(Student completes in consultation with Personal Tutor/Student Support Team/Research Supervisor)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Student’s Special Circumstances Reference Number** (internal use) | | | | |  | | Student ‘s Name |  | Student’s Exam No. |  | Student’s Matric No. |  | | Degree Programme |  | School that owns the programme |  | Year of study |  |   The DRPS lists programmes, courses and owning Schools: [www.drps.ed.ac.uk](http://www.drps.ed.ac.uk)  Special circumstances are circumstances which are beyond a student’s control and for which there is sufficient documentary evidence to show that they had a **significant** adverse impact on the student’s performance in an assessment or resulted in non-attendance or a non-submission for a scheduled assessment.  It is the **responsibility of students** to, **in good time**:   1. ask for their special circumstances to be considered**,** before the Special Circumstances Committee (SCC) meeting, which is before the Board of Examiners (BoE) meeting; and 2. provide supporting evidence. Notification should be no later than two working days after the student’s last assessment, whether it is examination, viva or coursework. [www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Special\_Circumstances.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Special_Circumstances.pdf)   If there are factors which are affecting you, but you do not wish to share this information more widely, then you need to understand the implications of this. For example, staff may not be able to take any action if they may not disclose the issue to relevant colleagues. SCCs make evidence-based decisions and cannot act unless information is provided. |

**Student’s Consent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I agree that the information on the nature of the special circumstances, as set out in this form and any additional supporting documentary evidence, may be shared with the relevant Special Circumstances Committees, Boards of Examiners (including College PG committees) and Progression Boards for my courses and degree programme. | | | | | |
| Student signature |  | | | Date |  |
| PT/SST/ Research Supervisor signature |  | PT/SST/RS name |  | Date |  |

**Please return to your Personal Tutor/Research Supervisor with supporting evidence.**

In the absence of a student’s signature, the form may be submitted by the Personal Tutor/Student Support Team/Research Supervisor with the student’s written or email consent.

**School responsibilities:** Front sheet can be detached to allow for anonymous processing.

|  |
| --- |
| **SCC Conveners have responsibility for ensuring that this form and relevant information is sent to the relevant BoEs, including College PG committees. The School ensures that it is forwarded to any other Schools who need this information.**  **Conclusions and decisions of the Special Circumstances Committee, Board of Examiners and Programme Boards must be recorded in the relevant minutes.** |

**1 Courses Affected**List all courses affected by the special circumstances (SC), **in the view of the student**. For PGR students, if course information is not relevant, answer with regard to the degree programme. Boxes expand to accommodate text. Press return at end of row to add other rows.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title**  **(as it appears in EUCLID – please do not use abbreviations)** | **Course assessments affected\* (include dates)** | **Period(s) affected (say if ongoing)** | **School that owns course** | **Info sent to owning School** | **Sch. Use**  **Docs cover dates Y/N** |
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\* List **all** affected assessments for each course (exams, essays, vivas, practicals, etc.) – use a separate line for each one. Only information provided can be considered by the SCC.

**2 Dates**

|  |  |
| --- | --- |
| Date first reported to Personal Tutor/Student Support Team/Research Supervisor |  |
| Date(s) documentary evidence received |  |
| Did the circumstances also affect previous academic years? If so, which? |  |

**3 Nature of Special Circumstances** Please tick all that apply. Special circumstances should be supported by contemporaneous, independent evidence.

|  |  |  |
| --- | --- | --- |
| Physical illness or injury (excluding those for which reasonable adjustment has already been made) | |  |
| Mental ill-health or similar illness (excluding those for which reasonable adjustment has already been made) | |  |
| Bereavement or serious illness of a person with whom you have a close relationship | |  |
| A long-term relationship breakdown, such as a marriage | |  |
| Other (provide details) |  | |

**4 Documentary Evidence** Please tick all that apply.

|  |  |
| --- | --- |
| Student’s own word |  |
| Medical certificate (Short term, self-certificated illness are unlikely to qualify as special circumstances.) |  |
| Death certificate, order of service, or newspaper death announcement |  |
| Letter from independent third party, e.g. notary, ResLife Warden |  |
| Evidence from other sources, e.g. police report, legal documents |  |
| Evidence from other profession service (state who), e.g. Student Counselling |  |
| All documents supplied by the student should be enclosed with this form with each document page numbered. **State number of pages attached.** |  |

**5 Description/Analysis**

(Completed by Student and Personal Tutor/Student Support Team/Research Supervisor: **keep details anonymous**)

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| --- |
| **Brief summary of the special circumstances**  Describe the nature and seriousness of each case. Refer back to dates and period affected. |
|  |
| **How have the circumstances affected the student’s performance in assessments?**  Be as specific as possible, e.g. how were assessments (table 1) affected: late, not submitted, missed exam?  Please use Course Name as it appears in EUCLID. |
|  |
| **Personal Tutor / Student Support Team / Research Supervisor comments (if any)**  Include evidence from other University staff if relevant. |
|  |

**6 Recommendations and Decisions**

(Completed by SCC, BoEs and Progression Boards) See Section 1 for Board details.

**6.1 SCC Conclusions**

If there is any risk of ambiguity, please indicate which SCC is making the conclusion/decision.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title**  **(as it appears in EUCLID)** | **Course assessments affected** | **SCC decision**  **(list all that apply from 6.2 and 6.3)** | **Comment** |
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**6.2 SCC decisions to convey to** **Course Board, if relevant**

Circumstances may have different impacts on different courses or on different assessments in the courses due to the nature and timing of the assessments and due to possible changes in the special circumstances or their impact. Please clarify this in the comments above.

|  |
| --- |
| a) No further action *(See Comment in 6.1 for clarification.)* |
| b) No further action, fully compensated through previous adjustments |
| c) Disregard penalties for late submission of coursework |
| d) Disregard missing component and derive overall mark/grade from completed work |
| e) Disregard unreliable component and derive overall mark from completed work if to the student’s benefit |
| f) Submit missing assessment if course is failed *(e.g. if learning outcomes not met)* |
| g) Re-submit assessment if course is failed *(e.g. if learning outcomes not met)* |
| h) Sit alternative assessment if course is failed *(e.g. if learning outcomes not met)* |
| i) Null sit if course is failed |
| j) Borderline, award pass |

**6.3 SCC Decisions to convey to Progression Board, if relevant**

|  |
| --- |
| a) No further action *(See Comment in 6.1 for clarification.)* |
| b) Circumstances are taken into account if the student is borderline for progression |

**6.4 Programme Board Options where special circumstances apply**

Available to BoE in addition to the SCC decision.

|  |
| --- |
| a) No further action |
| b) Student is given the opportunity of re-assessment without academic penalty |
| c) Special circumstances are taken into account for degree classification, award of merit/distinction, and/or award |
| d) Where a mark for a course is missing or deemed unreliable, the Board of Examiners will follow the Taught Assessment Regulation on “Failure to complete assessment of a degree programme adequately” [www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/TaughtAssessmentRegulations.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/TaughtAssessmentRegulations.pdf) |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCC Convener signature** |  | **BoE Convener signature** |  |
| **SCC Convener name** |  | **BoE Convener name** |  |
| **Date** |  | **Date** |  |