***Student Registry***

May 2019

**2019 Part II (Finals and Second Year) Results and Examination Boards: Notes for Guidance**

**NB the Manual of Academic Regulations and Procedures (MARP) containing the full set of the examination regulations, is available on the Academic Standards and Quality website together with the UG Assessment Regulations at:**

<https://gap.lancs.ac.uk/asq/qae/marp/pages/default.aspx>

**Condonation threshold for Part II students.**

**Please note the different condonation thresholds that should be applied dependent on year of entry:**

* **For students who entered their programme from 2016-17 onwards the condonation threshold for Part II students was raised from 4.0 to 7.0.**
* **For students who entered in 2015-16 and earlier (returning intercalators and/or students on 4 year schemes of study, i.e. Industry, Study Abroad, or Integrated Masters programmes), the condonation threshold remains at 4.0.**

**Timescale and Deadlines**

1. **Important dates**
* **No later than 19 June 2019** - Exceptional circumstances Committees
* **12 noon 21 June 2019** - Marks uploaded to LUSI
* **Monday 24 June to Friday 28 June 2019** - Part II boards of examiners
* **Tuesday 9 July 2019** - Classification and Assessment Review Board (CARB): Final result confirmation group
* **Thursday 11 July** - Results made available to students via the online Portal
* **Tuesday 16 July to Friday 19 July 2019** - degree congregations
* **Monday August 19 to Friday 23 August 2019** - resit week
* **Tuesday 10 September 2019** - Part II Resit Board, Second and Final Year

**The Decision Making Process**

1. **Marks entry and Student Profiles**

All final marks should be entered into the LUSI academic marks system before all the main board of examiners meet. The Registry requirement is that all marks will be input by 12 noon on Friday 21 June 2019. Special arrangements will have to be made for boards that meet earlier. Departments will be encouraged to complete this task earlier in order to allow additional time for processing and checking with the regulations.

1. **Incomplete Assessment and Exceptional Circumstances Committees**

All departments or equivalent will have an Exceptional Circumstances Committee whose primary responsibility it is to consider claims of good cause for the programmes they administer.

The committee will undertake the following activity:

* Review reported circumstances, for which due written evidence has been provided to the department, in order to reach a judgement on whether those circumstances have been detrimental to a student’s academic performance. Where circumstances are agreed to have applied in such a case, the ECC will propose a remedy for consideration by the Examination board.
* Where Exceptional circumstances have previously been addressed in the conduct of assessment – e.g. extra time for examination, extended coursework deadline – the governance ECC must consider whether circumstances were sufficiently compensated by that earlier response.
* Preparation of information on decisions that will be brought forward to the Examination board to inform final academic judgement. Please remember that notes can appear on the grids taken from a tab in LUSI ‘Marks Profile’. Formal minutes will record cases discussed; the ECC’s judgement on applicability of Exceptional circumstances; and proposed remedy per each case. Minutes will contain such details of particular circumstances as is appropriate, but detailed discussion of circumstances will not be undertaken at the Examination board or other meetings of examiners.

Where the evidence presented supports a claim that work could not be completed by good cause, consideration can be given to ‘set aside’ a portion of the assessment. At Module level, this can be applied where the student has completed 33% or more of the assessment. At Programme level, the student must have completed 75% or more of the total work required. See [UG 8.10](https://gap.lancs.ac.uk/ASQ/QAE/MARP/Documents/UG-Assess-Regs.pdf) for further details.

Students will be advised by the Student Registry to submit documentary evidence to departments at least 2 weeks before the date of the examination board and that they should use the attached (Appendix 3) as a template.

Please note [GR 2.6.9](https://gap.lancs.ac.uk/ASQ/QAE/MARP/Documents/General-Regs.pdf) in MARP: An Exceptional Circumstances Committee may propose a number of actions including (but not limited to):

* the opportunity to take a further examination or submit new coursework as a first sitting (for which therefore there will be no fee, the marks will not be capped and there will be a subsequent resit opportunity if required);
* The opportunity to retake modules with attendance (either capped or uncapped depending on individual circumstances) after all other reassessment opportunities have been exhausted, or;
* (for a graduating student) recommending a class of award higher than that obtained by applying the rules in the normal way.
1. **Internal/Pre-Board/Module Part II Board of Examiners**

In addition to the Exceptional Circumstances Committee, departments should hold a pre-board meeting where consideration can be given to the following in preparation of the main Part II Board of Examiners:

