

SPECIAL CIRCUMSTANCES DOCUMENTATION		
MATRIC. NO.	EXAM. NO.	SC REF. NO. (Internal use)

COVER SHEET & CONSENT *(Completed by Director of Studies and Student)*

Degree Programme

Degree Programme	School that owns the programme (footnote I)	Year of Study
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Courses Affected

List all courses affected by the SCs **in the view of the student**. For Honours years, if all courses covered by the Programme Board may have been affected, it is acceptable to write "all", but it is essential that outside courses are listed separately.

Course Title	School that owns the course (footnote I)	Check

Student's Consent

I agree to information on the nature of the special circumstances as set out in this form, the attached "Information for Special Circumstances Committee(s)" form and the agreed Appendix (if any) being shared with the Special Circumstances Committees for the Programme and Courses indicated above and, if necessary, with the Boards of Examiners subject to the following restrictions (if any):

Student's signature

Or : I have obtained consent (written or by email) from the student to the statement in the previous section.

Director of Studies' signature

Date	Director of Studies' name	Student's name
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I : A list of programmes, courses and associated schools is in the Degree Programmes and Regulations of Study (DRPS): <http://www.drps.ed.ac.uk/> The contacts are the Teaching Organisation Administrators (or equivalent in other Colleges). These are listed at: http://www.scieng.ed.ac.uk/AA/Staff/College%20Policies/SchoolRoles_2008.xls

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FACTUAL INFORMATION *(Completed by Director of Studies and Student)*

Nature Of Special Circumstances

Please tick the most appropriate boxes to record the nature of the Special Circumstances

Physical illness or injury.	
Depression or similar mental or emotional illness <i>Excluding conditions for which formal adjustment has already been made.</i>	
Specific learning difficulty <i>Excluding conditions for which formal adjustment has already been made.</i>	
Bereavement or serious illness of a person with whom the student has a close relationship.	
Bereavement / illness where the impact or relationship with the person is less direct.	
Serious financial, accommodation or similar problems.	
Other personal or domestic circumstances which might have had an impact on the student's academic performance. <i>Examples: end of relationship, assault, burglary.</i>	
Events which diverted the student from studying for a specific period, but did not cause significant emotional upset.	
Other	

Dates

Date first reported to DoS
Date(s) documentary evidence received
Period(s) covered by medical certificates
Period(s) during which the student was affected
Did the circumstances also affect previous academic years? If so which?

Sources Of Evidence : *Please tick all that apply*

Student's own word	
DoS's assessment	
Medical Certificate	
Letter from parent, etc.	
Evidence from other University staff	
Documentary evidence from other professional, e.g. counselling service (please state who)	
<i>All documents (originals or photocopies) which the DoS and student agree are necessary and appropriate, should be attached to this form as an Appendix with numbered pages.</i> State how many numbered pages (sides) in total are appended	

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DESCRIPTION / ANALYSIS *(Completed by Director of Studies and Student)*

Summarise the Special Circumstances, as briefly as possible.

Committees aim to be sympathetic, fair and consistent. Describe the nature and seriousness of each case. Excessively strong advocacy is unhelpful. Continue on a separate sheet if necessary.

State how the student considers the circumstances affected his/her performance.

Please be as specific as possible.

Director of Studies' comments

THIS FORM AND ANY APPENDIX MUST BE FORWARDED TO ALL SCHOOLS LISTED ON THE FIRST PAGE.

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RECOMMENDATIONS & DECISIONS *(Completed by SCC / BoEs)*

This form is used for communications from SCC to BoE and possibly onward to other BoEs.

Course Boards/Programme Boards to be informed:-	
A	
B	
C	
D	
E	

SCC CONCLUSIONS

*Please specify dates and the extent of affect on the following elements of study, as appropriate.
If there is any risk of ambiguity, please indicate which SCC/BoE (A,B,C...) is drawing the conclusion.*

<i>SC's affected the student's study of the following courses/programme</i>	<i>Major</i>	<i>Moderate</i>	<i>Minor</i>	<i>None</i>
<i>SC's affected the following elements of coursework</i>	<i>Major</i>	<i>Moderate</i>	<i>Minor</i>	<i>None</i>
<i>SC's affected the following specific examinations</i>	<i>Major</i>	<i>Moderate</i>	<i>Minor</i>	<i>None</i>

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SCC RECOMMENDATIONS AND EXAMINATION BOARD DECISIONS

Please select and complete the appropriate ACTION(S) from the following list.
 If there is any risk of ambiguity, please indicate which SCC/BoE (A,B,C...) is making the recommendation/decision

ACTION : Course mark to be based on sub-sections of the whole course assessment profile

SCC Recommendations
Examination Board Decision

ACTION : Assessments / courses to be regarded as 'null-sit' (i.e. does not count as an assessment attempt and can be re-taken)

SCC Recommendations
Examination Board Decision

ACTION : Refer for consideration at the Programme Board

Evidence of achievement of the learning outcomes in the following courses is inadequate to adjust marks. This SC information is referred to the Programme Board for further consideration at **programme** level as regards progression or classification

SCC Recommendations
Examination Board Decision

ACTION : Programme Board (Honours years only)

The following actions have been taken but the SCs require further consideration in later Honours years

SCC Recommendations
Examination Board Decision

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ACTION : Adjust final course marks (by up to 5 marks out of 100) at the following Course Boards

Adjustments must be based on further evidence of achievement of learning outcomes which should be specified

<i>SCC Recommendations</i>
<i>Examination Board Decision</i>

NO ACTION : on the following Course(s) or Programme

<i>SCC Recommendations</i>
<i>Examination Board Decision</i>

	Signed by Chair of SCC	Date	Signed by Chair of BoE	Date
A				
B				
C				
D				
E				

CONVENERS OF SCCs HAVE RESPONSIBILITY TO ENSURE THAT THIS FORM IS FORWARDED TO THE RELEVANT BoEs. CONVENERS OF BoEs HAVE RESPONSIBILITY TO ENSURE THAT IT IS FORWARDED TO THE SCHOOL OF ANY OTHER BoEs REQUIRING THIS INFORMATION (e.g. Course Board forwarding to Programme Board or Junior Hons Board forwarding to Senior Hons Board)