REQUEST FOR DEFERRAL OF AN EXAMINATION

BEFORE COMPLETING THE FORM, **READ THE GUIDANCE NOTES ON PAGES 3-6**

# YOUR DETAILS

|  |  |
| --- | --- |
| Your Full Name: | Your Student ID No: |
| Title of your Degree [*eg BA History, BA History and Politics, MSc Psycholog*y]: | Your Level of Study: |

**B: DETAILS OF THE EXAMINATION FOR WHICH YOU ARE REQUESTING A DEFERRAL [***required in all cases***]**

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| Enter below the details, using the EXACT format shown below, for each exam that you wish to claim a deferral.   * Subject (exactly as shown on your examination timetable)   Exam 1:  Exam 2:  (etc)   * Subject code (exactly as shown on your examination timetable)   Exam 1:  Exam 2:   * Exam Title (exactly as shown on your examination timetable)   Exam 1:  Exam 2:   * Date and Start of the Examination [if known]   Exam 1:  Exam 2: |

**C: GROUNDS FOR YOUR REQUEST [***required in all cases***]**

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| Refer to the Guidance notes before completing this section. **Note: you cannot use a self certificate to explain your absence.**  Please state below the grounds for the request in no more than one short sentence. If you are not attaching evidence to this request, indicate when your evidence will be available and sent to [exams@hope.ac.uk](mailto:exams@hope.ac.uk) (must be within a maximum of two weeks of the exam). |

**D: STUDENT CONSENT**

**(Only completed this section if you are seeking deferral of your examination on health, medical or disability related issues. This is NOT required if your request relates to other circumstances, such as jury service.)**

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| **Confidentiality and Disclosure:**  Where the grounds for exam deferral relate to mitigating circumstances of a health, medical or disability-related nature (Special Category data), the University will require your explicit consent to be able to receive and use your Special Category Data in our decision making process.  For all exam deferral requests, the Student Administration Team will review this information with the University Registrar and, if the evidence provided is deemed valid, a decision will be made. If, however, a decision cannot be reached at this stage, your case may be passed to a Mitigating Circumstances Panel to review. This Panel consists of the Registrar [or nominee], a member of Student Administration, a Faculty Senior Academic Advisor and the Head of Student Welfare and Wellbeing [or nominee]. All of these people will need to review the Special Category data that you have provided in order to make a decision.  If your exam deferral is approved, the decision is recorded in the University’s main student database by Faculty Administration staff. The record will show as 0 M (mitigating) grade. Once entered by Faculty staff, the outcome of 0 M (mitigating) can be viewed by Academic, Faculty and Support staff who have access to the University database. However, these individuals will not have access to the detail behind this decision.  Your Special Category data will be treated as confidential by all of the members of staff who receive it in line with the process set out above. The Special Category data that you submit as part of the Exam Deferral Process will only be used for the purpose of determining whether to defer your exam, unless you specifically request the evidence is used for another piece of assessment. The Special Category data will be stored and processed in accordance with the University’s Data Protection Policy and will be destroyed one year after the end of the academic year in which the request for the deferral was made.  **\*In order for Student Administration to process the information you have provided, your consent is required.** Please note you can withdraw your consent at any time by contacting the Awards and Graduation Manager at appeals@hope.ac.uk |
| I hereby give my consent for the University to process the data I have provided as part of my request for an exam deferral relating to my health or disability. I understand that the processing will involve sharing my data with the members of University staff as set out above.  **Print:**                                               **Signed:**                                             **Date:** |

**GUIDANCE NOTES**

**A Procedures**

This form MUST be submitted by email to [exams@hope.ac.uk](mailto:exams@hope.ac.uk). This email account is monitored regularly by administrative staff every day, and so if your request is straightforward, you should receive a reply by email within three working days. However, if the request is less straightforward, the administrator will seek the advice of the Registrar, which will inevitably result in a delayed decision, although you will be informed within three working days that the Registrar is being consulted.

If you believe that your circumstances justify a deferral for two or more examinations, please submit a single request, via this form, even if the examinations were set by different Subjects, Departments or Faculties.

Wherever possible, submit this form **before** the day of the examination[s].

* If you fall ill [etc] on the day of the examination[s], try to submit the form before the start time of the examination[s].
* If you cannot submit the form before the start time of the examination[s], you can submit it no later than 3 working days after the date of the first examination for which you are requesting a deferral.

If you are unable to supply evidence at the same time as submitting this form, you may be granted a deferral extension subject to providing suitable evidence within 2 working weeks. If you then fail to supply such evidence, you would normally be deemed to have failed the examination due to absence.

If you are granted a deferral, it will normally mean that you will be able to sit the examination at the next formal examination period. For example: students granted a deferral of an examination in May/June normally sit the examination in the August re/assessment period instead; students granted a deferral of an examination in August normally sit the examination in the following May/June.

**B Potentially Acceptable Circumstances, and Types of Evidence Required**

This list is not exhaustive, definitive or prescriptive.

**B1 Illness of the Student**

* The University requires an original ”Statement of Fitness for Work”, medical certificate or letter [ie not a copy] from an appropriate medical or healthcare professional. **Self certification for absence from examinations is not permitted.**
* The evidence will only be accepted if it identifies a specific date on which the student became unable to undertake formal assessment and/or study, and the likely date on which the student would be fit to resume studies.

**B2 Hospitalisation of the Student**

* The University requires an original letter certificate from the hospital or a GP.
* The evidence will only be accepted if it identifies a specific date on which the student became unable to undertake formal assessment and/or study, and the likely date on which the student would be fit to resume studies.