* Review and confirmation of module marks;
* Scaling of Marks (see Appendix 3 of the MARP UG Assessment Regulations) there is functionality in LUSI to assist with scaling. Please note the scaling range is 14.5-17.5 (58%-68%);
* Identify general borderline cases;
* Clarify any issues with the mark grids;
* Any other issues to ensure the smooth running of the main board;
* Analyse and report on the results of each course module – followed by comments from Course convenors where appropriate.
1. **Main Part II Board of Examiners**

Board membership consists of the external examiner(s) and internal ‘examiners’. It is the responsibility of the board of examiners to determine the results of examinations leading to the award of a degree, to confirm second year marks, to confirm final year marks and results and make recommendations to the Classification and Assessment Review Board (CARB).

All permanent academic staff of the department are entitled to be members, but as a minimum membership should consist of all academic staff who have primary responsibility for programmes or modules (programme directors and course convenors), together with other key academic staff with involvement in overseeing assessment and progression. The regulations relating to the composition, membership and conduct of examination boards is detailed in **Chapter** [**GR 2.7**](https://gap.lancs.ac.uk/ASQ/QAE/MARP/Documents/General-Regs.pdf) **of the MARP General Assessment Regulations**.

**Typical Agenda**

1. Introductions and confirmation of roles
2. Minutes from the previous meeting together with a commentary on action taken in respect of matters arising
3. An overview of the progression and classification criteria
4. Report from the pre-board of any scaling
5. Confirmation of results for incoming visiting students
6. Confirmation of Part II second year results including confirmation of any resit requirements (mark grids)
7. Confirmation of final year results including resit and condonation decisions (mark grids)
8. Allocation of Departmental prizes
9. Verbal report from the external examiners
10. **LUSI Reports**

There are numerous reports available that can be used to assist examination boards with decisions including data export reports. As a minimum it is suggested that the following are run from LUSI Academic Marks 2011**:**

1. **‘Bulk Mark Sheets’** provides data on each module for export to excel provides a full marks sheet and analysis per module.
2. **‘Report Mark Check’** lists students in rows and their overall mark for the module followed by their overall average mark for all module in the academic year. At the bottom of the columns show the stats for the module and for the overalls.
3. **‘Part II Exam Board – Exam Grids’**. This can be run by year group, in name order or full average (rank order). There is also an anonymised version of the grids that simply excludes the student name from the display. The marks grids show the student profiles and a predicted degree classification. Please recall that notes can appear on the grids taken from the tab in LUSI ‘Marks Profile’.
4. **‘Condoned Credit Report’**. This can be run by student, department or programme identifying both the credit value of condoned and uncondoned fails.
5. **‘Student Provisional Degree Result subject to Senate’** (found in LUSI Student Records). This should be run as part of the result notification process, see **12** below, NB the output is based on predicted degree classifications.
6. **Classification Guidelines**

In order to qualify for the overall award, students must have attained in full the minimum credit requirement for the programme (including credit for failed modules which have been condoned).

Where the mean overall aggregation score falls within one of the following ranges, the examining bodies will recommend the award stated:

17.5 to 24.0 first class honours

14.5 to 17.0 upper second class honours

11.5 to 14.0 lower second class honours

9.0 to 11.0 third class honours

0.0 to 8.0 fail

Where the mean overall aggregation score falls within one of the ‘borderline’ ranges defined below:

17.1 to 17.4 either first or upper second class honours

14.1 to 14.4 either upper or lower second class honours

11.1 to 11.4 either lower second or third class honours

8.1 to 8.9 either pass degree or fail

The examining bodies will apply the following rubric for deciding the degree class to be recommended:

1. For all students on Bachelors programmes, where a student falls into a borderline then the higher award should be given where either half or more of the credits from Part II are in the higher class or the final year average is in the higher class.
2. Borderline students not meeting either of the criteria described in (a) above would normally be awarded the lower class of degree unless (c) applies.
3. That for all students, borderline or not, Examination Boards should continue to make a special case to the Committee of Senate via the Classification and Assessment Review Board for any student where the class of degree recommended by the Board deviates from that derived from a strict application of the regulations. Such cases would be based around circumstances pertaining to individual students where these circumstances have not already been taken into account.

