

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

COVER SHEET & CONSENT

(Completed by Personal Tutor/Student Support Team and Student)

Degree Programme

Degree Programme	School that owns the programme	Year of Study

Courses Affected

*List all courses affected by the SCs **in the view of the student**. For Honours years, if all courses covered by the Programme Board may have been affected, it is acceptable to write "all", but it is essential that outside courses are listed separately.*

Course Title	School that owns the course	Check

Student's Consent

I agree to information on the nature of the special circumstances as set out in this form, the attached "Information for Special Circumstances Committee(s)" form and the agreed Appendix (if any) being shared with the Special Circumstances Committees for the Programme and Courses indicated above and, if necessary, with the Boards of Examiners subject to the following restrictions (if any):

Student's signature

Or: I have obtained consent (written or by email) from the student to the statement in the previous section.

Personal Tutor/Student Support Team signature

Date	Personal Tutor Name	Student's name

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

FACTUAL INFORMATION

(Completed by Personal Tutor/Student Support Team and Student)

Nature Of Special Circumstances

All Special Circumstances must be supported by contemporaneous medical or professional third party independent evidence.

Serious illness or injury.	
Depression or similar mental or emotional illness <i>Excluding conditions for which formal adjustment has already been made.</i>	
Specific learning difficulty <i>Excluding conditions for which formal adjustment has already been made.</i>	
Bereavement or significant illness of an immediate family member	
Accident for which there is evidence in the form of a poice report, hospital or dentist report.	
A significant family crisis where there is evidence of acute stress caused.	
Other unforeseeable events occurring on or close to exam dates or major coursework deadlines that have a direct and significant negative effect on performance	
Other	

Dates

Date first reported to Personal Tutor
Date(s) documentary evidence received
Period(s) covered by medical certificates
Period(s) during which the student was affected
Did the circumstances also affect previous academic years? If so which?

Sources Of Evidence : *Please tick all that apply*

Student's own word	
Medical Certificate	
Letter from independent third party eg notary etc.	
Evidence from other sources eg police report	
Documentary evidence from other professional, service (please state who)	
<i>All documents (originals) which the student deems necessary and appropriate should be attached to this form as an Appendix with numbered pages.</i> <i>State how many numbered pages (sides) in total are appended</i>	

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

DESCRIPTION / ANALYSIS

(Completed by Personal Tutor/Student Support Team and Student)

Summarise the Special Circumstances, as briefly as possible.

Describe the nature and seriousness of each case. Continue on a separate sheet if necessary.

State how the student considers the circumstances affected his/her performance.

Please be as specific as possible.

Personal Tutor /Student Support comments

Excessively strong advocacy is unhelpful. Please include evidence from other university staff in this section.

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

THIS FORM AND ANY APPENDIX MUST BE FORWARDED TO ALL SCHOOLS LISTED ON THE FIRST PAGE.

RECOMMENDATIONS & DECISIONS *(Completed by SCC / BoEs)*

This form is used for communications from SCC to BoE and possibly onward to other BoEs.

Course Boards/Programme Boards to be informed:-	
A	
B	
C	
D	
E	

SCC CONCLUSIONS

*Please specify dates and the extent of affect on the following elements of study, as appropriate.
If there is any risk of ambiguity, please indicate which SCC/BoE (A,B,C...) is drawing the conclusion.*

<i>SC's affected the student's study of the following courses/programme</i>	<i>Case accepted</i>	<i>Case rejected</i>
<i>SC's affected the following elements of coursework</i>	<i>Case accepted</i>	<i>Case rejected</i>
<i>SC's affected the following specific examinations</i>	<i>Case accepted</i>	<i>Case rejected</i>

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

SCC RECOMMENDATIONS AND EXAMINATION BOARD DECISIONS

Please select and complete the appropriate ACTION(S) from the following list.

If there is any risk of ambiguity, please indicate which SCC/BoE (A,B,C...) is making the recommendation/decision

ACTION : Course mark to be based on sub-sections of the whole course assessment profile

SCC Recommendations
Examination Board Decision

ACTION : Assessments / courses to be regarded as 'null-sit' (i.e. does not count as an assessment attempt and can be re-taken)

SCC Recommendations
Examination Board Decision

ACTION : Refer for consideration at the Programme Board

Evidence of achievement of the learning outcomes in the following courses is inadequate to adjust marks. This SC information is referred to the Programme Board for further consideration at **programme** level as regards progression or classification

SCC Recommendations
Examination Board Decision

ACTION : Programme Board (Honours years only)

The following actions have been taken but the SCs require further consideration in later Honours years

SCC Recommendations
Examination Board Decision

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

--

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

ACTION : Adjust final course marks (by up to 5 marks out of 100) at the following Course Boards

Adjustments must be based on further evidence of achievement of learning outcomes which should be specified

<p><i>SCC Recommendations</i></p>
<p><i>Examination Board Decision</i></p>

NO ACTION : on the following Course(s) or Programme

<p><i>SCC Recommendations</i></p>
<p><i>Examination Board Decision</i></p>

	Signed by Chair of SCC	Date	Signed by Chair of BoE	Date
A				
B				
C				
D				
E				

CONVENERS OF SCCs HAVE RESPONSIBILITY TO ENSURE THAT THIS FORM IS FORWARDED TO THE RELEVANT BoEs. CONVENERS OF BoEs HAVE RESPONSIBILITY TO ENSURE THAT IT IS FORWARDED TO THE SCHOOL OF ANY OTHER BoEs REQUIRING THIS INFORMATION (e.g. Course Board forwarding to Programme Board or Junior Hons Board forwarding to Senior Hons Board)