

## The University of Edinburgh

### NOTIFICATION OF SPECIAL CIRCUMSTANCES: PROCEDURES

#### Staff action

##### 1. Course documentation

Course documentation must make it clear to students that medical, non-medical or compassionate special circumstances affecting any formal examination or other assessed work must be notified in writing through the route in place in the School (normally through the student's Director of Studies/Programme Director, but also involving the Student Support Officer where applicable). Notification must be made as early as possible, and no later than two working days after the individual student's last assessment, be that either examination or coursework. Any letter, note or email giving such notification must be clearly dated. The importance should be stressed of using a meaningful subject heading where notification is made by email, in order to alert Directors of Studies and avoid University spam filters.

Course documentation must also make it clear that exceptionally students may bring information on special circumstances to the attention of Conveners of Boards of Examiners (via their Director of Studies/Programme Director) at any time.

##### 2. Staff receiving notification of special circumstances

The normal route through which students notify special circumstances is through the Director of Studies/Programme Director. Depending on local administrative arrangements, the Student Support Officer may also be involved. Special circumstances arising at short notice around the time of examinations may also be notified by students through a Course Organiser, Course Secretary or the School Office. All staff should be aware of the routes through which special circumstances are notified in their School and of arrangements in exceptional situations.

##### 3. Director of Studies/Programme Director responsibilities

Directors of Studies/Programme Directors must check email for any notification of special circumstances on an ongoing basis, and particularly around examination periods and coursework deadlines.

Directors of Studies/Programme Directors must inform students raising special circumstances that these circumstances will be reported, in confidence, to the Conveners of Boards of Examiners for consideration by the Special Circumstances Committee, unless the student requests confidentiality. If a student stipulates that such evidence should remain confidential to the Director of Studies/Programme Director, and not be made known to examiners, the Director of Studies/Programme Director must ask the student to make this stipulation in writing.

If a Director of Studies/Programme Director has concerns about the release of any information about special circumstances, he or she must make contact with the student to obtain his or her consent.

Directors of Studies/Programme Directors must ensure that all relevant documentation regarding a student's special circumstances, including their own

reports, is sent to the relevant Conveners of Board(s) of Examiners as early as possible.

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