**Award of Pass Degree**

For students who entered their programme from 2016-17 onwards: For a pass degree, an examination board can, at its discretion, condone an additional 30 credits to total of 60 credits maximum (for the whole of Part II) where the aggregation score is between 7.0 and 9.0. No module may be condoned with an aggregation score of less than 7.0.

For students who entered in **2015-16 and earlier** (returning intercalators and/or students on 4 year schemes of study, i.e. Industry, Study Abroad, or Integrated Masters programmes): For a pass degree, an examination board can, at its discretion, condone an additional 30 credits to total of 60 credits maximum (for the whole of part II) where the aggregation score is between 4.0 and 9.0. No module may be condoned with an aggregation score of less than 4.0.

1. **Condonation and reassessment of fails for Final Year Students**

The normal expectation is that final year students will resit all failed modules, even where this is not compulsory. However, if a student applies within **five\*** working days of results being made available, condonation will be applied immediately where consistent with the regulations without the need for submission. Where a mark for a final year reassessed module is an improvement on the original score, the reassessment score will count subject to a cap at the pass mark. The reassessment score will count towards the overall aggregation score used for degree classification.

**\* Applying a university wide 5 day deadline from the last examination board gives a final change date of Friday 5th July 2019.**

For students who entered their programme from 2016-17 onwards: For final year students of a three-year Bachelors Hons degree a maximum of 30 credits in total (for the whole of Part II) can be condoned where the aggregation score is between 7.0 and 9.0. No module may be condoned with an aggregation score of less than 7.0, in which case a resit would be required.

For students who entered in **2015-16 and earlier** (returning intercalators and/or students on 4 year schemes of study, i.e. Industry, Study Abroad, or Integrated Masters programmes): For final year students of a three-year Bachelors Hons degree a maximum of 30 credits in total (for the whole of Part II) can be condoned where the aggregation score is between 4.0 and 9.0. No module may be condoned with an aggregation score of less than 4.0, in which case a resit would be required.

For final year students of a four-year Bachelors Hons degree or the final year of an Integrated Masters degree a maximum of 45 credits in total (for the whole of Part II) can be condoned where the aggregation score is between 4.0 and 9.0. No module may be condoned with an aggregation score of less than 4.0, in which case a resit would be required.

**REPORTING OF RESULTS**

1. **Classification and Assessment Review Board**

The new group, the Classification and Assessment Review Board (CARB), which is a Board of Senate, will consider those non-standard decisions taken by Lancaster University undergraduate examination boards (i.e. those taken not using the arithmetic interpretation of the assessment regulations).

In all cases, do **NOT** publish the results for any student to whom you are recommending a class of degree different from the one derived from the standard algorithm. Where not published students can be informed of the reason for non-publication and what is being proposed in their case. If in doubt, please call Claire Duff on x93730, or Richard English on x92136.

All documentation, mark grids, pass lists, notes on special cases and minutes of the meeting should be brought over to the Student Registry ***as soon as possible*** after the conclusion of the examination board.

1. **Minutes of the Board of Examiners – record of decisions**

A copy of the minutes of the Board of Examiners should be sent to the Student Registry with the results. If this is to slow down the sending across of the results, they can be forwarded later, but before CARB meets on **9th July 2019**. Details of what should be included in the minutes are detailed in [Appendix 2](#_Appendix_2).

1. **Signed Final Year Mark Grids**

A mark grid **signed on at least the first and last pages**, normally by the Chair and at least one external examiner is required for each Scheme of Study.

1. **Disclosure of overall degree classification - the Pass List**

Results can be published using the LUSI pass lists, however, this is based on classification predictions so you will need to export to word and make any necessary adjustments. Under the data protection legislation, however, candidates can request that their result is not published. If such a request is made this must be respected. In all cases, the pass list sent over to the Student Registry must include all the names – published or otherwise. **The LUSI Report is called: Student Provisional Degree Result, subject to Senate**.

In the first section please list the provisional degree results of all candidates other than those to be referred to the Classification and Assessment Review Board (CARB) who should be listed in a second, separate section headed **'Candidates whose cases are specially referred to the Committee of the Senate'**. This should list the names, but not the recommended results, of candidates in the following categories:

* students who are recommended for an Aegrotat degree;
* students about whose result external examiners are in disagreement;
* students whose results involve a significant departure from the guidelines for the classification of degrees for any reason including illness and compassionate circumstances;
* students who have failed;
* Integrated Masters students failing to progress to year 4;
* Integrated Masters students where discretion has been used to allow progression.

