

**FACULTY OF SCIENCE**  
**School of Computer Science**

**Personal and Academic  
Record**

<b>Name:</b>	<b>Personal Tutor:</b>
<b>Course:</b>	<b>Start date:</b>

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# **PERSONAL and ACADEMIC RECORD**

## **Introducing your PAR**

- **Introduction**
- **Aims and Objectives**
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# Introduction

The Personal and Academic Record (PAR) is designed as a working document for you to use and update throughout your course in the School of Computer Science. Combined with the School's Personal Tutor system, the PAR provides you with the main focus of the School's academic and personal support. Please look after your PAR document and bring it with you to your personal tutorial meetings.

The principal responsibility for the maintenance and effective use of the PAR is **YOURS**, although you will receive help from staff. Your PAR is a semi-public record and some of the items are designed to exist in triplicate where you should retain a copy, your tutor will retain a copy and the School will keep a record in your personal file. This is filed in your personal records in the Faculty Office. Please consider the purpose and readership of the record whenever you add to it.

The PAR is designed to be "developmental" not "judgmental" although you should recognise that some judgements are necessary as part of the evaluation of your work. Although the PAR process is similar each year, you will notice some differences as you progress through your course. You will probably also notice that you make use of your PAR in a different way each year. Every year is important. Your first year is an important foundation year for the rest of your course. By making constructive use of this PAR, you can construct the evidence on which your first job application will rest.

# **Aims and objectives**

- to provide you with a complete record of your academic performance so that your progress is fully documented and assessed
- to encourage you to reflect regularly on your progress. To give some thought to forward planning at regular intervals. To record self-evaluations in relation to your academic work, leisure interests and general skills
- to help you to improve your learning, focus your thinking on career options and build up an effective CV
- to provide the material for references for you since a good reference needs, if possible, to set your academic qualities and achievements in a wider context
- to define and document the level of pastoral care which the School provides for you, including both academic and personal support

# Your Personal Tutor's Role

Your Personal Tutor will be a member of academic staff of the School and will normally be appointed for the duration of your course. The main exceptions will be the absence on leave, or sabbatical, of your Personal Tutor, in which case a temporary replacement tutor will be assigned.

## **The role and responsibilities of Personal Tutors are to:**

- meet with you individually and in groups throughout the year – see your timetable for details
- take an interest in your academic progress and personal development
- give you your examination marks at the end of each semester and help you to reflect on some of the feedback you receive
- to assist in forward planning
- act as a first point of contact for any guidance you may need in the event of any problems arising with regard to organisational, personal or academic issues
- help you to compile your PAR

## **Your Personal Tutor may also:**

- provide a reference for job applications
- discuss other matters relating to your progress on the course

### **CONFIDENTIALITY**

Your Personal Tutor will always exercise discretion with regard to all matters disclosed by you, and will only disclose sensitive personal information to others when and if they need to know. If you do not want to give details about a private matter, you should still consider telling your personal tutor that there is a problem, especially if it is having a serious impact on your studies.

# Your Role

**YOU** are the most important person in the development and maintenance of your PAR and you are expected to:

- maintain and develop your academic, personal and professional knowledge and skills
- maintain and develop your PAR portfolio
- prepare for meetings by carrying out appropriate self assessment, reflection and forward planning
- attend individual and group meetings arranged with your Personal Tutor
- prepare a written report at the end of the meetings

## **Reflecting on your progress, planning ahead and developing a useful CV**

At various stages during your undergraduate course, sessions will be provided by the University Careers Adviser to guide you in analysing your longer term aims and interests. These sessions will use some of the material included in this pack and will show you, step by step, how to set about analysing and building up an account of your achievements and skills (a "curriculum vitae" or "CV" for short). This process of developing a CV should help you identify your needs and goals within the University and beyond, whether you have a particular career choice in mind or wish to keep several options open.

Your Personal Tutor will be willing to offer comments on the drafts of your CV as you complete them and specialist help will also be available from the University Centre for Career Development.

