DEFERRAL OF ASSESSMENTS

REQUEST FOR CONSIDERATION FOR THE DEFERRAL OF ASSESSMENTS

Please complete the form in full and submit to your department’s Teaching Office or Director of Studies. You can submit the form and supporting evidence electronically or in hard copy.

In all cases you must provide independent documentary evidence, e.g. a doctor’s note, a letter from SES Counselling & Mental Health Services, etc. that covers you for the assessment period to be missed. You should contact a [Student Adviser](mailto:thebase@lancaster.ac.uk) in SES to ensure you are aware of any implications of deferring*.*

**Full name:**

**Student ID number:**

**Degree qualification and title in full:**

**Year of study:**

**College:**

Please describe in detail why the University should consider deferring your assessment(s):

Please list the evidence you are providing to support your claim:

I DECLARE THAT THE ABOVE IS A TRUE AND ACCURATE STATEMENT.

**Signature of student: Date:**

FOR OFFICE USE ONLY

**Examinations to be deferred:**

**Coursework to be deferred:**

**Assessments deferred to which exam period (i.e. Main Summer yy/yy, Aug/Sep yy/yy):**

**Departmental Approval signed: Date:**

**Registry confirmed and processed (incl. letter, circular & funder) signed:**

**Date:**