# Additional Consideration Request forM

**Please read the accompanying Additional Consideration** [**guidance**](https://unibrightonac.sharepoint.com/%3Aw%3A/s/public/EZRL7dg5G9NImVOz6n03JjUBwfvwYLvd5PjrhPiMFBy9iQ?e=1MhPc6) **prior to completing this form.**

**Completed forms should be returned to** **additionalconsideration@brighton.ac.uk**

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| SECTION A: PERSONAL DETAILS (to be completed for all requests) |
| **PERSONAL DETAILS** |
| Student’s Name |  | Student Number |  |
| Course |  | Year/Stage of Study |  |
| Level of Study (Undergraduate/Postgraduate) |  | Mode of Study (Full-time/Part-time) |  |
| School/College | *e.g. School of Business and law* |
| **LEARNING SUPPORT PLAN (LSP)** |
| Do you have a Learning Support Plan in place? | Yes/No (Please delete as applicable) |
| **ADVICE AND GUIDANCE** |
| Before you complete the form please ensure you:* Read the about Additional Consideration process. Information can be found on our ‘[Problems with your course](https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx#Academic)’ webpage, including detailed [Guidance](https://unibrightonac.sharepoint.com/%3Aw%3A/s/public/EZRL7dg5G9NImVOz6n03JjUBwfvwYLvd5PjrhPiMFBy9iQ?e=5Nq1e0&CID=1D0B33D2-39F3-4551-A203-0182F7567CCF&wdLOR=c19B7CDAD-F1E1-4AF0-B00C-1CC5C0F4F07B) on completing the form.
* Contact one of our support services, such as your [Personal Academic Tutor](https://www.brighton.ac.uk/brighton-students/your-learning/study-development/personal-academic-tutoring/index.aspx), a [Student Support and Guidance[[1]](#footnote-2) Tutor](https://www.brighton.ac.uk/brighton-students/your-student-life/my-wellbeing/student-support-and-guidance-tutors/index.aspx), the [Brighton Students' Union,](https://www.brightonsu.com/support/)or your Course/ Module Leader to get help with your request.
* If you are unsure of the module or assessment details required for this request, please contact your [School Office](https://www.brighton.ac.uk/brighton-students/your-learning/school-office-contacts/index.aspx), incomplete forms will not be processed.

Please note that requests may not be submitted in advance of assessment deadlines, and the deadlines for requests are set out below. We may contact you if we have any queries about your application. Please regularly check your University email address; if you do not respond to our queries then your case will be not be processed. |
| **To self-certify for Absence from Assessment** |
| Complete **Section B** of this form if you are submitting a request to self-certify for the following reason:* If you have been impacted by short-term circumstances (over a period of 7 days) which have prevented your attendance at time-bound assessments.
* If you have been **absent** from one or more **time-bound assessment/**s (e.g. an exam) within a period of **up to and including 7 calendar days.** Note self-certification is not applicable for coursework, attendance at taught sessions or for late submission/unrepresentative performance.
* The deadline for requests is **7 calendar days** after the last missed assessment date.
* You may make a maximum of **ONE** request per semester.
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| **to submit a full request for additional consideration** |
| * Complete **Section C** of this form if you are submitting a full request for Additional Consideration for the following reasons:
* Non-submission, late submission, absence, failure or unrepresentative performance in an assessment as a result of unforeseen and unexpected circumstances:
* You should provide supporting documentation relating to the circumstances.
* You should apply as soon as possible after the assessment deadline has passed.
* The deadline for requests is **14 calendar days after** the last assessment date affected by the circumstances described in your form
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**Complete Section B to submit a request to self-certify for Absence from Assessment. If you are submitting a full request for Additional Consideration, leave this section blank and proceed to Section C.**

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| SECTION B: Self-certification for absence from Time-Bound assessment |
| **Dates of absence from time-bound assessment(s) (Maximum 7 Days)** |
| Start Date: |  | End Date: |  |
| **REASON FOR ABSENCE FROM ASSESSMENT** |
| Please give a **concise** explanation of your circumstances that prevented you from attempting the assessment(s)  |
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| **Details of missed TIME-BOUND ASSESSMENTS in THIS PERIOD** |
| Module Code | Module Title | Description of time-bound assessment e.g. exam/lab test | Date of assessment/submission |
| e.g. XX456 | Accounting and finance | Online exam | dd/mm/yyyy |
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| **checklist** |
| Please check that you have fully completed **Sections A and B**. You should ensure the following is included:* Your full details (Section A)
* Full details of your Module Code/s and Title/s
* Full details and dates of each impacted assessment are included in your request
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| **SIGNATURE** |
| Please sign to confirm that you agree to your request being processed in line with the University’s [data protection](https://unibrightonac.sharepoint.com/sites/public/docs/Forms/AllItems.aspx?id=%2Fsites%2Fpublic%2Fdocs%2FLegal%20and%20Governance%2FData%5FProtection%5FPolicy%2Epdf&parent=%2Fsites%2Fpublic%2Fdocs%2FLegal%20and%20Governance&p=true&originalPath=aHR0cHM6Ly91bmlicmlnaHRvbmFjLnNoYXJlcG9pbnQuY29tLzpiOi9zL3B1YmxpYy9FY3ZfWExVNnF0dEtxNlcwcktSQmZsY0J6MkpBVWRPc21fQkpTNlBzWnhhUDN3P3J0aW1lPVR1UGZCUGhtMlVn) and [privacy notices](https://www.brighton.ac.uk/about-us/statistics-and-legal/privacy/students/index.aspx). By signing you are also confirming that the details of your request are, to the best of your knowledge, accurate**[[2]](#footnote-3)**. Where submitting electronically please insert a digital signature or simply type your name. STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_ |

