**1 Personal Details**

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| Student’s Name |  | Student’s Exam No. |  | Student’s Matric No. |  |
|  Degree Programme |  | School that owns the programme |  | Year of study |  |
| **(SCHOOL USE)** *Student’s Special Circumstances Reference Number* |  |

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| **Student’s Responsibilities**Please consult your Personal Tutor or Student Support Team when completing this form.You should ensure that:1. your circumstances meet the definition provided below;
2. you submit your Special Circumstances form as soon as possible and **not more than a week after your final assessment of the semester**; and
3. 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.**

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| --- | --- | --- | --- |
| Received by |  | Date |  |

**2 Courses Affected by Special Circumstances**
Please list all assessments affected for each course (exams, essays, practicals etc.). Only information provided will be considered.

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| **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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**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.

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| 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.

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| Student’s own word |  |
| Medical certificate*Was this obtained at or immediately after the time of the circumstances?* ***Please state Yes or No****.* |  |
| Evidence from other professional service (state which), e.g. Student Counselling*Was this obtained at or immediately after the time of the circumstances?* ***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*Did this person directly witness the circumstances?****Please state Yes or No****.* |  |
| Written account from independent third party, e.g. notary*Did this person directly witness the circumstances?****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.*** |  |

**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.  |
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| **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. |
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| **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. |
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