Taking a Waiver Exam Out-of-Schedule

Waiver exams are not given on demand, but we are able to support a limited number of individual requests for waiver exams outside of the above schedule, subject to our staff's availability to administer them and the payment of an administrative fee. For students who absolutely cannot take the waiver exam during any of the scheduled dates we may allow them to take waiver exams on a separate, agreed-upon date subject to the following rules:

1. The student must first contact exam staff at econwaiver@jhu.edu requesting an out-of-schedule waiver exam, and (a) propose several possible exam dates, all within a month of the initial date of contact, and (b) attach a copy of his/her academic transcript and any available course information/description/syllabus. **This initial request must be made before the time limit for the student to take a particular waiver exam has elapsed** (e.g., micro and macro have to be taken before the start of a student's first semester, so for Fall admits, once Fall semester classes begin no requests will be taken for out-of-schedule micro and macro exams). This initial request must also be made before the end of the regular Drop-Add period for the current semester if the student wants the waiver exam result to be available for current semester registration purposes (otherwise it will be available for subsequent semesters).

2. The waiver exam staff and the student must then agree on a specific date from among the proposed dates, on which the exam will be administered. If staff is unavailable for the proposed dates, an out-of-schedule exam date outside beyond the one month range may be considered, subject to the Time-Limit Rule on when specific waiver exams have to be taken. If no staff is able to administer the exam on any of the proposed dates, no out-of-schedule exam will be given.

3. Once a specific exam date has been established and agreed upon by both staff and student, and once staff have confirmed the student's eligibility to take the waiver exam, staff will email the student to inform him that he is approved to take the exam on the agreed-upon date, and at that point will also request payment of the waiver exam administration fee. **This is a NONREFUNDABLE FEE OF USD150 PER EXAM, payable by check only to Johns Hopkins University - SAIS, and sent by mail or hand-delivered to waiver exam staff at the International Economics Program Office in DC.** Payment must be received by us before staff can be allowed to enable the student in our online test hosting system and email the student his link to the online waiver exams. Only once payment has been received by us will exam staff issue the student the link to his requested waiver exam. **ANY DELAY IN THIS PROCESS DUE TO NON-TIMELY PAYMENT OF THE EXAM FEE WILL NOT BE GROUNDS FOR A RESCHEDULING OF THE AGREED-UPON EXAM DATE.**

4. The examination link issued by our test hosting service will be set up to allow the student to take the online exam **at any time within a window of two (2) days, beginning on the agreed-upon examination date.** Failure to take the waiver exam during this set examination window—-for whatever reason—**WILL NOT CONSTITUTE GROUNDS FOR RESCHEDULING OF THE EXAM OR FOR REFUND OF THE EXAMINATION FEE.** If the student does not take the exam as appointed, he must re-apply for the exam and pay the examination fee again if he wants to attempt the exam in the future.

5. Exam results will be reported to the registrar within three days of the end of the student's exam window (although the online exam itself will indicate at once to the student if they have passed/failed once the online exam is completed).