## Timescales

In each year the PAR process will be broadly similar to that set out in your Year One Time-Chart. You should refer to this chart for details of what you should be doing and when. Below is a broad outline:

### Student Actions

#### ***Autumn Semester:***

##### **At the start of the semester**

- Attend PAR induction event

##### **There are two tutorials timetabled**

- **'Week One'**  
Attend First Scheduled Personal Tutorial and register with your Tutor
- **Mid-Semester**  
Attend Second Scheduled Personal Tutorial

#### ***Spring Semester:***

##### **There are two tutorials timetabled**

- **February**  
Attend Third Scheduled Personal Tutorial to receive and discuss provisional examination marks
- **End of Semester 2**  
Attend Fourth Scheduled Personal Tutorial to receive and discuss end of academic year examination marks

**Tutees may wish to seek advice from their tutors at various times throughout the academic year, for example prior to the examination periods, and students are strongly encouraged to request a tutorial on these occasions.**

**Note:** Scheduled Personal Tutorials are timetabled and you are required to attend. You must not arrange other commitments which prevent your attendance.



## **Sources of Help and Information**

Your Personal Tutor is by no means the only member of staff available to help you and is not in all cases the first person within the School you should approach.

Any **academic** problems relating to a specific module should be raised first with your module lecturer, tutor or with the UNMC module coordinator. If you wish to take the matter further, or if you feel unable to raise it in this way, you should approach the Director of Studies, **Dr Timothy Brailsford**.

If, however, your problem is of a **personal** nature, speak first to your Personal Tutor if possible or another member of staff if you prefer. Outside the School specialist help is available from the Student Counselling Service.

# **PERSONAL and ACADEMIC RECORD**

## **Section One**

- **Time Chart for this academic year**
- **Introductory Information Form**
- **Scheduled Personal Tutorials**
- **Additional Personal Tutorials**
- **Extenuating Circumstance Form**
- **Guidelines for obtaining medical certification**

**NB:** documentation which relates to extenuating circumstances, missed examinations and medical certificates is included for ease of reference in case you need to refer to it; most students never do!

# Your Year One Time Chart

## Semester 1

Date	Event/Action	Preparation	What happens? What you need to do..
Induction Week	Group meeting with your Personal Tutor		<ul style="list-style-type: none"> <li>• Meet your Personal Tutor and his/her other tutees.</li> <li>• Obtain Personal Tutor's contact details (Email, Tel, etc)</li> <li>• <b>Agree date for first scheduled meeting</b></li> </ul>
Week 1	Scheduled Tutorial 1	Complete <i>Introductory Information</i> and <i>Module Entry</i> forms	<ul style="list-style-type: none"> <li>• Register with the School</li> <li>• Discuss <i>Introductory Information</i></li> <li>• Discuss module choices</li> <li>• Discuss interests, concerns or difficulties</li> <li>• <b>Agree date for 2<sup>nd</sup> scheduled meeting</b></li> </ul>
Penultimate week of term (before Christmas break)	Scheduled Tutorial 2	Review progress with studies	<ul style="list-style-type: none"> <li>• Discuss progress over first term.</li> <li>• Discuss approach to end-of-semester examination period</li> </ul>

# Your Year One Time Chart - continued

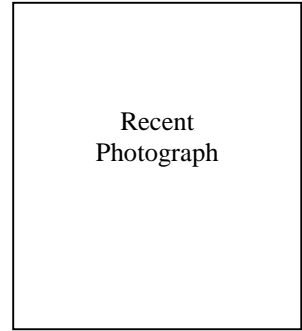
## Semester 2

Date	Event	Preparation	Agenda
<b>Week 1</b>	<b>Scheduled Tutorial 3</b>  <b>Semester 1 Appraisal Tutorial</b>	<ul style="list-style-type: none"> <li>• Consider progress during Semester 1</li> <li>• Prepare comments that you may wish to make to your tutor</li> </ul>	<ul style="list-style-type: none"> <li>• Receive provisional module marks (if not yet provided)</li> <li>• Discuss progress during Semester 1</li> <li>• Agree suitable action points</li> <li>• <b>Agree date for 4<sup>th</sup> scheduled meeting</b></li> </ul>
<b>Weeks beginning 28/4/16</b>	<b>Semester 2 Pre-examination Period</b>	<p><b>Would you find it useful to talk to your tutor about your revision?</b></p> <p>If your answer is yes, then make an appointment with your tutor.</p>	
<b>End of semester</b>	<b>Scheduled Tutorial 4</b>  <b>Semester 2 Appraisal Tutorial</b>	<ul style="list-style-type: none"> <li>• Consider progress during Semester 2</li> <li>• Prepare comments you may wish to make to your tutor</li> </ul>	<ul style="list-style-type: none"> <li>• Receive final module marks</li> <li>• Discuss progress during Semester 2</li> <li>• Discuss resits if necessary</li> <li>• Discuss 'Academic Review' Form</li> <li>• Review plans for Summer vacation</li> </ul>



