SPECIAL CIRCUMSTANCES FORM

In order to provide equal treatment to all Aberystwyth University students the University requires information about and evidence 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. In your explanation, you must show clearly the impact of your special circumstances on particular assessments within modules.

Original copies of evidence to support your special circumstances must be submitted – if you need to retain the original evidence, departments will arrange to copy and verify the evidence before returning the originals to you.

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.

NAME: STUDENT REFERENCE NUMBER:

STUDY SCHEME: YEAR OF STUDY:

E-MAIL ADDRESS:

1. PLEASE EXPLAIN THE SPECIAL CIRCUMSTANCES YOU WISH TO BRING TO THE ATTENTION OF THE EXAMINATION BOARD.
   (NB: You should attach to this form copies of independent documentary evidence in confirmation of the special circumstances e.g. medical certificates, letters from your doctor or counsellor or other supporting evidence).

EVIDENCE ATTACHED? □ YES □ NO

Note: we cannot consider your special circumstances without appropriate evidence.
2. **PLEASE LIST BELOW THE MODULE(S) AFFECTED BY THE SPECIAL CIRCUMSTANCES, INCLUDING THE TYPE OF ASSESSMENT AFFECTED, EG. A PIECE OF COURSEWORK, THE EXAMINATION, AN ASSESSED PRACTICAL, AND THE DATE WHEN THESE MODULES OR ASSESSMENTS WERE AFFECTED BY THE SPECIAL CIRCUMSTANCES**, e.g. Module GK10120 oral presentation on 8 November; GK10320 essay due on 15 November. An unavoidable absence from an in class assessment due to representing Aberystwyth University at an official university sporting fixture may occasionally be accepted, however official confirmation from the Student Union that a student is representing the university must be submitted as supporting evidence.

3. **PLEASE IDENTIFY THE IMPACT THESE SPECIAL CIRCUMSTANCES HAVE HAD ON YOUR ACADEMIC PERFORMANCE.**

4. **PLEASE GIVE ANY OTHER INFORMATION NOT ALREADY COVERED ABOVE:**

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:**
IT IS YOUR RESPONSIBILITY TO ENSURE A COPY OF THIS FORM, TOGETHER WITH RELEVANT EVIDENCE, IS SUBMITTED TO ALL THE DEPARTMENTS IN WHICH YOU ARE TAKING MODULES. IF YOU NEED TO SUBMIT EVIDENCE TO SEVERAL DEPARTMENTS, THE ORIGINAL EVIDENCE ONLY NEEDS TO BE SUBMITTED TO YOUR HOME DEPARTMENT, WITH A PHOTOCOPY BEING SUBMITTED TO OTHER DEPARTMENTS.