

SHEFFIELD HALLAM UNIVERSITY / UCEN MANCHESTER

Notes for completion and submission of an Exceptional Circumstances (Request to Defer Assessment Attempt / Claim for Poor Performance)

1. Before completing this form you should read the Extensions and Exceptional Circumstances Policy and Procedure. This can be found on [Sheffield Hallam Policies | UCEN Manchester](#) under the heading Mitigating Circumstances. You are also encouraged to discuss any matters that are affecting your ability to study and/or take assessment with your personal tutor or Future U team on your campus.
- 2 It is particularly important that you are aware of the different types of help provided in the Extensions and Exceptional Circumstances Policy and Procedure and that you use the ones that are best suited to your particular situation. The options are:
 - Requesting an Extension to a Coursework Deadline
 - Requesting a Planned Break in Studies
 - Requesting to Defer Assessment Attempt/ Requesting Further Attempt due to Poor Performance
- 3 You can request to repeat an assessment attempt if you believe that:
 - Your circumstances have prevented you from making a valid attempt at the assessment task. A valid attempt is where you demonstrate engagement with the assessment task (for example, your coursework is capable of carrying a mark or you have taken your place at the examination venue, completed the attendance slip and remained in the room for the time period specified in the Examination Regulations).
 - Or, whilst you have made a valid attempt, you believe your circumstances may prevent you from achieving the overall pass mark for the module, or the specific pass mark for the task (where this is a requirement).
- 4 To submit a request to repeat an assessment attempt you should complete the attached form in full. If you are unsure about anything or require help in completing the form then please contact your personal tutor or Future U team on your campus.
Completed forms should be submitted via email to mc@ucenmanchester.ac.uk
- 5 Your request should be submitted within 5 working days of the submission deadline (for coursework) or date of examination or other assessment event. We define working days as all days other than weekends, public holidays and the Christmas closure period. Requests received after this time will not be considered unless you can demonstrate that you were incapable of meeting our deadline. You will need to explain the reasons for the late request and give evidence where appropriate.
- 6 Your request must include:
 - A clear and concise explanation of your circumstances and the impact they have had on your performance in the assessment.
 - Details of whether you have previously reported your circumstances to a member of the teaching team or Future U – Support.
 - Relevant independent documentary evidence to support your claim where it can be provided.(see section 3 of the Exceptional Circumstances form for more details)

- 7 We appreciate that the information you disclose to us will often be of a personal, private and sensitive nature. We assure you that it will be securely stored and only seen by those members of staff responsible for processing and considering your request. If you have concerns about disclosing information because you believe it to be exceptionally sensitive in nature you must raise those concerns with your personal tutor or Future U – Support team.
- 8 Your request will be considered by the Academic Services Panel (ASP). This panel have delegated authority from the Academic Board to decide on the validity of requests. You will receive the decision via your UCEN Manchester student email account shortly after the date of the meeting at which your request is considered.

If the ASP accepts your request you will be able to repeat your attempt at the assessment task if:

- You have not made a valid attempt at the assessment task or
- You have made a valid attempt but you have not achieved the overall pass mark for the module (normally 40%)

If you have passed the module then you will not be able to repeat any task in that module.

If you are in the final year of an Undergraduate or Masters programme, you can ask to repeat a task affected by approved exceptional circumstances if you meet the following criteria:-

- the module affected is a final year module
- your final award has been published
- repeating the task could make a difference to your final award
- you submitted your Exceptional Circumstances prior to publication of your final award
- you have submitted your request to take the affected tasks again within 5 working days of your final award being published.

REQUEST FOR THE CONSIDERATION OF EXCEPTIONAL CIRCUMSTANCES – TO DEFER ASSESSMENT ATTEMPT / CLAIM POOR PERFORMANCE

You must submit your form no later than **5 days** after an examination/deadline date for coursework assessment. We define working days as all days other than weekends, public holidays and the Christmas closure period. Forms received later than this will only be considered in exceptional circumstances if there is a valid reason for the late submission of the form supported by documentary evidence.

I am submitting my Exceptional Circumstances form late YES / NO

My form is late because

.....

.....