# Introductory Information Form

## School of Computer Science



Recent  
Photograph

Year 1	<input type="text"/>	Start Date	<input type="text" value="/"/> <input type="text" value="/"/>
Year 2	<input type="text"/>	Start Date	<input type="text" value="/"/> <input type="text" value="/"/>
Year 3	<input type="text"/>	Start Date	<input type="text" value="/"/> <input type="text" value="/"/>

### Contact Details

Surname:	.....	Nationality:	.....
First Names:	.....		
Name Used:	.....		
Date of Birth:	.....		
Home Address:	.....	Term Address:	.....
	.....		.....
Postcode:	.....	Postcode:	.....
Home Phone Number:	.....	Term Time Phone Number:	.....
Email address:	.....	Mobile Telephone Number:	.....

Name of Parent or Guardian: .....

Address (if different from above): .....

.....

Telephone Number: .....

**‘A’ level passes / other entry qualifications:**

Subject	Grade (if applicable)	Subject	Grade (if applicable)

GCSE results:      English            Maths     

**Other relevant qualifications**

.....

**PLEASE INFORM THE FACULTY OFFICE  
IF YOU CHANGE YOUR HOME OR TERM-TIME ADDRESS**

# MEETINGS WITH YOUR PERSONAL TUTOR

There are two kinds of meetings involved in the Personal Tutor system: **Scheduled Tutorials, which may be individual or group meetings,** and **Additional Personal Tutorials.**

## Recording your Personal Scheduled Tutorials

There are forms for recording all the Personal Scheduled Tutorials in your first year.

Details of when these take place and how you should prepare for them are found in the Year One Time Chart. It is extremely important that you attend these meetings. If you are unable to, you should inform your tutor and make arrangements for another meeting at a mutually convenient time.

At each of the Scheduled Tutorials you will discuss with your Personal Tutor each item on the form and a record of the meeting will be made. It is important that you and your tutor reach an agreement over this record, and both you and your tutor will then sign this form to show your joint agreement. Three copies of this completed form will be produced. You will retain a record of this meeting in your file, another copy will be kept in your personal record file in the Faculty Office and a further copy will be kept by your tutor.

There will be an opportunity to discuss anything else you want to mention and your Personal Tutor will check that there is nothing causing you concern. A space is provided on the form ("Note of any further matters discussed") for making a brief record of subjects raised if you and your Personal Tutor agree that this would be helpful.

NOTE: You may need to discuss an issue, either personal or academic, which you feel is delicate, especially if you feel that your work is being adversely affected. In some cases it has proved important to keep a written record of such meetings. Even a brief note indicating the date of the tutorial is useful to establish at a later date when a problem began and when you sought help. In most cases small problems are sorted out and disappear and at the end of the academic year, if both you and your tutor agree that there is no reason to keep the note, it can be removed from your files.

# SCHEDULED PERSONAL TUTORIAL 1

## Semester 1 Introductory Tutorial

This takes place during 'Week One' of Semester 1.

**Student's Name**

**Personal Tutor's Name**

**Date of Meeting**

***Agenda:***

*Completed*

*Not Completed*

- *Register with the School*
- *Meet your Personal Tutor and other members of your Tutorial Group*
- *Discuss Introductory Information*
- *Discuss module choices*
- *Discuss interests, concerns or difficulties*
- *Agree date for 2<sup>nd</sup> scheduled meeting*

***Note of any further matters discussed:***

**Signatures:**

**Student**

\_\_\_\_\_

**Personal Tutor**

\_\_\_\_\_

**Date**

\_\_\_\_\_

# SCHEDULED PERSONAL TUTORIAL 2

## Semester 1 Individual Tutorial

This takes place during Semester 1. Please see the Year One Time Chart for the exact date.