**B3 Illness of a Family Member, Partner or Dependent**

* Where such illness has impacted on the student’s ability to undertake their studies, evidence is required of this impact [not of the illness itself].
* The University requires an original ”Statement of Fitness for Work”, medical certificate or letter [ie not a copy] from an appropriate medical or healthcare professional.
* The evidence will only be accepted if it identifies a specific date on which the student became unable to undertake formal assessment and/or study, and the likely date on which the student would be fit to resume studies.

**B4 Bereavement**

* A claim for a short-term [up to 72 hours] inability to study will be accepted on the basis of evidence of the death [such as a death certificate, or an order of service], together with a statement, on this form, that there was a close relationship between the student and the deceased.
* If the claim is for a longer period, or if a close relationship has not been specified, then the matter should be dealt with under B1 above.

**B5 Acute Personal Circumstances**

* The University will not accept self-certification of sickness absence for formal examinations, the matter should be dealt with under B1 above.

**B6 Pregnancy and Childbirth**

* Pregnancy *per se* does not count as a mitigating circumstance.
* However, if, as a consequence of pregnancy, a student becomes unable to study or be assessed as normal, B1 or B2 may apply.
* Evidence of childbirth would be accepted as valid mitigating evidence for a short period around the birth. If a student wishes a concession for more than a short period, B2 or B1 will apply, as appropriate.

**B7 Victim of Crime**

* The University requires a written statement from the student, supported by a Crime Reference Number. This will normally cover only a short period around the crime itself.
* Where the impact of the crime has led to a medical or other professional consultation, B1 or B2 may apply. The evidence will only be accepted if it specifies not only the nature of the circumstances, but also the likely impact the reported crime is having on the student's ability to undertake formal assessment and/or study, the dates to which such impact would apply, and the likely date on which the student would be fit to resume studies.

**B8 Domestic Disruption**

* Such disruption must be significant and unforeseen [such as a house fire or flood].
* For short-term disruption, up to 48 hours, the University requires a letter from an appropriate independent individual/authority. The letter should indicate not only the nature of the circumstances, but also the likely impact the disruption is having on the student's ability to undertake formal assessment and/or study, the dates to which such impact would apply, and the likely date on which the student would be fit to resume studies.
* For longer-term disruption, or where the essence of the claim is that the disruption is having an impact on the student’s health or wellbeing, the matter should be handled as for B1.

**B9 Clash between an Assessment and Attendance at an Event in August Arranged by the University [e.g. Global Hope event], or Encouraged by the University [e.g. Camp America]**

* When advertising of explaining such events, the University should emphasise that the student should nevertheless take all reasonable steps to ensure they are available in the August examination week.
* The University will only accept this as a valid circumstance for absence from an examination [or other timed assessment], if it is demonstrated that absence on the date of the examination or equivalent is a necessary consequence of attendance at the event [as opposed to remaining overseas for a holiday after the event].

**B10 Jury Service**

* The University will only accept this as a valid circumstance if the student supplies not only a letter from the Court but also proof that a deferral of Jury Service has been requested and rejected or proof that a previous request for deferral of Jury Service has been accepted.

**B11 Attendance at a Tribunal or Court as a Witness, Defendant or Plaintiff**

* The University will accept this as a valid circumstance if the student supplies either official correspondence from the tribunal/court confirming attendance, or a solicitor’s letter detailing the nature and dates of the legal proceedings and the requirement for the student to attend.

**B12 Requirements of Military Service**

* The University will accept this as a valid circumstance if the student supplies official correspondence from their commanding officer confirming that the student is required to be absent, and indicating relevant dates.

**B13 Unforeseen or Exceptional Work Commitments**

* The University will accept this as a valid circumstance if the student supplies correspondence from their employer detailing the additional hours that the student needs to work, and indicating relevant dates.

**B14 Religious Observance in relation to Scheduled Examinations**

* The University will accept this as a valid circumstance if the student supplies a note from a recognised priest, rabbi, imam or other minister of religion confirming that the student is a practising member of their faith and that absence on that date is required on religious grounds.
* If such evidence is supplied, the University will take reasonable steps to try to rearrange the examination for the relevant cohort of students. The University will offer either a deferral of the examination or an alternative assessment depending upon the circumstances. Non-final year students will normally be granted deferrals until the next scheduled examination period, for example in August for examinations deferred in May.

**C Normally Unacceptable Circumstances**

**C1 Transport Issues**

[Exceptionally, these might be accepted as grounds for absence from an examination if the issue was unforeseen and beyond the student’s control and could not have been avoided by the student planning for unforeseen events when judging when to begin their journey. The student should supply what evidence they can with a supporting statement of events.]

**C2 Holidays**

[Exceptionally, these might be accepted as grounds for absence at an examination if the student can provide evidence that the holiday was booked before the student began their studies.]

**C3 Misunderstanding an Examination Timetable**

[Exceptionally, this might be accepted as grounds, but only if the student could demonstrate that the information supplied by the University had been misleading.]

**C4 Examination Stress**

[Exceptionally, this might lead to acceptance, but only if the student could demonstrate that they had received a medical diagnosis confirming that they were unfit to sit the examination due to illness cf B1 above.]

**C5 Undisclosed Circumstances**

* The University cannot accept claims on the grounds of undisclosed circumstances.
* Students should be advised that, although the circumstances do need to be disclosed to the person/body deciding whether to grant a concession, this information will be treated in the strictest confidence.

**D Circumstances Not Covered Elsewhere**

**D1 Circumstances Not Covered in Sections B or C of the Guidance Notes**

* The student should indicate the nature of their circumstance in as much detail as possible, together with detailed evidence of their situation.
* The University considers each of these on an individual basis.