REPORT ON EXCEPTIONAL CIRCUMSTANCES

1.PERSONAL DETAILS	
Name	
Student ID Number	
Faculty / Department	
Course Title and Year (eg 1,2)	
Course Code	
Mode of Attendance	(eg Full-time/part-time/sandwich/distance learning)
Academic Year	
Semester	
Contact telephone number	

2.MODULE/S AFFECTED AND SUMMARY OF CIRCUMSTANCES

Name of Module(s) and Module code(s) (only listed modules will be considered)	Assessment task affected (e.g., name of assignment, presentation, examination)	Deadline date of coursework, date of examination (as appropriate)	Course work only Have you had an extension? Please tick as appropriate	Dates when these circumstances applied e.g., for ill health, the date when you first became ill to the date when you felt you had fully recovered	Please indicate non-attendance/non submission or underperformance which may have prevented you from achieving the overall pass mark for the module by ticking appropriate box. PLEASE ONLY TICK ONE BOX
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non- attendance <input type="checkbox"/> Underperformance
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non- attendance <input type="checkbox"/> Underperformance
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non- attendance <input type="checkbox"/> Underperformance

3.DETAILS OF THE EXCEPTIONAL CIRCUMSTANCES

Explain how the circumstances affected your ability in the assessment task. The key information to include is what the circumstances are, how the relevant assessments have specifically been affected, what support you have sought/received and include dates where relevant. Please be as clear and concise as possible. Remember that the panel are impartial and will therefore only reach a decision based on the information provided on the form. If you have a Learning Contract, please also complete the box at the end of section 3. Please continue a separate sheet if necessary

To be completed by students with Learning Contracts only

Tick reason that applies:	Reason for deferral request:	Completed by: (Student Support Officer responsible for emailing to !SLS Disability Student Support prior to consideration of form)
	1. Reasonable adjustment to examination conditions was not in place	DSS:
	2. Disability-related reason given that is not covered in the learning contract	DSS:
	3. Learning contract states that a deferral for an examination can be requested.	SSO:

DSS comments:

Please comment on the level of contact the student has had with the service :

Please provide any information available on the effects of this condition in general or on this student in particular, if known:

4 DOCUMENTARY EVIDENCE

You should support your request with evidence to corroborate the nature and timing of the circumstances reported. Evidence from any accredited therapist or medical practitioner will be considered.

- Where your circumstances are such that we believe evidence can reasonably be obtained then we expect you to provide it. It is unlikely your request will be accepted otherwise. In some cases, this evidence should relate specifically to the assessment period (for example time in hospital or an accident).
- In other cases, the evidence should confirm the circumstances reported even if not relating directly to an assessment period (for example you may be able to give medical evidence that confirms you are being treated for a particular condition).
- Where your circumstances relate to the death of a close relative, certification of the death will be sufficient evidence to support your request.
- There are some circumstances where we understand that you will not be able to provide much or any corroborative evidence. This particularly applies to personal issues. In such situations, we will expect you to have raised the issues with a member of The College staff who will be asked to provide a statement about what you have told them. Normally this member of staff will be from the academic teaching team but it could also be a module leader, member of the Disabled Student Support Team, Student Wellbeing, Multi-faith Chaplaincy or any member of academic or professional services staff you have spoken to about the matter.

Please state the documentary evidence you have included with your request.

5. STAFF COMMENTS

For use by University staff e.g. Module Tutors, Course/Programme Leaders, Student Support Officers, Counsellors, Multifaith Chaplaincy staff:

Students are not obliged to discuss exceptional circumstances claims with staff, but if a student has discussed this claim with you and has asked you to comment in writing, and if you have sufficient knowledge to do this, please write any comments below and return this form to the student.

Please note that the ASP Panel will take factual information and evidence into account but will not normally take account of statements which only offer support but give little or no factual details.

Signature of staff member Date

Name (please print)

6 CHECK YOUR FORM AND EVIDENCE

Before you submit this form to your Faculty, have you:

- **Correctly** listed all the assessments you believed were affected and their dates (see section 2)? *Tick here when you have checked*
- **Fully** completed the boxes under each of the headings in section 2? *Tick here when you have checked*
- **Linked** the timing of the circumstances with the assessments you listed (see section 2)? *Tick here when you have checked*
- **Clearly** explained what your extenuating circumstances were and how they affected assessment (see section 2 and 3)? *Tick here when you have checked*
- **Attached** documentary evidence about your extenuating circumstances? If not, have you explained why? (see section 3) *Tick here when you have checked*

7 CERTIFICATION OF FORM

I certify that:

- The information I have given on this Exceptional Circumstances form is correct to the best of my knowledge
- I have attached to the Exceptional Circumstances form all the documents listed in 3 above
- I understand that appropriate staff will have access to the information provided on this form

Signed _____

Date _____

BEFORE YOU SUBMIT THIS FORM, PLEASE READ CHECKLIST ABOVE AND ENSURE THAT YOU HAVE COMPLETED THE FORM CORRECTLY

Completed forms and supporting evidence should be submitted via email to mc@ucenmanchester.ac.uk