**Student's Name**

**Personal Tutor's Name**

**Date of Meeting**

***Agenda:***

*Completed*

*Not Completed*

- *Discuss progress over first term*
- *Discuss approach to end-of-semester examination period*

***Note of any further matters discussed:***

**Signatures:**

**Student** \_\_\_\_\_

**Personal Tutor** \_\_\_\_\_

**Date** \_\_\_\_\_



# SCHEDULED PERSONAL TUTORIAL 3

## Semester 1 Individual Appraisal Tutorial

This takes place at the beginning of Semester 2. Please see the Year One Time Chart for the exact date. You should ensure that you have spent some time considering your progress in Semester 1 prior to attending this meeting.

**Student's Name**

**Personal Tutor's Name**

**Date of Meeting**

***Agenda:***

*Completed*

*Not Completed*

- *Receive provisional module marks (if not yet provided)*
- *Discuss progress during Semester 1*
- *Agree suitable action points*
- *Agree date for 4<sup>th</sup> scheduled meeting*

***Note of any further matters discussed:***

**Signatures:**

**Student** \_\_\_\_\_

**Personal Tutor** \_\_\_\_\_

**Date** \_\_\_\_\_

# SCHEDULED PERSONAL TUTORIAL 4

## Semester 2 Individual Appraisal Tutorial

This takes place on the last day of term. Please see the Year One Time Chart for the exact date. You should ensure that you have spent some time considering your progress in Semester 2 prior to attending this meeting.

<b>Student's Name</b>	<b>Personal Tutor's Name</b>
<b>Date of Meeting</b>	

<i><b>Agenda:</b></i>	<i>Completed</i>	<i>Not Completed</i>
• <i>Receive final module marks</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>Discuss progress during Semester 2</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>Discuss resits if necessary</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>Discuss 'Academic Review' Form</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note of any further matters discussed:</i>		
<b>Signatures:</b>		
<b>Student</b> _____	<b>Personal Tutor</b> _____	
	<b>Date</b> _____	

# ADDITIONAL PERSONAL TUTORIALS

You may need to see your Personal Tutor at times other than at your Personal Scheduled Tutorials. The staff in the School operate 'an open door' policy wherever possible. If they are not available you should use email. Where you are unable to find an address for any member of staff please contact the faculty secretary who will provide you with the information or, in some cases, may be able to make you an appointment. Contact details are available in your School of Computer Science Undergraduate Handbook.

There is a whole range of reasons why you might wish to see your Personal Tutor. For example, you may simply want to check that he/she is willing to be named as your referee when you are applying for a vocational job. You may need to talk about an issue of an academic or personal kind, especially if you feel that your work is being adversely affected.

It has proved important in some cases that a written record exists as small problems have occasionally become serious ones. Even a brief note, such as the date of the meeting of an Additional Personal Tutorial is useful because it can establish when a problem began and when you sought help. In most cases, however, small problems are sorted out and go away. If at the end of the academic year both you and your personal tutor agree that there is no reason to keep this record it may be destroyed.

If at any time you have a problem, which you feel has adversely affected a specific piece of work or period of study, you should complete a University **Extenuating Circumstances Form**, a copy of which is included in this portfolio. You will see that it provides for further supporting documentation (e.g. medical certificates) to be included. You are required to obtain a signature from a member of staff, preferably that of your Personal Tutor, or Director of Studies. The member of staff will copy the form for your personal record file. The University requires all submissions of these forms to be drawn to the attention of the School's Board of Examiners. It is important to understand that this form is in place to support you in times of difficulty whatever they may be i.e health, family problems etc. It is not held as a 'black mark' against you!

## Points to keep in mind

As you can see from the above, your PAR is an open record. It is semi-public, in that most items are designed to exist in triplicate for your own and the School's use over a period of years. Please bear in mind the purposes and readership of your portfolio whenever you add to it, and write thoughtfully.

# ADDITIONAL PERSONAL TUTORIAL

You and your Personal Tutor should agree this record, complete a handwritten copy and both sign.

