

Special Circumstances Form



1 Personal Details

Student's Name	Joe Bloggs	Student's Exam No.	B01234	Student's Matric No.	S1234567
Degree Programme	MA Cognitive Science	School that owns the programme	School of Psychology, Philosophy and Language Science	Year of study	1
(SCHOOL USE) Student's Special Circumstances Reference Number					

Student's Responsibilities

Please consult your Personal Tutor or Student Support Team when completing this form.

You should ensure that:

- your circumstances meet the definition provided below;
- you submit your Special Circumstances form as soon as possible and **not more than a week after your final assessment of the semester**; and
- you provide sufficient **evidence** to support your request:

https://www.ed.ac.uk/files/atoms/files/special_circumstances.pdf

Special circumstances are circumstances which are exceptional for the individual student, are beyond that student's control and for which there is sufficient 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.

Sharing of information

Schools will only share information regarding your Special Circumstances request with staff and External Examiners who have a legitimate need to access the information in order to consider your case or to provide you with support in relation to the issues raised.

By submitting this form, you consent to the information contained within it, and any supporting documents being shared on this basis.

Document control

Start date: 19.9.16	Next review: 2016/17	Academic Services
If you need this form in an alternative format email Academic Services or phone 650 2138.		

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Received by		Date	
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2 Courses Affected by Special Circumstances

Please list all assessments affected for each course (exams, essays, practicals etc.). Only information provided will be considered.

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
Morality and Value	Mid Term (25/10/16)	24 th October – 23 rd December	PPLS	<i>Do not complete</i>	<i>Do not complete</i>
Psychology 1a	Tutorial Essay (21/11/16) Exam (16/12/16)	24 th October – 23 rd December	PPLS	<i>Do not complete</i>	<i>Do not complete</i>
Introduction to Cognitive Science	Coursework 2 essay (27/10/16)	24 th October – 23 rd December	PPLS	<i>Do not complete</i>	<i>Do not complete</i>
Linguistics and English Language 1	Exam (19/12/16)	24 th October – 23 rd December	PPLS	<i>Do not complete</i>	<i>Do not complete</i>
Sociology 1A	Short Essay (31/10/16)	24 th October – 23 rd December	SPS	<i>Do not complete</i>	<i>Do not complete</i>

3 Nature of Special Circumstances

Please tick all that apply. You are expected to provide independent evidence which relates specifically to the time the circumstances occurred.

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). Examples may include: victim of a crime; military conflict; natural disaster; extreme weather conditions	

4 Documentary Evidence

Please tick all that apply.

Student's own word	✓
Medical certificate <i>Was this obtained at or immediately after the time of the circumstances?</i> Please state Yes or No.	✓ Yes

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Evidence from other professional service (state which), e.g. Student Counselling <i>Was this obtained at or immediately after the time of the circumstances?</i> Please state Yes or No.	
Death certificate, order of service, or newspaper death announcement	
Evidence from other sources, e.g. police report, legal documents	
Written account from University staff, e.g. Personal Tutor, Student Support Officer, Residence Life Warden <i>Did this person directly witness the circumstances?</i> Please state Yes or No.	✓ No
Written account from independent third party, e.g. notary <i>Did this person directly witness the circumstances?</i> Please state Yes or No.	
Written account from student's family or friend(s) who have directly witnessed the circumstances	
All documents supplied by the student should be enclosed with this form with each document page numbered. Please state number of pages attached.	3

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5 Description/Analysis

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

Brief summary of the special circumstances

Describe the nature and seriousness of each case. Refer back to dates and period affected.

What is the nature of your mitigating circumstances? How serious are they?

When did it start to affect your studies? When did it stop affecting your studies, or is it ongoing?

What did you do/are currently doing to try and help the situation, if able?

Example of brief statement;

The nature of my special circumstances are xxxx. It has affected my ability to study due to xxxx. I have been affected since xxxx to xxxx. However, since seeking support from xxxx, I am presently xxxx.

How have the circumstances affected your performance in assessments?

Be as specific as possible, e.g. how were assessments (table 1) affected: late, not submitted, missed exam? Please provide dates where relevant. Please use Course Name as it appears in EUCLID.

Did you submit your work? If so, was it late? How late? Did you receive any late penalties?

Did you attend your exam?

Morality and Value

Did not submit Midterm

Psychology 1a

Submitted tutorial essay 3 days late and got a penalty of – 15.

LEL 1

Sat the exam but it did not reflect my best work due to circumstances.

Sociology 1

Did not submit final essay

Personal Tutor / Student Support Team comments (if any)

Where possible, please provide an assessment of the impact of the circumstances on the student's performance in affected courses. Include evidence from other University staff if relevant.

If you have spoken to your Personal Tutor about your circumstances then please ask them to write a short statement in this box to support your application.

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