For all these students a statement should be provided to the Registry. Where a student has failed, please provide re-assessment details. Where a recommendation is made for the award of an Aegrotat degree please remember that such students are offered the opportunity to be assessed for a classified honours degree within two years.

The Student Registry will be making the results available on the WEB for students to view via a secure log on from **Thursday 11 July 2019**.

1. **Students in debt to the University**

Only where there is significant fee debt will formal documents be withheld and these will be handled by the registry. Departments are not required to take any action.

1. **Second Year Signed Mark Grids**

A mark grid **signed on at least the first and last pages**, by the examiner(s) is required for each Scheme of Study.

1. **Translation of grades from exchange programmes**

Departments will ensure that all students returning from a year on exchange, and before they begin their final year at Lancaster, are given guidance on the standard of their exchange performance and the likely consequences for their overall degree classification (see: [Appendix 1](#_Appendix_1) attached).

1. **Re-assessment details for Second Year students**

A student who fails any second year module will be required to undertake a reassessment for that module (examination resits take place between **Monday August 19 to Friday 23 August 2019**).

**SECOND YEAR RESITS ARE COMPULSORY**. To proceed to the **final year of a Bachelors with Honours** degree (or part-time equivalent) all students must achieve, following all opportunities for reassessment, an overall aggregation score of 9 with no more than 30 credits condoned. To progress from **year 2 to year 3 on an Integrated Masters degree**, the regulations are the same as a Bachelors with Honours degree. To progress from **year 3 to 4 of an Integrated Master degree**, all students must meet the criteria for a 2(i), with no more than 30 credits condoned in total in years 2 and 3. Any student who does not meet this requirement will be considered for either re-registration or classification for a Bachelors degree.

Students will need to be informed of the nature and dates for re-assessment. The Student Registry will be making the results available on their Interactive Transcript from **Thursday 11 July 2019**. Departments should enter the resit requirements on LUSI. In the absence of entry, the assumption will be that the re-assessment will be in the form of the failed element only. For example: where a candidate has an overall failed mark of 7 made up of 9 for coursework and 6 for the examination, the resit will be in the examination only. In all cases the resit mark will be held at 9 for the overall assessment and where modules make up a unit mark, resits will only be permitted where the overall mark is a fail. The resit timetable will also be made available on the [web](https://lusionline.lancaster.ac.uk/ExamTimetable/Default.aspx). Where the re-assessment includes coursework the submission date should be no later than **23 August 2019**. If you are sending any information about resits to students you should do so by post and email no earlier than the day before the results are due to be posted on the web.

When all the results of all reassessments relating to the second year of a three-year Bachelors Hons degree programme or in the second or third year of a four-year Bachelors Hons degree or Integrated Masters degree are available, the overall profile will be reviewed by the relevant examining bodies and up to 30 credits may be condoned where the aggregation score is between 7.0 and 9.0. No module may be condoned with an aggregation score of less than 7.0, nor may any module be condoned if a student has not attempted reassessment. For students who entered in 2015-16 and earlier (returning intercalators external resit candidates, etc.), up to 30 credits may be condoned where the aggregation score is between 4.0 and 9.0. No module may be condoned with an aggregation score of less than 4.0, nor may any module be condoned if a student has not attempted reassessment.

1. **Part II Resit Board**

Following the August resit period there will be a university wide resit board on 10 September 2019. This will be to confirm resit marks, determine progression between part II years and classification of final year students, further information and guidance will be provided nearer the time.

Claire Duff

Head of Assessment and Awards

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🖂 c.duff@lancaster.ac.uk

# Appendix 1

**From the** [**MARP UG Assessment Regulations**](https://gap.lancs.ac.uk/ASQ/QAE/MARP/Documents/UG-Assess-Regs.pdf)**, Appendix 4: Translation of Grades from Exchange Programmes**

