APPLICATION FOR SUPPLEMENTARY ASSESSMENT ON COMPASSIONATE GROUNDS

To be completed by, or on behalf of, the applicant and lodged with his/her Faculty/School no later than seven (7) days after the date of the examination or assessment.

FAMILY NAME..................................................................................................................STUDENT ID............................

OTHER NAMES..................................................................................................................

ADDRESS..........................................................................................................................

.................................................................................................................POSTCODE.......................

TELEPHONE(S)..................................................................................................................

COURSE(S)......................................................................................................................

EXAMINATIONS OR ASSESSMENTS FOR WHICH SUPPLEMENTARY ASSESSMENT IS SOUGHT

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<th>Syllabus Number(s)</th>
<th>Subject(s)</th>
<th>Exam/Assessment Date(s)</th>
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GROUNDS FOR REQUESTING SUPPLEMENTARY ASSESSMENT:

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Signature...........................................................................................................................Date...........................................

Faculty/School approved by....................................................................................................Date...........................................
GUIDELINES AND PROCEDURES RELATING TO APPLICATION FOR SUPPLEMENTARY EXAMINATION ON COMPASSIONATE GROUNDS

1. Supplementary exams may be awarded where special circumstances beyond the student’s control significantly affect their preparation for, or performance in, an exam. The University’s policy and procedures make provision for supplementary examination on compassionate grounds because students’ results should not be adversely affected by circumstances beyond their control. Students are advised to obtain details about supplementary assessment from their Department(s) and/or Faculty/School.

2. An offer of supplementary examination on compassionate grounds is discretionary. Students must present their cases fully and clearly, with supporting documentation, to their relevant Faculty/School. Presentation of this information entitles students to be considered for supplementary examination.

3. For applications to be considered, students must provide information in the form of a letter or form and, where relevant, accompanying documentation addressed to the Faculty or School Registrar. Students are expected to arrange for their applications for supplementary examinations on compassionate grounds to be completed and directed to the Office of the Faculty or School in which the student is enrolled so as to arrive no later than 7 days after the primary examination, and where possible prior to the primary examination or assessment.

4. An informal note or verbal reference based solely on a student’s statements is unlikely to result in any consideration of supplementary examinations on compassionate grounds. Students are expected to write their own applications, however in exceptional circumstances, students may wish to see a counsellor if they require a supporting letter.

5. Students are encouraged wherever possible to sit the primary examination unless medically certified as unfit to sit, because there is no guarantee that a supplementary examination or assessment will be offered.

6. Heads of Department or School, in consultation with examiners, have authority and are responsible for making decisions on application for supplementary examination on compassionate grounds on the basis of the information provided to them. Heads of Department or School may seek from students such further information, clarification, substantiation, or the like, as they feel to be warranted.

7. Applications for supplementary examinations on compassionate grounds must be sent to the student’s Faculty or School. Staff from that Office will forward copies of the documentation to the relevant Board of Examiners, Department academic staff or Head.

8. Students are encouraged to see a counsellor if their academic performance continues to be affected by personal difficulties. However it is not a requirement for the purpose of applying for a supplementary exam.