

The University of Edinburgh

NOTIFICATION OF SPECIAL CIRCUMSTANCES: PROCEDURES

Student action

1. Student responsibility and routes for notification

It is a student's responsibility to report any special circumstances to the Board of Examiners, including all relevant documentary evidence. This is done via the Student Support Officer, the Director of Studies or Programme Director according to whether the student is an undergraduate or taught postgraduate, and according to School administrative arrangements. Students must refer to specific instructions in course and programme handbooks. Exceptionally, students may bring information on special circumstances to the attention of Conveners of Boards of Examiners via their Director of Studies at any time. Given that special circumstances can arise at short notice around the time of examinations, they may also be brought to the attention of the Special Circumstances Committee through a Course Organiser, Course Secretary, or the School Office. Notification must always be consistent with the conditions and timescales outlined in the paragraph below.

2. Scope of special circumstances, timescales and methods of notification

Medical, non-medical or compassionate special circumstances affecting any formal examination or other assessed work must be notified in writing by the student through the appropriate route 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. A meaningful subject heading is particularly important where notification is made by email, in order to alert Directors of Studies and to avoid the University's spam filters.

3. Discussion of special circumstances by Boards of Examiners

When a student has raised special circumstances they should be aware that these circumstances will be reported, in confidence, to the Conveners of Boards of Examiners for consideration by the Special Circumstances Committee of the Board. If the student stipulates that such evidence should remain confidential to the Director of Studies, and not be made known to examiners, the student will be asked by their Director of Studies to make this stipulation in writing.

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