

**CONFIDENTIAL**

**SPECIAL CIRCUMSTANCES FORM**

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| In order to provide equal treatment to all students the University requires information about and evidence (where available) of all special circumstances. All such material is treated in confidence and on a strictly need to know basis.  In order for the University to take special circumstances into account you must complete the form fully and attach supporting evidence (where available). In your explanation, you must show clearly the impact of your special circumstances on particular assessments within modules.  This form and evidence (where available) should be submitted electronically – please see the Contacts List (<https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/stafflist/>) for details on who to send this to. Please read the notes of guidance at <https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/> and if necessary seek advice from your department before completing the form. |

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| **Name:** | | | |  | | | | | | | |
| **Student Reference Number:** | | | |  | | | | | | | |
| **Study Scheme:** | |  | |  | | | | | | | |
| **E-mail address:** | |  | | **Year of study:** | | | |  | | | |
| 1. **Please explain clearly the special circumstances you wish to bring to the attention of the examination board.**   You should submit independent documentary evidence (where available) to confirm these special circumstances. | | | | | | | | | | | |
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| 1. **Please confirm whether evidence is attached:** | | | | | | | | | | | |
| **Yes** | | | | |  | | **No** | | | |  |
| 1. **If you are not submitting independent evidence, please explain clearly why it has not been possible for you to do so. You do not need to complete section 3 if you are submitting independent evidence.** | | | | | | | | | | | |
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| 1. **Please note the module(s) and individual assessments affected by the special circumstances, and the precise dates (for example, essay deadlines, date of practical assessment or examination).** | | | | | | | | | | | |
| Module: |  | | Assessment: | | |  | | | Dates: |  | |
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| 1. **Please give details on the impact of these special circumstances on your academic performance.** | | | | | | | | | | | |
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| 1. **Please give any other information not already covered above.** | | | | | | | | | | | |
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**I understand that the information I have provided above will be circulated to relevant members of staff for the purpose of reviewing my special circumstances which I have reported as having affected my academic performance.  I understand that this information will be processed and retained as is deemed necessary for the University’s performance of tasks carried out in the public interest (GDPR Article 6(1)(e)) and under its contractual obligations (GDPR Article 6(1)(b)). It will be retained for one year after completion of my course, unless an appeal or complaint is lodged, in which case the period may be extended.  If sensitive information is included in, or with, the form as completed above, I give my consent for this to be used for the purposes of the University’s Special Circumstances process:**

**SIGNED: DATE:**

Please note that it is your responsibility to ensure that this form and all relevant evidence (where available) is submitted to all departments in which you are taking modules.

09/2022