

# SPECIAL CONSIDERATIONS or DEADLINE EXTENSION REQUEST

This form along with supporting evidence should be submitted to the Student Office in the Faculty in which you are registered as soon as possible but normally not more than five working days after any assessment or deadline may have been affected by exceptional circumstances. In completing this form please refer to the Regulations Governing Special Considerations (including Deadline Extension Requests, however, please note Deadline Extension Requests MUST be submitted in advance of the deadline) for all Taught Programmes and Taught Assessed Components of Research Degrees <http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>

Further sources of advice and guidance include the relevant Director of Programmes, Programme Lead, Personal Academic Tutor, Senior Tutor, the SUSU Advice Centre [www.susu.org/advice-centre](http://www.susu.org/advice-centre) and Enabling Services <http://www.southampton.ac.uk/edusupport/>

## Part 1: Your details

Forename		Family/Surname	
Student ID		Programme Title	

## Part 2: Your application

Please tick the box to indicate which type of request you wish to make

Tick ✓	(a) A deadline extension request (where you require additional time, due to exceptional circumstances, to submit a piece of work)			
Module code	Title of module and piece of work	Published deadline(s)	Requested extension deadline(s)	Decision (To be completed by Faculty)

and/or

Tick ✓	(b) A special considerations request (where you believe exceptional circumstances outside of your control have or will have negative effects upon your performance in a recent or upcoming assessment)				
Module code	Module Title	Type of assessment (Circle choice)		Deadline or Exam date	Outcome code (To be completed by Faculty)
		Exam	Coursework		
		Other:			
		Exam	Coursework		
		Other:			
		Exam	Coursework		
		Other:			
		Exam	Coursework		
		Other:			

### Part 3: Your Circumstances

(a) Period Affected	Date from:		Date To:		Semester(s) affected (circle choice)	Semester 1	Semester 2
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(b) Please describe your circumstances and how they have impacted upon you

(c) Is supporting evidence supplied <i>It is the responsibility of the student to ensure that all documentation to support the application is attached</i>	Yes	No
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Description of supporting evidence (e.g. medical certificate, police report, letter from Support Services)

(d) Please state your desired outcome(s) (e.g. to be allowed an additional attempt; a mark to be set aside)

Signature:		Date:	
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If you are a Tier 4 sponsored student a Special Considerations decision may have Visa implications. You are therefore strongly advised to seek advice from the Visa Guidance team [visa@soton.ac.uk](mailto:visa@soton.ac.uk)

## For Faculty use

### Special Considerations Outcome

A	The grounds advanced are not accepted as justification for special consideration, or no evidence is presented in support of a particular case
B	The special considerations advanced are of such a minor nature as to have been unlikely to influence the student's performance in the assessments claimed to have been potentially affected
C	In the light of the candidate's overall mark profile there are insufficient grounds to conclude that the candidate's performance in the relevant assessment(s) would have been significantly different in the absence of the special circumstances advanced
D	In the light of the candidate's mark profile, there are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected, but not to such an extent as to materially affect the degree class / programme awarded
E	The grounds advanced are accepted as justification for special considerations, but the extent to which this has affected the student's performance cannot be determined at this stage
F	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected

*And*

### Special Considerations Recommendation

1	Waive late submission penalties
2	Disregard a first attempt, referral or repeat and allow an additional attempt (at the same or equivalent assessment), in accordance with the relevant Progression regulations following this disregard
3	Recommend a different form of re-assessment, as determined by the module lead, if the same or equivalent is no longer possible, to assess whether the learning outcomes are achieved
4	Remove the capping of marks in a repeat
5	Remove the capping of marks in a referral
6	Allow a student to retain the right of referral during a repeat
7	Disregard marks for specific module(s), in computing the aggregate mark or classification
8	Disregard an element of a module assessment and re-compute module mark based on completed components
9	That a special considerations request be considered by a future Board of Examiners for the purpose of a degree classification. i.e. in the final year it may be possible to revisit performance in earlier years where there was a special considerations that may or may not have had an impact on the degree classification
10	Carry forward to semester 2 Special Considerations Board to allow for full year's marks profile to be reviewed in order to judge impact.
11	No further action

## Self Certification Form



Students wishing to submit a Special Considerations or deadline extension request should also submit a self- certification form where:

- They have suffered an illness lasting 1 – 5 consecutive working days for which they did not or could not seek medical advice; or
- They have experienced some other extenuating circumstance where they are unable to provide any other evidence

Students wishing to submit a self-certification form must meet with their Personal Academic Tutor, Senior Tutor, Programme Lead or Director of Programmes, who must sign off this form to confirm that they have met with the student to discuss their circumstances.

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### Part 1: Your details

Forename		Family/Surname	
Student ID		Programme Title	

### Part 3: Your Circumstances

(e) Period Affected	Date from:		Date To:		Semester(s) affected (circle choice)	Semester 1	Semester 2
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(f) Please describe your circumstances and how they have impacted upon you

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**I certify that the information I have given on this Self-Certification form is correct to the best of my knowledge**

Students Signature:		Date:	
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**I confirm that I met with student to discuss the circumstances outlined in this form**

Name:		Role:	
Signature:		Date:	