

REQUEST FOR DEFERRAL OF COURSEWORK AND REMOTE EXAMINATIONS ON GROUNDS OF EXTENUATING CIRCUMSTANCES 2023/24

Deferral of COURSEWORK and REMOTE 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 and Procedures Affecting Students 2023/24.

If after reading this information you are certain that there are extenuating circumstances in your case which do justify deferral of coursework or remote assessments please complete this form, sign it and submit a scanned copy or photo to your Faculty Student Advice Centre. Please make sure that supporting evidence is attached. Please complete all sections of the form. In exceptional circumstances, you may use self-certification to accompany an application under the deferral process if you are unable provide any other form of timely evidence. You may only use self-certification once in each registration period of your programme.

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.

Your Faculty Office will set the deadline dates for coursework requests. If a remote assessment deferral request is accepted, dates will be available via Learning Zone.

Deferral requests must be submitted no later than 10 university working days from the date of the exam or the assessment submission deadline. (For example, if an assessment submission/exam deadline is 20th November 2023, the latest date to submit a deferral request is 4th December 2023).

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

IMPORTANT: IF YOU ONLY REQUIRE AN EXTENSION OF YOUR COURSEWORK DEADLINE DATE DISCUSS THIS WITH YOUR MODULE LEADER FIRST. A REQUEST TO DEFER YOUR COURSEWORK IS DIFFERENT FROM A REQUEST FOR AN EXTENSION. SEEK GUIDANCE IF YOU ARE UNSURE WHICH IS MOST APPROPRIATE FOR YOU.

COURSEWORK

Module Title:	Module Code:	Type of Coursework e.g. essay, phase test, presentation etc.	Deadline Date:

REMOTE ASSESSMENTS

Module Title:	Module Code:	Date of Assessment:

Give a brief description, including relevant dates, of the extenuating circumstances which apply to the above coursework/assessments, explaining how your performance would have been (or was) seriously impaired by the circumstances. You may use a separate sheet for this if you prefer.

List the supporting evidence which you have attached to this form. Evidence of an exceptionally sensitive or personal nature may be sent by separate email and password protected. Please provide the password to the Faculty Student Advice Centre separately.

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.

Signed _____ Date _____

FOR OFFICE USE ONLY:

Decision of Panel: _____ Code for Deferral

Signed _____

Office Stamp

Top Copy – Faculty Office
Bottom Copy – Student must keep

ALL COPIES OF THIS FORM MUST BE STAMPED

DE MONTFORT UNIVERSITY

REQUEST FOR DEFERRAL OF COURSEWORK AND ONLINE ASSESSMENTS (previously 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.

Your Faculty Office will set the deadlines for submission of this form in relation to coursework deferral requests. The dates will be publicised on Blackboard and should you require any further information please contact your Faculty Student Advice Centre. **All deadlines will be strictly adhered to.**

For postgraduate and undergraduate assessments that fall outside the main assessment periods (May), the deadline for receipt of forms will be 10 working days from the date of the assessment concerned.

2. Faculty Student Advice Centre contact details:

Arts, Design and Humanities:

adhadvice@dmu.ac.uk

Business and Law:

baldeferralrequest@dmu.ac.uk

Computing, Engineering and Media:

cemadvicecentre@dmu.ac.uk

Health and Life Sciences

Hls.advice.centre@dmu.ac.uk

3. Forms must be submitted as close in time as possible to the circumstances which they describe.
4. There is no such thing as 'retrospective deferral'.
5. 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 coursework or remote assessments, the Panel will take account of:
 - The supporting evidence - if available
 - The closeness in time of the circumstances to the deadline dates published on your faculty web pages
 - Whether all coursework might have been equally affected
 - The severity of the problem or impairment
 - The length of time the circumstances or problem or impairment has lasted
6. If accepted by the Panel, this request can lead ONLY to a deferral of the coursework or remote assessment. If the student has already completed the assessment for which deferral is being requested, and the Panel accedes to the request, the student's work 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.