**Student's Name**

**Personal Tutor's Name**

**Date of Meeting**

**Signatures:**

**Student** \_\_\_\_\_

**Personal Tutor** \_\_\_\_\_

**Date** \_\_\_\_\_

## UNIVERSITY OF NOTTINGHAM EXTENUATING CIRCUMSTANCES FORM

Policy and Procedure:

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/assessment/extenuating-circumstances-policy-and-procedures.aspx>

*Sections A and B must be completed by the student and submitted to the School within 7 days of an affected examination or before the affected coursework/dissertation/project deadline. Exceptions to this time limit are stated in paragraphs 1.3(a) and 2.9 of the Policy.*

### SECTION A (to be completed by the student):

Student name: \_\_\_\_\_ Course and year: \_\_\_\_\_

ID number: \_\_\_\_\_ School: \_\_\_\_\_ Name of personal tutor: \_\_\_\_\_

Please indicate why the form is being completed by ticking the appropriate box or boxes:

- Explanation for absence from an examination/assessment or non-submission of coursework
- Claim for extenuating circumstances to be taken into account when an assessment has been attempted
- Request for an extension to coursework – including a dissertation/project deadline
- Claim for extenuating circumstances that have affected study to be taken into account (only applicable if a School requests that this form is completed)

### Nature of circumstances (to be completed by the student) – for full details of required evidence consult Appendix 1 of the Policy

- Illness/Hospitalisation** (Evidence: A medical certificate or letter)
- Family illness** (Evidence: A medical certificate or letter)
- Bereavement** - death of close relative or friend (Evidence: Death certificate or supporting letter from an independent source)
- Acute emotional/personal circumstances** (Evidence: Letter from the University Counselling Service or equivalent and/or medical evidence)
- Victim of crime** (Evidence: Crime reference number plus any written evidence available from the police)
- Domestic disruption** (Evidence: Appropriate letter)
- Representing the University at a national event or involvement in other prestigious event** (Evidence: Letter of confirmation from the relevant organising body)
- Jury Service/Court Attendance (UK)** (Evidence: Court or equivalent letter)
- Other** – please give details in Section B overleaf and provide supporting documents

*NB: Forms which are not fully completed and without the required documentary evidence will not be considered. Where evidence is not available by the deadline for submission of the form, the form should be submitted as required and appropriate evidence must be submitted within 14 days of the coursework deadline or affected examination. If the evidence is not in English an authenticated independent translation must also be attached.*



\*This is for indicative purposes only – the School has the authority to decide the length of extension granted

**(b) Absence from Examinations, non-Submission of Coursework and/or Assessments that have been completed but affected**

For Completion by Student (all information must be completed or the case may not be considered)						School Decision/ Recommendation		
Module Code	Module Title	Assessment Period eg Autumn/ Spring	Assessment Affected (delete as applicable) Please enter each affected assessment on a separate line	Original date of examination/ coursework deadline	Preferred outcome* (delete as applicable) For explanation see below	Decision (select code from Section D1 below)	Proposed action (select code from Section D2 below)	Coursew ork Submissi on date (where relevant)
			Exam/Coursework		Retake/Exam Board			
			Exam/Coursework		Retake/Exam Board			
			Exam/Coursework		Retake/Exam Board			
			Exam/Coursework		Retake/Exam Board			
			Exam/Coursework		Retake/Exam Board			
			Exam/Coursework		Retake/Exam Board			

\* This is for indicative purposes only – the School has the authority to decide what action will be taken.

Explanation of Retake/Exam Board:

‘Retake’ means that there would be an opportunity to take the assessment again (ie sit the exam – normally in August/September – or submit new work) as a replacement attempt for the affected attempt. The affected attempt (and therefore replacement attempt) may be either the initial (‘first sit’) attempt or a reassessment, depending on circumstances.

‘Exam Board’ means that the circumstances that are claimed would be taken into consideration at the Examination Board either in relation to progression to the next stage of the programme and/or in relation to the degree class at the end of the programme.

**4. Student confirmation**

I confirm that the information provided is true:

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: To be completed by the Tutor/Course manager/module convenor or nominee (please delete):**

I have/have not seen the student on behalf of the School

Tutor/Course manager/module convenor comments:

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Extenuating Circumstances policy requires that all Schools relevant to the student's claim have been informed of the outcome. If this has not been done at the time of completion of this form it must be undertaken by a member of the School at an appropriate time. Please confirm whether this has been done:

YES/NO

If this has not already been done the School must ensure that it is done as soon as possible.



