

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.

Sept 2019