



Application for consideration of special circumstances – School of Mathematics

Reminder: Before completing this form, you should ensure that you have read and understood the attached guidance notes. Completing and signing the form will be taken as evidence that you have read and understood those instructions.

Section 1: Student details

Name:	<input type="text"/>	Student number (SID)	<input type="text"/>
Degree programme:	<input type="text"/>	Year of study:	<input type="text"/>
Personal tutor:	<input type="text"/>	Parent school:	<input type="text"/>

Section 2: Modules affected

Module code	Module title	Date of exam or assessment affected

Section 3: Details of circumstances

You should use this section to provide a brief summary of your illness/problem (please use additional sheets if needed) :

Precise dates between which you were affected by the problem described in this form.

From: ----- To:

Is the problem ongoing? (please tick and indicate a "from" date in previous box)

You should use this section to describe how your illness/problem has affected your ability to attend classes / prepare for and / or take in-course tests or University examinations (*continue on a separate sheet if necessary – include your name and SID on each sheet*):

If you wish your evidence to remain confidential please enclose it in a sealed envelope clearly marked with your name, SID number and to whom it is addressed and tick this box. Please read the guidance notes concerning confidentiality which accompany this form.

Section 4: Request

Please tick only one box below to indicate what type of consideration you would like to request. However, the final decision as to how to treat your mitigating circumstances lies with the Board of Examiners. Possible outcomes are explained in the guidance notes.

- First attempt resit for all modules listed.
- First attempt resits for listed modules if failed.
- First attempt resits for the listed modules if module mark is below ____ (please specify)
- Additional resit attempt (4th attempts)
- Other. Please specify: _____
- Consideration of your circumstances by the Board of Examiners at degree classification. Please see guidance notes.

Please note that if you are taking level 3 and 5M modules and you are awarded first attempt resits in these, they will take place in the academic year 2012/13, not August 2012. If you are a finalist this therefore means that you will not be eligible to graduate in July 2012.

Notes:

Please note that it is University policy to normally not change or adjust individual module marks due to mitigating circumstances.

Section 5: Evidence

Please provide medical or other documentary evidence in support of your claim, if at all possible. Special circumstances forms must be submitted by the deadlines; evidence can be submitted later, if necessary. If you are unable to provide evidence, please explain why. See guidance notes for further details.

Evidence attached (please tick):

- Medical certificate
- Crime reference / police report number
- 3rd party confirmation (e.g. of bereavement)
- Other, please give details - _____

Section 6: Declaration

I confirm that the information provided on this form is honest and accurate to the best of my knowledge and that I have read and understood the guidelines provided. I understand that if I seek to gain advantage or benefit by providing false or misleading information I will be subject to disciplinary action under the General University Disciplinary Regulations as laid out in the Taught Student Guide and Section 2.7 on the website of the Office of Academic Appeals and Regulation (http://www.leeds.ac.uk/aaandr/disp_reg.htm).

Signed:

Date:

FOR OFFICE USE ONLY

Section A: Receipt of form and evidence

Signature:

Date Received:

Application for consideration of special circumstances

Guidance Notes for students in School of Mathematics 2011/12

If you have experienced special circumstances which you feel have affected your performance or caused you to be absent from an examination and you would like these to be taken into consideration by the Board of Examiners, then you must follow this procedure. It is your responsibility to provide satisfactory evidence on which a claim may be assessed.

What are special circumstances?

Special circumstances are significantly disruptive or unexpected events which are beyond your control but which might affect your academic performance. If you experience difficulties that you think have affected, or might affect, your ability to complete coursework or to take examinations it is your responsibility to advise the School of Mathematics Taught Student Office as soon as possible. This might include circumstances that have:

- caused you to miss more than one week of classes;
- caused you to miss an in-course test or University examination which contributes to a module mark;
- prevented you from preparing for classes or examinations;
- caused you concern to an extent that your focus and concentration levels will affect your performance.

Such events might include:

- suffering a serious illness or injury;
- the death or critical illness of a close family member;
- a significant family crisis leading to acute stress;
- absence arising from such things as jury service or maternity, paternity or adoption leave.

Events or circumstances that would not normally be considered grounds for consideration of mitigating circumstances include:

- holidays or other events that were planned or could reasonably have been expected;
- assessments that are scheduled close together or on the same day;
- misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment;
- inadequate planning or time management;
- failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason;
- consequences of paid employment;
- exam stress or panic attacks not supported by medical evidence;
- minor disruption in an examination room during the course of an assessment and last-minute or careless travel arrangements.

Making your claim

If you are absent from an examination or believe that your performance in an examination or assessment has been affected by illness or other personal problem, you must complete a Special Circumstances Form and submit it to the School of Mathematics Taught Student Office.

Deadline for making your claim

Any forms submitted after the deadline can only be considered in exceptional circumstances, and need to include an explanation why the form was submitted late. Submissions after the Board of Examiners have finalised the marks can only be considered by the Office of Academic Appeal and Regulation.

Semester 1 teaching and examinations – 23rd January 2012

Semester 2 teaching and examinations – 31st May 2012

August resit examinations – 29th August 2012

Supporting evidence

You should try to submit evidence to support your special circumstances claim with the Special Circumstances Form if possible. If you are not able to do this, then you must tell a member of the Taught Student Office team when you submit your form, who will advise you as to when the evidence will need to be received by. In the case of illness, you must provide a full medical certificate from your doctor which includes relevant dates. If there is a history of a medical problem, all relevant history should be supplied. Please note that not being registered with a GP will not be accepted as a valid excuse.

Section 3 of the form is where you must describe the nature of the circumstances or event that you have suffered and offer an explanation as to how this has affected your ability to do as well as you would have expected in an examination/assessment, or why you expect not to do as well. It will then be the responsibility of the School of Mathematics Special Cases Committee and Board of Examiners to carefully consider your evidence. You will then be informed of the course of action that has been determined at a later date by email.

Advice and guidance on making a claim is available from:

- your Personal Tutor, your Programme Coordinator, the Mathematics Taught Student Office, or the Director of Learning & Teaching;
- LUU Student Advice Centre (<http://www.luuonline.com/help>);
- Student Counselling Centre (<http://www.leeds.ac.uk/studentcounselling/>);
- procedural guidance is available from the University Examinations Officer in Taught Student Administration.

Possible outcomes

- (i) To award an exceptional 'extra' attempt at the examination or assessment.
- (ii) To give you the opportunity to re-sit an examination or other assessment as a first attempt without the usual resit penalty of a maximum mark of 40 for level 0, 1, 2, 3, or 50 for level 5M (should you so wish). Any mark already obtained will be lost.
- (iii) To depart from the normal rules of classification of degrees or progression to the next level.
- (iv) To not grant any concessions.

Confidentiality

Information contained on the form or attached to it will always be treated as confidential but it may be seen by the School Special Cases Committee or members of the Board of Examiners. If you feel that some or all of the information is so sensitive or personal that you wish to restrict who sees it, you should submit it in a sealed envelope marked "For the eyes of the Chair of the Special Cases Committee only." You must understand, however, that not having the full information may restrict the ability of the School of Mathematics to make an appropriate recommendation.