## SECTION D: EXPLANATORY NOTES

### 1. BOARD OF EXAMINERS DECISION CODES

- 1 Approved
- 2 Not approved – reason given is not acceptable within the University’s Extenuating Circumstances Policy
- 3 Not approved – supporting evidence does not cover the relevant period
- 4 Not approved – evidence not supplied by an approved source
- 5 Not approved – evidence is insufficient to support the claim of seriousness of impact
- 6 Not approved – wording of evidence supplied does not support the claim
- 7 Other

### 2. CODES FOR USE BY SCHOOLS TO INDICATE PROPOSED ACTION TO BE TAKEN:

- A Examination(s) to be taken as a first sit in August/September or other reassessment period as appropriate for the programme
- B Coursework to be submitted as a first sit in August/September or other reassessment period as appropriate for the programme
- C Examination(s) to be taken as a reassessment in August/September or other reassessment period as appropriate for the programme
- D Coursework to be submitted as a reassessment in August/September or other reassessment period as appropriate for the programme
- E Extension to coursework/dissertation to be granted: please give new deadline above
- F Module to be retaken as for first time as registered student next Session (repeat tuition fee payable)
- G Module to be repeated as a reassessment as a registered student next Session (repeat tuition fee payable)
- H Module to be reassessed as an external candidate next Session at the student’s request
- I Refer to final Examination Board for consideration
- J Other – specify separately (Approval from Quality and Standards Committee will be required if this is outside regulation. Cases should be sent to the Head of Student Administration in the UK or equivalent at UNMC and UNNC.)

Options may be limited by the University’s Immigration Sponsorship responsibilities – see <http://www.nottingham.ac.uk/internationalstudents/visasimmigration/visas/limitations-on-Tier-4-immigration-sponsorship.aspx>. If in doubt Schools should consult the International Office.

NOTE: This form includes the minimum information that is required – Schools may request supplementary information on a separate form to ensure that they capture subject-specific requirements. Please check with your School Office to ensure that you are submitting the required information.

# Procedure and Guidance for dealing with Extenuating Circumstances for Students on Taught Courses

## 1. Introduction

Where students are aware of a disability or long-term medical condition, or other circumstances that are expected to have an impact on their performance in assessment, they should make Schools aware of their disability or long-term medical condition at the earliest possible opportunity so that appropriate arrangements can be put in place. The procedural document is *Examination Arrangements for Students who have a Disability or Long-term Medical Condition*.

If a student does not declare a disability or long-term medical condition by given deadlines then alternative arrangements cannot be guaranteed. A disability or long-term medical condition cannot be taken into account after the assessments have been marked unless the procedure for claiming extenuating circumstances is used. The following procedure is also to be used in cases where circumstances are unforeseen, arising close to or during assessment.

## 2. Students who miss an Assessment

- 2.1** Students who miss an assessment must complete an Extenuating Circumstances Form. Forms should be kept in all academic Schools/Faculties. Students who miss an examination must at the earliest possible opportunity contact their School to explain why they are not going to/have not taken it.
- 2.2** The form should be returned to the candidate's School/Faculty within **seven working days** of having missed the assessment, or as soon as the candidate knows that s/he will miss an assessment. If the form is not submitted within this period, the student will receive a mark of zero for the assessment, unless there is a good reason for not submitting the form.
- 2.3** The candidate should complete section A of the form and attach any evidence which s/he has in support of a claim of having missed an assessment with "sufficient cause". It should be noted that a claim of "sufficient cause" needs to be supported by independent, reliable, documentary evidence of inability to undertake the assessment at the appropriate time. Candidates should be aware that the Health Centre will not normally issue medical certificates retrospectively.
- 2.4** The candidate's claim should be assessed with reference to the guidelines for determining sufficient cause:
  - Sufficient cause requires independent, reliable, documented evidence of inability to undertake the assessment at the appropriate time;
  - Accidental absence due to forgetfulness, confusion or incompetence does **not** count as sufficient cause;
  - Examples of sufficient cause and appropriate documentary evidence are given in section 4.
- 2.5** The School should complete section B and indicate whether there is a substantiated claim for sufficient cause or not. The School should also consider what course of action is recommended for the candidate (see Examination Regulations).
- 2.6** Once the form has been completed, it should be forwarded to the Academic/Faculty Board Assessment Committee for consideration. It is the normal expectation that a sub-group of the Academic/Faculty Board Assessment Committee will consider all cases and will bring those requiring further discussion to the full Assessment Committee. The agreed course of action for the candidate will be decided upon, taking into account all the information supplied.
- 2.7** Students may request that the documentation be given limited circulation if they wish to retain confidentiality as far as is possible.
- 2.8** If a student is unable to complete the form for whatever reason, but is able to provide documentary evidence of inability to undertake the assessment at the appropriate time within the given deadlines, their claim for sufficient cause should still be considered.