1. Departments will not attempt to re-examine work undertaken on exchange. Exchange grades will, in general, be taken as they stand as the basis of conversion. Exceptions may be made where there is some particular reason to think that an exchange grade is unsuitable for direct conversion; for example, in cases where Lancaster undergraduates take exchange postgraduate units.
2. Departments will ensure that all students returning from a year on exchange, and before they begin their final year at Lancaster, are given guidance on the standard of their exchange performance and the likely consequences for their overall degree classification.
3. Overseas grades will not be confirmed as Lancaster grades before the full results of the students’ Lancaster-assessed units are available. For each student the Examination board will be presented with:
	1. the grades for all exchange units;
	2. preliminary recommendations as to the appropriate conversions of these grades into Lancaster marks where required;
	3. any other evidence relating to the student’s work in exchange which may be relevant to the final assessment decision?
4. It is the role of the Examination board either to confirm or to amend the conversions in the light of the evidence available.
5. Where students take more than the equivalent of four Lancaster units during the year on exchange, the first units to be set aside will be any which are in areas not directly related to the students’ major or minor subject. After that procedure, the best units will be used. Where it is necessary to combine units, this will be done in whichever way is to the student’s best advantage.
6. Where exchange partners mark using the same grading scale as Lancaster (A+ to F) marks will usually be used as is and not be translated. This includes most exchange arrangements with North America, Hong Kong, Singapore and New Zealand.
7. Where exchange partners do not mark using the same grading scale as Lancaster the grades will normally be translated using the tables contained in the Grade Translation Booklet, available from the International Office.

 For BBA International Business Management

 Each BBA International Business Management partner marks on a points-based system. For each programme said points will be multiplied by such factors (including taking account of those partners which use a scale where lower points represent higher achievement) so as to give a Lancaster aggregation score out of twenty-four, taking due consideration of pass marks. This will then be recorded as the aggregation score for the course.

1. For new partner institutions which use a grading system different from Lancaster’s the means for translating the grades will be determined as an element of institutional approval.

***Further note on Grades obtained from study abroad***

An issue that arises every year from minutes of UG exam boards and the reports of some external examiners concerns the way we treat grades gained from study abroad. In particular, there is concern in some departments that students at some overseas institutions may be being awarded an A grade for work which would not receive an A grade here at Lancaster. Because of the concerns raised, the University Dean for Academic Quality wrote to departments in April 2018 about the university’s policy and the reasons behind it, as outlined below:

*The University’s policy on grade conversion is laid out in Appendix 4 of MARP UG Assessment Regulations. Key sentences here are:*

* *Exchange grades will, in general, be taken as they stand as the basis of conversion.*
* *Where exchange partners mark using the same grading scale as Lancaster (A+ to F) marks will usually be used as is and not be translated.*
* *It is the role of the Examination board either to confirm or to amend the conversions in the light of the evidence available.*

*In other words, we would need a good reason, based on solid evidence, to change a grade awarded overseas. Evidence would need to be related directly to the work graded, rather than more general evidence regarding any particular student. It is not sufficient just to compare a student’s grades overseas with grades obtained here. For example, learning and assessment styles may be very different at the two institutions without one set of standards being inferior to the other; and students who perform well abroad in their second year may take time to adjust back in the third year to the styles and norms which apply at Lancaster.*

*Exchange arrangements rely on mutual trust. Making changes to grades – especially lowering grades – without direct evidence would involve eroding this trust to the extent that an exchange could no longer be viable. However, if a department for whatever reason believes that standards at an exchange institution are not as high as they should be, then the logical step would be to consider discontinuing the exchange partnership for that department, rather than penalising the students who have been selected for the exchange.*

*When it comes to using these grades for the purposes of degree classification, the following extract from MARP is relevant:*

* *… for all students, borderline or not, Examination Boards should continue to make a special case to the Committee of Senate via the Classification and Assessment Review Board (CARB) for any student where the class of degree recommended by the Board deviates from that derived from a strict application of the regulations. Such cases would be based around circumstances pertaining to individual students where these circumstances have not already been taken into account.*

*This paragraph is relevant only to cases where an exam board feels that the student’s work abroad was marked too harshly; the Committee would not agree to lowering a student’s classification for this reason.*

*Overall, it is important that the initiative, courage and adaptability shown by students who choose to conduct part of their study abroad does not confer a disadvantage on them; where there is doubt, and some element of doubt may be inevitable, we would prefer to err on the side of these students.*

*Mike Wright*

*April 2018*

# Appendix 2

**Minutes of the Board of Examiners – record of decisions**

A copy of the minutes of the Board of Examiners should be sent to the Student Registry with the results. If this is to slow down the sending across of the results, they can be forwarded later, but before the Classification and Review Board meets.

The minutes should reflect those present: external examiners, internal examiners and internal assessors. If external examiners who were not present were contacted, details should be given.

