Flow Chart: Notification of student absence and circumstances that have affected performance in assessment

NOTE: This flowchart shows the means and forms by which students notify the University of any absence and/or circumstances that have affected their study. It is for illustrative purposes and must be read in conjunction with the relevant sections of the University’s Regulations and Code of Practice for Taught Programmes.

START

TEACHING PERIOD

EXAM PERIOD

In which period has the circumstances affected the student?

Has the circumstance meant that the student is absent and has missed teaching activities?

NO

YES

Has the circumstance meant that the student is absent and has missed teaching activities?

NO

YES

Is the length of absence more than seven consecutive days?

NO

YES

The student should complete and submit an Extenuating Circumstances Form, with evidence

The student should complete and submit a Student Self-Certification for Absence Form

Has the absence meant that the student will be unable to submit a summative coursework assignment by the deadline?

NO

YES

The student should contact the School and request an extension prior to the deadline; the School may ask for evidence of the circumstance in agreeing an extension

The student should complete and submit an Extenuating Circumstances Form, with evidence

Is the absence due to illness?

NO

YES

The student may wish to consult with a school representative (e.g. personal or senior tutor) on the best course of action and suitable forms of evidence prior, or subsequent, to the examination

The student should inform the invigilator and attend Student Health Service on the same day

The student should complete and submit an Extenuating Circumstances Form, with evidence

Is medical evidence being provided?

NO

YES

The student should complete and submit a Student Self-Certification for Absence Form for that examination

Prior to an Exam

During an Exam

After an Exam

At what point will or has the circumstance been reported to the University?