, the final deadline is July 30. (Please contact your faculty office in advance if you are unable to make an application by the deadline)																
Funerals	Evidence of funeral attendance	Limited to parents, siblings, grandparents																	
Job interviews	Interview notification that includes name and date	Limited to job screenings and interviews only Not applicable for job searching or orientations																	
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	(Example①) exam on July 21 <table border="1" style="display: inline-table; vertical-align: middle;"> <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>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> </table> ⇒ Apply by July 28. (Supporting documents must arrive no later than July 28 if they are sent by mail)	①	②	③	④	⑤	⑥	⑦	⑧	21	22	23	24	25	26	27	28
①	②	③	④	⑤	⑥	⑦	⑧												
21	22	23	24	25	26	27	28												
Athletic teams	"Request for absence due to competition participation" issued by the Health and Sports Department		(Example②) exam on July 26 <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>①</td><td>②</td><td>③</td><td>④</td><td>⑤</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> </table> ⇒ Apply by July 30 (Supporting documents must arrive no later than July 30 if they are sent by mail)	①	②	③	④	⑤	26	27	28	29	30						
①	②	③	④	⑤															
26	27	28	29	30															
			* Offices are not able to confirm when mail has arrived, so if you																

National Athletic Meets and World Championships	Competition schedule containing the name of the applicable student		want to ensure your documents have arrived please use recorded delivery.
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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