The following general issues should be commented on where appropriate:

* Any scaling of a set of marks with reasons
* Treatment of marks obtained from overseas institutions
* Discussions of marks on any modules where these fall outside the agreed guidelines for mean and standard deviations on such modules
* Any general issues relating to the treatment of special cases
* A brief summary of the oral report from the external examiner

Individual candidates:

* The final result of each candidate should be read out and recorded in the minutes whether on a borderline or not
* Discussion of the results of any candidates on a borderline should be recorded, particularly in relation to the application of the regulations and the application of discretion
* The treatment of any compassionate or special circumstances, including those where medical evidence was considered by the extenuating circumstances committee
* Comments on the outcomes of any vivas

# Appendix 3

EXCEPTIONAL CIRCUMSTANCES

REQUEST FOR CONSIDERATION BY THE BOARD OF EXAMINERS

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| --- |
| Please complete the form in full and submit to your department’s Teaching Office or Director ofStudies. You can submit the form and supporting evidence electronically or in hard copy.**YOU MUST ALSO SUPPLY WRITTEN SUPPORTING EVIDENCE BEFORE AN EXCEPTIONAL CIRCUMSTANCES COMMITTEE WILL ASSESS YOUR FORM.**An Exceptional Circumstances Committee is a small body of highly experienced departmental staff. It handles information of a personal nature confidentially and with utmost sensitivity.Examples of appropriate written supporting evidence includes, but is not limited to: Medical Certificates, Death Certificates, Crime Reports, calls to jury duty, accident reports, or corroborating statements from Academic Tutors / Directors of Studies provided on the basis of them having considered evidence of a personal sensitive nature in private.Further guidance is available on the University’s [Student Based Services](http://www.lancaster.ac.uk/student-based-services/exams-and-assessment/regulations/mitigating-circumstances/) website.Please supply your basic details below and move on to pages two and three to provide details of the circumstances that may have affected particular assessments. The form asks for information the Board will need to make a fair assessment of your claim.Academic Advisers, Directors of Studies and Teaching Office staff will be happy to advise you on submitting a claim and potential outcomes. |
| **Full name:****Student ID number:****Degree qualification and title in full:****Year of study:****College:** |

In the table below, list all affected pieces of assessment individually, using a separate row for each piece (see examples below).

The Exceptional Circumstances Committee will only consider any impact on the assessments listed below, so please be as specific as possible and include all requested information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module mnemonic** | **Module Title** | **Coursework type**\* **and original deadline**\*(e.g. essay, end of module test, presentation, etc.) | **Extension granted?**(If yes, include date) | **Date of exam** |
| *UNI.100* | *Environment Studies* | *Essay – 5/5/18* | *Yes - 12/5/18* |  |
| *UNI.100* | *Environment Studies* | *Group presentation – 9/5/18* | *No* |  |
| *UNI.100* | *Environment Studies* |  |  | *20/5/18* |
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**NOW PROCEED TO THE NEXT PAGE AND COMPLETE THE REMAINDER OF THE FORM AFTER READING THE FOLLOWING GUIDANCE:**

Please describe in as much detail as possible the circumstances that you believe affected your assessment(s). These should be **significant impact** and unanticipated. Claims associated with managing the day-to-day stresses of life, e.g., a common cold, assessment deadline proximity, normal exam nerves, minor sports injuries, difficulties with housemates/landlords, etc., will normally not be categorized as exceptional circumstances.

You must provide timings and details of the impact of the exceptional circumstances on your assessment(s). Please be specific, e.g., in terms of dates and explicit so your claim can be assessed fairly and without the need to provide further information.

You should describe the evidence you have, or will shortly, providing that it helps to substantiate the impact of the circumstances on your assessment(s). Make it clear how the evidence supports your claim. Please note, self-certification documents **will not** be accepted as evidence by the university.

You may attach additional pages if you require more space.

|  |
| --- |
| **Please describe in detail the exceptional circumstances that affected your assessment(s):** |
|  |
| **Please describe the impact of the exceptional circumstances on each assessment detailed on page two:** |
|  |
| **Please list the evidence you are providing to support your claim:** |
|  |
| **Signature of student:** | **Date:** |

**FOR OFFICE USE ONLY**

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| --- |
| **Form received by:** |
| **Date:** |
| **Evidence included:** |
| **Accepted for consideration at the EC Committee:** |