

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.advicecentre@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.