**Complete Section C if you are submitting a full request for Additional Consideration**

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| SECTION C: Full request for Additional Consideration |
| **SPECIFY THE PERIOD that assessments were AFFECTED**  |
| Start Date: |  | End Date: |  |
| **MODULES AFFECTED BY YOUR CIRCUMSTANCES** |

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| **Module Code**  | **Module Title**  | **Assessment Name**  | **Deadline for submission of assessed work/date of exam (including any extension)**  | **Reason for request (impact of circumstances)**  |
| Unrepresentative performance   | Late submission   | Non-submission /attendance   |
| *e.g.*  *XX456*     | *Accounting and finance*         | *e.g. Coursework/exam/presentation*  | *dd/mm/yyyy*  *Note requests will only be considered if the deadline has passed.*   |  *Tick if your circumstances impacted on the quality of submitted work*  | *Tick if you submitted coursework within the 14 day ‘late submission’ period*  | *Tick if you did not submit any work / attend the assessment*  |
|    |    |    |    |    |    |    |
|        |          |    |    |    |    |    |
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| **YOUR CIRCUMSTANCES and their impact** |
| Please briefly explain the unforeseen circumstances that occurred, and how these circumstances have had an impact on **your assessment(s) -** how has the situation prevented you from either **demonstrating** or **acquiring** the skills, knowledge, or competencies required to meet the learning outcomes associated with an assessment. |
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| **SUPPORTING DOCUMENTATION FOR REQUEST FOR ADDITIONAL CONSIDERATION** |
| Supporting documentation is required to verify your circumstances. Please describe the supporting documentation that you are providing with your request. Supporting documentation should be from an independent professional source and cover the impacted period of time (as stated in section C 3.1 of this form).Indicative examples of such documentation include;* + a medical certificate or letter from a medical practitioner e.g., a doctor;
* other certificate of official record,
* letter or form from an appropriate professional (e.g. counsellor)
* supporting statement from a Personal Academic Tutor or similar,
* third party confirmation (e.g. police report).

**Please do not submit photographic evidence of illness or injury to support your request**If you are unsure what supporting documentation to provide you should seek advice from your [Personal Academic Tutor](https://www.brighton.ac.uk/brighton-students/your-learning/study-development/personal-academic-tutoring/index.aspx), [Student Support and Guidance Tutor](https://www.brighton.ac.uk/current-students/my-student-life/student-support-and-guidance-tutors/index.aspx)[[3]](#footnote-4), or the [Brighton Students' Union,](https://www.brightonsu.com/support/) |
| *Attach documents with this form and list here the documents you have provided.* |
| **If UNABLE TO provide supporting documentation, please state why:** |
| Supporting documentation should be provided with requests. In **exceptional** circumstances it may not be possible to provide supporting documentation. If you are unable to provide documents, please explain the reason why. |
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| **LATE requests**  |
| You are strongly advised to complete your request for Additional Consideration as soon as possible after the unforeseen circumstance. Requests must be submitted within 14 calendar days following the last affected assessment deadline. Requests received more than 14 days after the assessment deadline will only be considered if there is a valid rationale for lateness (ie. if the nature of your circumstances prevented you from submitting your request by the deadline). Please detail the reason for the late request below. If you are submitting after you have received your Course Examination Board results, you must also attach your results notification email with this form. |
| *Please note that being unaware of the Additional Consideration process or deadline is not sufficient grounds for a request to be considered late.*  |
| **checklist** |
| Please check that you have fully completed **Sections A and C** prior to submitting your Full Request for Additional Consideration. You should ensure the following is included:* Your full details (Section A)
* Full details of all impacted assessments and details of circumstances (Section C)
* Supporting documentation attached
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| **signature** |
| Please sign to confirm that you agree to your request being processed in line with the University’s [data protection](https://unibrightonac.sharepoint.com/sites/public/docs/Forms/AllItems.aspx?id=%2Fsites%2Fpublic%2Fdocs%2FLegal%20and%20Governance%2FData%5FProtection%5FPolicy%2Epdf&parent=%2Fsites%2Fpublic%2Fdocs%2FLegal%20and%20Governance&p=true&originalPath=aHR0cHM6Ly91bmlicmlnaHRvbmFjLnNoYXJlcG9pbnQuY29tLzpiOi9zL3B1YmxpYy9FY3ZfWExVNnF0dEtxNlcwcktSQmZsY0J6MkpBVWRPc21fQkpTNlBzWnhhUDN3P3J0aW1lPVR1UGZCUGhtMlVn) and [privacy notices](https://www.brighton.ac.uk/about-us/statistics-and-legal/privacy/students/index.aspx). By signing you are also confirming that the details of your full request for Additional Consideration are, to the best of your knowledge, accurate**[[4]](#footnote-5)**. Where submitting electronically please insert a digital signature or simply type your name. STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_ |

1. Students of the Brighton and Sussex Medical School (BSMS) should contact the BSMS Student Support Team :studentsupport@bsms.ac.uk. [↑](#footnote-ref-2)
2. The presentation of a fraudulent request for self-certification is an attempt to gain unfair advance, and hence is considered cheating. The University takes the submission of false requests very seriously, and action will be taken against any student who can be demonstrated to have knowingly done so. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)
4. The presentation of fraudulent request for additional consideration is an attempt to gain an unfair advance, and hence considered cheating. The University takes the submission of false evidence very seriously, and action will be taken against any student who can be demonstrated to have submitted a false request. [↑](#footnote-ref-5)