



HØYSKOLEN FOR
LEDELSE OG TEOLOGI

Off-Campus Examination Guidelines

HLT (Norwegian School of Leadership & Theology)

Who can apply to take an off-campus exam?

Students who have a travelling time of more than three hours between their home address and HLT.

Which type of exams can be held off-campus?

Written ordinary or makeup school exams can be held off-campus. If the student needs to use a PC during exams, the examination must take place at HLT.

Where and when can off-campus exams be held?

- Off-campus exams must be held at a public institution which is able to provide an exam invigilator/supervisor. Examples of suitable institutions are public institutions, universities, colleges, schools and churches. Where there are 3 or more students taking an off-campus examination at the same time, the institution must provide at least 2 exam invigilators.
- It is the student's responsibility to make an agreement with the institution and cover any expenses related to personnel, rental of premises etc.
- The exam must be held at a time determined by HLT.
- Off-campus exams must be held in accordance with HLT's examination regulations.

How do I apply?

Complete and submit the **off-campus examination form** (available on HLT's website). The application form should be emailed to eksamen@hlt.no no later than 1 month before the examination date. The student should complete one application form for each individual exam.

Once an application to take an off-campus exam is approved, the exam administrator will communicate with the exam supervisor at the external institution to ensure that the exam is set up in accordance with HLT's examination regulations.

How much does it cost?

In addition to covering the expenses of the off-campus institution, the student must pay an administration fee of 600NOK to HLT. This is in addition to regular semester fees and makeup examination fees. An invoice will be sent out to the student upon approval of their application. All fees must be paid prior to the exam.