**A Guide to Filling in Special Circumstances Forms for Students**

BTOStudent Support

This guide aims to help students fill in Special Circumstance Forms. Use the instructions to complete this form to the best of your ability; additionally you can contact BTO Student Support (btostudentsupport@ed.ac.uk) if you are still unsure of anything covered in this guide.

**Page 1. Personal Details**

Fill in the table on the form with your name, matriculation number and exam number (both of these numbers can be found on your student card)

Fill in the second row, if you are unsure of anything, leave this blank and student support will complete this for you

Once you have completed this section read through rest of page 1 and ensure you understand everything.

**Page 2**

**Part 2. Courses Affected by Special Circumstances**

Read the information and fill in the parts of the table on the form. Match the numbered instructions below with the numbers on the arrows in the form, it is easiest to proceed in this order.

1

3

4

1

2

 

1. What assessed pieces of work are affected and include dates in this section of the table, list for example; any practicals you missed, any pieces of course work you handed in late, any exams affected. Do not say ‘all’ here, each assessment must be itemised and listed. The committee can then consider each piece of work in turn with the supporting evidence and make a decision.
2. Fill in the name of the course(s) which these assessments belong to
3. Please fill in the dates in which this circumstance affected this assessment, if this circumstance is still ongoing you should indicate this here.
4. In the column “School which owns the course” add this information for the particular course you are referring to in (2), if in any doubt leave this blank and the student support team will complete this on your behalf.

Leave the columns “Info sent to owning school” and “Sch. Use Docs cover dates Y/N” (not highlighted by the arrows) blank. These will be filled in by the special circumstances committee.

**Part 3. Nature of Special Circumstances**

Tick all of the boxes that apply.



**4. Documentary Evidence**

Tick all of the boxes that apply and state yes or no as to when the documentary evidence was obtained. For example, if you were ill and did not attend the doctor whilst ill but later then state “No”, however, if you saw the doctor whilst ill then indicate “Yes” here.



In order for a special circumstances form to support your case, the committee must be satisfied that there is sufficient evidence to support the circumstances and that they have had a significant impact on your performance in the assessment.

* Any supporting documentation submitted **should be in English** or a **certified** translation provided.
* Please see the special circumstances policy section 6 for more advice on supporting evidence
* If you are unsure what documentation to provide, Student Support Tutors can give you guidance; contact btostudentsupport@ed.ac.uk

**Page 3**

The sections on this page allow you to explain to the committee how this circumstance has affected your academic performance. This should be brief and concise but provide enough detail for the committee to understand the affect the circumstances has had on the work listed in part 1 and make a decision.



**Briefly** state the **nature** of your circumstance

* When it happened
* How long this affected you for
* If it is ongoing you should state this here
* If there are multiple circumstances, clearly put the details of all of these, bullet points can be used useful for clarity

 

State **concisely** how the circumstance has **affected** your academic work, for example, if it has caused you to miss deadlines/exams

* List all of pieces of work affected, which course they relate to and the dates of the hand-in/exam
* If you handed in a piece of assessed work late, you should note what date it was due and what date you managed to hand this in.
* If multiple courses and multiple pieces of work are affected, bullet points can be used for clarity



You do not need to fill in this section, this section may be filled in by your PT or a student support tutor if necessary.