

Deferral of formal examinations may be requested ONLY on grounds of extenuating circumstances. Before you complete this form it is important that you refer to Chapter 5 of the General Regulations & Procedures Affecting Students 2018/19. If after reading the regulations you are certain that there are extenuating circumstances in your case which do justify deferral of formal examinations, please complete this form, sign it and submit it to the Academic Support Office, Gateway House. Please make sure that supporting evidence is attached securely to the form. Please complete all sections of the forms. 2018/19 deadlines for submissions can be found on the reverse of this form.

Name:	Mr/Mrs/Miss/Ms	
Address for correspondence:	Telephone No:	
	Mobile Phone No.	
Student ID number (from your Student Card): P		
Programme:	Year:	Level:
Faculty:		
Have you requested deferrals before?	Yes/No	
Is your request related to a long-term illness or condition?	Yes/No	

The deferral of assessments is not an appropriate measure in respect of minor ailments or permanent or long-term conditions. Students with prolonged chronic illnesses or disabilities should instead contact Disability Support and Advice in Students and Academic Services or their Personal Tutor or Associate Dean (Academic) for advice, which might include special arrangements in examinations or interruption of studies.

IMPORTANT: All requests for coursework extensions and deferrals will be dealt with by your Faculty, do not use this form to request those. THIS FORM SHOULD ONLY BE USED TO REQUEST DEFERRAL IN FORMAL EXAMINATIONS.

EXAMINATIONS	Module Title:	Module Code:	Date of Examinations

1. Give a brief Description, including relevant dates, of the extenuating circumstances which apply to the above examination(s), explaining how your performance in examination(s) would have been (or was) seriously impaired by the circumstances.

2. List the supporting evidence which you have attached to this form. Evidence of an exceptionally sensitive or personal nature may be placed in a sealed envelope marked 'Confidential' and addressed to the Chair of the Academic Board Panel.

Declaration by Student: I confirm that all of the information I have given on this form and all supporting evidence I have provided is truthful, accurate and relevant. Further I consent for my details to be passed to appropriate staff (if relevant) in order for me to get support for my course.*

Signed _____ Date _____

Office Stamp

FOR OFFICE USE ONLY:

Code for Deferral

Decision of Panel: Accept _____ Reject _____

Signed _____ Date _____

White Copy – SAAS
 Pink Copy – SAAS
 Blue Copy – Student

* Please delete this statement if it does not apply.

DE MONTFORT UNIVERSITY

**REQUEST FOR DEFERRAL OF FORMAL EXAMINATIONS
ON GROUNDS OF EXTENUATING CIRCUMSTANCES**

NOTES

1. You must submit this form by the relevant publicised deadlines. Requests for deferral received after the deadlines will not be considered. Deadline submission dates for Session 2018/2019 examinations are:

**End of Session Examinations
Friday 24 May 2019.**

**Reassessment Period
Friday 23 August 2019.**

These deadlines will be strictly enforced.

2. For postgraduate and undergraduate examinations that fall outside the main examination periods (May/August), the deadline for receipt of forms will be 14 calendar days from the date of the examination concerned.
3. There is no such thing as 'retrospective deferral'.
4. Forms must be submitted as close in time as possible to circumstances which they describe.
5. Third party evidence must be attached to the form for it to be considered by the Panel. If it is impossible to include third party evidence when handing in your form requesting deferral of examination, forms must be submitted before the deadline date with a note to say that the supporting evidence will follow. The evidence must be submitted before the examination results are published, evidence submitted after the release of examination results will not be accepted as the deferral process will be closed.
6. Retrospective medical certificates or doctor's notes will normally only be accepted if you consulted the doctor at the time of the illness. They should be from your Doctor, and contain a clear and unambiguous medical opinion.
7. Remember that extenuating circumstances do not in themselves excuse a failure or poor performance. In considering whether the extenuating circumstances are such as to justify granting deferral of formal examinations, the Academic Board Panel will take account of:
 - The supporting evidence
 - The closeness in time of the circumstances to the examinations listed overleaf
 - Whether all assessments might have been equally affected. Please note in certain circumstances the Panel reserve the right to approve the deferral of **all** exams and not merely those requested.
 - The severity of the problem or impairment
 - The length of time the circumstances or problem or impairment had lasted
8. If accepted by the Academic Board Panel, this request will normally lead to the deferral of the examination. If the student has already completed the examination for which deferral is being requested, and the Panel accedes to the request, the student's examination script will not be marked. If it has already been marked, the mark or grade or other outcome **shall be declared void** and shall **not** be entered on the student's record either at this time or at any future time.
9. **Examination deferrals are time-limited.** If the student does not take the deferral when it is next offered or required by the University, the deferral will be withdrawn and the student will be failed in the deferred assessment with a mark of zero.