### 3. Impaired Performance in Assessment

- 3.1** Where the assessment is attempted but students wish to claim that there were extenuating circumstances that affected their performance in the assessment, an Extenuating Circumstances Form should be completed. Forms should be made available in the Faculty Office.
- 3.2** It is **essential** that students should submit claims for extenuating circumstances promptly, and normally within 7 working days of the circumstances arising. The absolute latest acceptable date is **7 working days after the scheduled completion date of the last component of assessment for a module**. The only circumstance in which a late claim may be accepted is if the student can provide an acceptable explanation of why s/he was unable to make a claim earlier.
- 3.3** Any claims for extenuating circumstances on medical grounds must be accompanied by a medical certificate or letter from the Health Centre, or appropriate medical adviser. Examples of extenuating circumstances and appropriate documentary evidence are given in section 4.
- 3.4** A relatively mild illness which will not require medical intervention (eg a cold) will not normally be regarded as an extenuating circumstance and candidates should be aware that the Health Centre will not normally issue a medical certificate retrospectively.
- 3.5** When completed, the form must be signed by a member of the student's School (normally a member of the teaching staff) to confirm that the student has been in contact with their School. This member of staff should:
- Take a copy of the form, which should be lodged in the appropriate School file
  - Ensure the student's tutor is aware of it.
- 3.6** If the student has requested an extension to the deadline for handing in a piece of coursework, then s/he should contact the member of staff responsible for this work at this point, with the completed Extenuating Circumstances Form. If applicable, the extension period should be formally agreed, and the member of staff should put this in writing for the student and the School.
- 3.7** If, in light of the extenuating circumstances, the School makes a recommendation that the student be given another first attempt at the assessment, this recommendation will be considered by the Academic/Faculty Board Assessment Committees. The normal expectation is that a sub-group of the Academic/Faculty Board Assessment Committee will consider all cases and will bring those requiring further discussion to the full Assessment Committee. Alternatively, the School may decide that the extenuating circumstances are not sufficient to warrant another first attempt, but should nevertheless be taken into account by the School Examination Board when determining the student's degree class.
- 3.8** Students may request that the documentation be given limited circulation if they wish to retain confidentiality as far as is possible.
- 3.9** In addition to the form, students may supply letters of their own to explain their circumstances, and should be encouraged to provide as much information as they wish if they think it will benefit their case.

#### 4. Examples of Sufficient Cause/Extenuating Circumstances

##### **NB THIS LIST GIVES EXAMPLES ONLY AND IS NOT EXHAUSTIVE**

##### **4.1 Long-Term Illness**

**Evidence:** medical certificate or letter from Health Centre or appropriate medical adviser. The document must be on headed paper, signed and dated. In the case of mental health illness, medical certificate/letter and/or letter from University Counselling Service.

##### **4.2 Short-Term Illness**

**Evidence:** medical certificate or letter from Health Centre or appropriate medical adviser. The document must be on headed paper, signed and dated. If it is not possible to get this documentation due to the short-term nature of the illness, the student should contact the School or Faculty Office if possible on the day of the assessment.

##### **4.3 Bereavement where there is a demonstrably close relationship**

**Evidence:** death certificate; letter confirming the death.

##### **4.4 Acute Personal/Emotional Circumstances**

**Evidence:** supporting evidence from The University Counselling Service; medical evidence (see 4.1).

##### **4.5 Hospitalisation**

**Evidence:** Medical letter/certificate/record from appropriate medical adviser.

##### **4.6 Family illness**

**Evidence:** Medical certificate/letter from appropriate medical adviser (eg family doctor).

##### **4.7 Victim of Crime**

**Evidence:** police crime reference number.

##### **4.8 Representing the University at a national event or involvement in some other significant/prestigious event\***

**Evidence:** letter of confirmation from the relevant body involved in organising the event.

\*Including religious festivals

# Guidelines for obtaining medical certification from Health Centre

Current Regulations require that an absence from examination or a claim of extenuating circumstances relating to an examination or assessed coursework must be supported by independent, reliable documentary evidence. In particular where a claim is made on medical grounds, a medical certificate, or a letter from Health Centre, or an appropriate Medical Adviser must be provided.

