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Special Circumstances information and form

Before completing this form, read the guidance notes overleaf and make sure you have carefully read through the information in your Assessment Handbook.

Completed forms **must** arrive at the University before midnight (UK local time) four calendar days after the final piece of assessed work. If you're concerned about meeting this deadline and have access to the internet we strongly advise reporting your special circumstances using our online submission tool at: <https://csr-eweb-live.open.ac.uk/Vantage/SpecialCircumstances/>

Full Name (block capitals)

Personal identifier

Module code (1 module per form)

Which assessment tasks have been impacted by your special circumstances? This could be TMAs, iCMAs, an exam, EMA, emTMA or residential school.

Which of the following best describes your special circumstance(s)?

- Illness or injury
- Bereavement
- Disruption caused by the Open University
- Disability, additional arrangements or ongoing health difficulty
- Exam venue or invigilator
- Other

What are the dates or date ranges that your circumstance(s) impacted you?

Tell us what happened and how your circumstance(s) affected each of your assessments? (continue on a separate sheet if necessary.)

Type of documentary evidence attached

Support with your future studies

Were the difficulties that affected you related to a disability or an ongoing health difficulty?

Yes

No

If the University made reasonable adjustments for you to complete the assessment on this module do you feel these have been adequate?

Yes

No

Not applicable

Your student support team (SST) may contact you if we need to discuss how we can support you in your future studies.

Signature

Date

Guidelines for submission of special circumstances

We understand things don't always go to plan during your studies. If you've submitted an assessment or sat an exam and you feel you were affected by circumstances outside your control, you can ask us to take these into account by submitting a special circumstances form. You should only tell us about serious circumstances which had a significant adverse effect on your performance occurring in the three weeks up to and including the exam date or submission deadline.

The information and evidence you give us will be presented to the Module Result Panel (MRP) when they meet to agree your result.

The MRP may make allowance for circumstances such as:

- sudden, serious or prolonged illness or injury
- bereavement
- the loss of more than 10 minutes of exam time due to circumstances beyond your control
- inadequate adjustments made by the University for any additional requirement you've told us about.

MRPs are aware that all students come under pressure at times. The Panel does not therefore normally give weight to events that could have been anticipated.

Deadline for telling us about your special circumstances

You can tell us about your special circumstances at any time from the start of your module right up until midnight (UK time) four calendar days after the exam/speaking test or submission cut-off date for your final piece of assessed work.

Sending evidence

You don't have to provide evidence to support your submission, but it's in your interest to do so where possible. This could be any third party document such as a doctor's note, hospital papers, a statement or a letter, but it must relate to the period when your performance was affected.

If you want to submit evidence later, you should do so within 14 days of sending this form. Any information received after this deadline may not be considered unless you can provide evidence that you couldn't meet the deadline due to circumstances outside your control.

If you can't submit any part of your work on time or go to your exam

If you know you won't be able to sit your exam or submit any part of your end-of-module assessment (EMA) or end-of-module tutor-marked assignment (emTMA) don't submit special circumstances. You may be able to get a deferral or apply for discretionary postponement.

If you're struggling with meeting a deadline for an assignment or any other part of your continuous assessment and you want to ask for an extension, you'll need to contact your tutor before the tutor-marked assignment (TMA) cut-off date.

You can get more information from the Help Centre or your student support team (SST).

Complete **one** copy of the form for **each module** affected. If you need more forms, you can use photocopies or ask your student support team for more copies.

Please send forms to:

Director of Assessment, Credit and Qualifications
Ref: Special Circumstances
The Open University
PO Box 720
Milton Keynes
MK7 6ZQ

If you want receipt of this form to be acknowledged, please enclose a stamped self-addressed envelope. You **must** keep proof of posting in case we don't receive your form.

Please remember - **this form must arrive no later than midnight (UK local time) four calendar days after the exam/speaking test or submission cut-off date for your final piece of assessed work.** Forms that arrive later will not be accepted except at the University's discretion.

The information you provide in your form and any supporting evidence will be processed for use by the Module Result Panel. This information will be held in line with the University's Data Protection policy.