

Brief guide to making claims to the Special Circumstances Board (SCB)

SCB claim forms and guidance documents can be found at:

http://www.fpse.soton.ac.uk/student_handbook

https://secure.ecs.soton.ac.uk/student/wiki/w/Category:Senior_Tutor

<http://www.phys.soton.ac.uk/internal/undergraduateteaching>

and at Reception in the Zepler Building.

Please consult your senior tutor if you need advice or help with your SCB claim?

The reason for the claim should be clearly described and well-considered as the SCB does not accept changes once the claim has been submitted.

SCB claims should be submitted with all evidence attached or within one week.

The SCB may occasionally request additional evidence; this must be provided within the timescale given with the request.

The SCB may choose to reject any claim, to set the assessment aside, to allow the assessment to be taken as if for the first time or to offer any other assessment alternative.

Non-exhaustive list of possible evidence to be submitted with SCB claims

- Letter from medically qualified professional (typically local GP) obtained at the time symptoms were present and stating clearly the dates the student would not be able to study, or whether treatment is on-going
- Death certificate (copy of)
- Letter requesting presence for jury service
- Evidence of engagement with Enabling Services (and dates of)
- Legal, police or other report stating when events occurred
- Documentation from travel company (*e.g.* airline) stating that a delay occurred

Supplementary evidence (this cannot be the only evidence)

- Supporting statement from Personal tutor or Senior Tutor

DISCLAIMER

This document is a guidance document to aid students to make a claim to the SCB. The processes and requirements described are typical and do not constitute any regulation.

Brief guide to SCB claims for circumstances that prevent coursework hand-in

Illness preventing attendance of less than one week

Any other circumstances preventing attendance of less than one week

Any other circumstance preventing attendance of more than one week

Obtain SCB Form from Zepler Reception or
http://www.fpse.soton.ac.uk/student_handbook

Self-certify illness or provide medical certification including dates from local GP

Provide evidence including dates of exceptional circumstance

Provide evidence including dates of exceptional circumstance

Submit SCB claim before the hand-in deadlines to be considered.

Each Claim **MUST** include a clearly written statement describing the circumstance and the dates of the circumstance.

A current version of any part-completed assessments should be submitted on the date of the claim; a decision whether you can submit a revised version will be made by SCB.

One week extension or alternative at the discretion of SCB

New coursework for submission at another time or alternative at discretion of SCB

- Be careful in properly describing the circumstance, subsequent revision of SCB claims is not allowed. All evidence must be submitted within one week of the claim or the coursework deadline (whichever is sooner).
- Be aware that any SCB claims (and evidence) submitted one week after the circumstance will not be accepted unless there is a clear reason (with evidence for the delay).
- Make a copy of all paperwork submitted to SCB for your own records.

Dates of the evidence must coincide with the circumstance (for instance a doctor must be visited as soon as the illness starts.)

Brief guide to SCB claims for circumstances that impact upon project work

Illness preventing attendance

Any other circumstances preventing attendance

Obtain SCB Form from Zepler Reception or
http://www.fpse.soton.ac.uk/student_handbook

Obtain letter from a local GP with dates of illness if absence is longer than 1 week
Self-certification of minor medical conditions can be considered.*

Provide evidence with dates of circumstance

Submit SCB claim within one week of the circumstance.

Claim **MUST** include evidence, clearly typed statement describing circumstance and the dates of the circumstance.

Copy of email sent to project supervisor to alert non-attendance

Obtain note from project supervisor (email is acceptable)

- If a reason for a claim occurs in the last few days leading up to any hand-in date the claim must be submitted before the hand-in date and it is strongly advised that a version of the project report is submitted by the hand-in date.
- During the normal process of project planning, students are expected to take into account any minor set-backs that could occur during the project.

- Be aware that any SCB claims long after the circumstance or without evidence will not be accepted unless just reason is demonstrated (with evidence for the delay).
- Be careful to properly describe the circumstance, subsequent revision of SCB claims is not allowed. All evidence must be submitted within one week of the claim.
- Make a copy of all paperwork submitted to SCB for your own records

During the summer project period all absences from the university should be agreed with the project supervisor. If a SCB claim is to be made with respect to the absence, then this should be submitted (and granted) before the scheduled absence.

Brief guide to making an SCB request for consideration of special circumstance associated with an examination

Illness preventing attendance at examination

Circumstance which prevents attendance at examination

Circumstance or illness occurring during examination

Obtain SCB Form from Zepler Reception or http://www.fpse.soton.ac.uk/student_handbook

Where possible obtain letter from medically qualified professional which clearly identifies dates of illness and medical assessment date

Provide clear evidence with dates of event

The invigilator should be told that you are leaving the exam and the reason for leaving

Submit SCB form with as much information as possible and clear evidence within one week of the examination or start of the circumstance

Where possible students should obtain as much evidence as possible concerning the claim.

NOTE – All students should be available during

(i) term time – the dates are identified in the University Webpages (Note term dates end later than the last examination)

(ii) the **Referral Examination Period** if referral examinations are required for continuation of studies.

Commonly rejected grounds concerning examinations include

- If there is a reasonable case that circumstances relied on were foreseeable or preventable (*i.e.* non-urgent medical treatment, late arrival at examination room)

Provided that you provide a complete and clear claim that is accepted by the SCB and your mark is considered to have been affected by your circumstance, you will normally be offered the opportunity to do the exam as if for the first time.

Accepted and Rejected Grounds for an SCB claim

A non-exhaustive list of examples of commonly accepted grounds are

- Serious short term illness or accident (the nature of which in an employment context would have led to an absence on sick leave)
- Evidence of a long term health condition worsening
- Significant adverse personal or family circumstances causing significant emotional (or other) adverse effects
- Bereavement – death of a close relative or significant other
- Unforeseeable difficulties associated with obtaining or extending a visa, or travelling to the university at the beginning of term
- Other significant exceptional factors that are outside the students control (e.g. Jury Service)
- Other significant exceptional factors that are outside the students control and where stress is caused (i.e. crime related)

A non-exhaustive list of examples of commonly rejected grounds are:

- Alleged statement of a medical condition without reasonable evidence (medical or otherwise) to support
- Alleged medical circumstances outside the relevant assessment period or learning period for which extenuating / special circumstances have been applied for
- Alleged medical condition supported by ‘retrospective’ medical evidence – that is, evidence that is not (contemporaneous) in existence at the same time as the illness, e.g. a doctor’s note which states that the student was seen (after the illness occurred) and declared they had been ill previously
- Alleged emotional distress resulting from a significant personal event that has occurred several months previously and where no evidence that counselling support has been sought
- If there is a reasonable case that circumstances relied on were foreseeable or preventable
- Long term health condition for which a student is already receiving reasonable or appropriate adjustments
- Minor illness or ailment, which in a work situation would be unlikely to lead to absence from work
- Delays normally associated with obtaining or extending a visa
- A non-urgent medical or dental procedure that prevents attendance at examinations
- Financial issues
- Personal computer or printer problems
- Poor practice e.g. no back up of electronic documents
- Moving house or problems associated with accommodation
- Claims that students were unaware of submission deadlines or examination dates and times
- Late disclosure of circumstances on the basis that students “felt unable” or “did not feel comfortable” confiding in a staff member about their extenuating / special circumstances
- Poor time management
- Holidays
- Absence from the UK (and the University) for a period of time, for any reason and without prior agreement (for medical treatment, for instance)