Students and Tutors should, however, recognise that medical practitioners, whether at the University Health Centre or elsewhere, are under no obligation to issue a certificate or to write in support of a student's claim. Students should also note that they are responsible for paying any fees that a medical practitioner may charge for providing certification. The following cases, which have caused difficulty in the past, are examples of situations in which Medical Practitioners may not be able to issue certification:

1. A Medical Practitioner will not normally issue a medical certificate retrospectively. That is to say, if the practitioner is being asked to provide certification based wholly on the student's account of past symptoms which the practitioner is unable to confirm on examination, s/he may decline to do so. Where a student has missed an examination because of illness they should therefore seek independent contemporaneous evidence at **the first possible opportunity**. In the exceptional cases where it is not possible to obtain a medical opinion at the time, independent corroboration should be sought, which could be for example, a Warden or Academic Tutor.
2. A minor and self-limiting illness (e.g. a simple cold) will not normally be regarded as a good cause for missing an examination. It should not be expected that in such cases a Medical Practitioner will issue a medical certificate indicating that the student is unfit to sit an examination.
3. Short-term illness (less than 7 days) will not normally be regarded as an extenuating circumstance with regard to assessed coursework, where the student is given a number of weeks/months to complete and submit such work. It shall be for the tutor or School/Faculty to decide whether this has affected the student's performance and whether an extension to a deadline should be granted.
4. Students should not need to visit a Health Centre to provide medical certification when they have an obvious physical injury. Corroboration, such as a note from a hospital casualty department, or from a tutor who has seen the injury, would normally be sufficient. Examples of obvious physical injury could include plaster casts or metal pins supporting broken or fractured bones. Bandaging should not be regarded as obvious physical injury and would need medical certification. The Health Centre will, where relevant, provide an indication of the likely duration of an incapacity caused by a fracture or similar injury, for example where there is an issue as to whether the incapacity will endure over the examination period.

## Notes:

1. It is important to stress that academics are not expected to make a medical judgement as this is obviously a matter for medical practitioners. For example where a tutor's corroboration is sought, s/he may report that the student complains of stomach pains, headache, sore throat, etc but should not attempt to diagnose the illness e.g. gastro-enteritis, viral infection, glandular fever, etc. It is also very important that students who wish to consult a doctor for a medical opinion should not be discouraged or prevented from doing so.
2. Tutors should be alert to consider whether illness might be responsible for a student's late or non-submission of work, missing tutorials, or non-attendance at the University. Where necessary, tutors should encourage students to seek immediate medical attention for conditions such as psychological, depressive or stress related illnesses. On occasion, students have been referred only where examinations are looming or deadlines about to pass, when an earlier referral might have resulted in immediate treatment being made available.

# **PERSONAL and ACADEMIC RECORD**

## **SECTION TWO**

- **Reviewing Your Academic Year**
- **Record of Examination Marks**

# Reviewing Your Academic Year

You are required to give your own assessment of your academic progress each year.

This should be completed and a copy handed-in to the Faculty Office on

***September 21, 2016***

Reflecting on the quality of your own academic activities is not easy, but it can be very constructive. It should improve your learning and help speed up your progress by making you aware of how you learn most effectively and helping you spot those areas you need to work on further. You began the process when you wrote your personal profile (when completing the Developing CV form).

You may find this difficult at first, but here are a few suggestions to help you:

- **Don't worry about style; write simply**
- **Start off with just one or two areas of your course in which you are aware of making an improvement or learning a new skill**
- **Questions to ask yourself:**
  - **what particular evidence can you point to?**
  - **what made that progress possible?**
  - **what areas did you enjoy the most and why?**
  - **what kind of skills did you use in these areas?**
  - **what sort of work was involved, group/individual study?**

This kind of reflection can focus your studies for the coming year.

As well as being of use to you personally, this review will be copied and entered in your permanent file kept by the Faculty Office to express your own point of view on your year's work. Standing alongside your examination marks for each semester a complete sequence of your own annual reviews covering the whole of your undergraduate career should be very helpful when the School is asked to provide references for you.

# ACADEMIC REVIEW OF THE YEAR

**Name:**..... **Personal Tutor** .....

**Year of study** 1 2 3  
(please circle)

**Signed:** .....

**Dated:** .....

**Please hand this completed form into the Faculty Office on the 21 September 2016**



# Record of Examination Marks

Transcripts of your marks will be provided at the end of each academic year.

Please keep copies of your marks here.