

DEFERRAL REQUEST

Please read this page carefully before completing the form overleaf.

Return it to your Base Campus Student Office

- Use this form if you are prevented from taking examinations, or will miss deadlines by circumstances beyond your control and wish to be considered for deferral of assessment.
- Use the **Extenuating Circumstances** form if you are attempting assessments but have circumstances which are affecting your academic performance.
- If you are temporarily withdrawing - contact your Base Campus Student Office.

IMPORTANT: Shortage of credit points may prevent you from continuing FT.

The Assessment Manager might:	Your circumstances will only be considered :
<ul style="list-style-type: none"> • allow deferral only until the next available opportunity (which will normally be the next semester). 	<ul style="list-style-type: none"> • when you provide documentary evidence*; • in exceptional circumstances; • when you have met the attendance requirements of the module. (Deferrals may be overridden by an X grade); • when they are outside of your control; • when self-deferral is not allowed or is no longer available; • within 2 years of your original registration for the module.

*** Evidence:**

Normally your request can only be considered with supporting evidence (see below).

If you have a problem or delay in supplying evidence, contact your Campus Assessment Manager.

Illness or injury:	<ul style="list-style-type: none"> • An <u>original</u> medical certificate <u>must</u> be provided and must: • be signed by a Doctor; • have the Doctor's name printed; • be dated; • be stamped by the Surgery or Hospital. <p>It <u>must</u> state:</p> <ul style="list-style-type: none"> • what you are suffering from; • the period of time affected; • how it may affect your academic performance. <p>IF IT IS INCOMPLETE IN ANY WAY: IT MAY NOT BE CONSIDERED.</p>
Death of a relative or friend:	A copy of the death certificate is normally required.
Burglary or theft:	A Police crime report or case number.
Public transport delay of over 1 hour:	A letter from the Operating Company.
Private transport problem:	Only considered if acceptable authoritative evidence supplied.

Complete the form overleaf.

Deferral request

Student name (in capitals):	Student number:	Base campus:

Normally, your request can only be considered with supporting evidence (see overleaf).

Summarise the circumstances affecting your academic ability.

The decision will be based on this information and your supporting evidence alone. A brief note of these circumstances will be put onto your computer record by the Assessment Manager and will be available, if required, for Assessment Boards to consider.

If the matter is very confidential, you are welcome to sign up for an appointment with the Assessment Manager (via the Campus Student Office).

Period of time affected (dates):-		From:	To:
Module affected (code):	coursework:	exam:	Module tutor/s:
1			
2			
3			
4			

Circumstances (be brief!):

attach securely if continued on a separate page.

Effect on you:

Your declaration:

- I have read and understood all the information on this form;
- I have securely attached documentary evidence supporting my case;
- I declare that the information above and supporting evidence attached is true and accurate;
- It is my responsibility to find out from the Student Office Noticeboard if a deferral has been granted;
- I am aware that an agreed deferral may be overridden by an X grade due to non-attendance.

Your signature:

Your telephone number in case of query:

SUBMIT THIS FORM TO YOUR BASE CAMPUS STUDENT OFFICE BEFORE THE DEADLINE.

Campus Office only:		Assessment Manager's initials:			
Receipt date stamp:	Mod	Pending	Granted	Reject	Date of input to CSS:
	1				
	2				
	3				
	4				