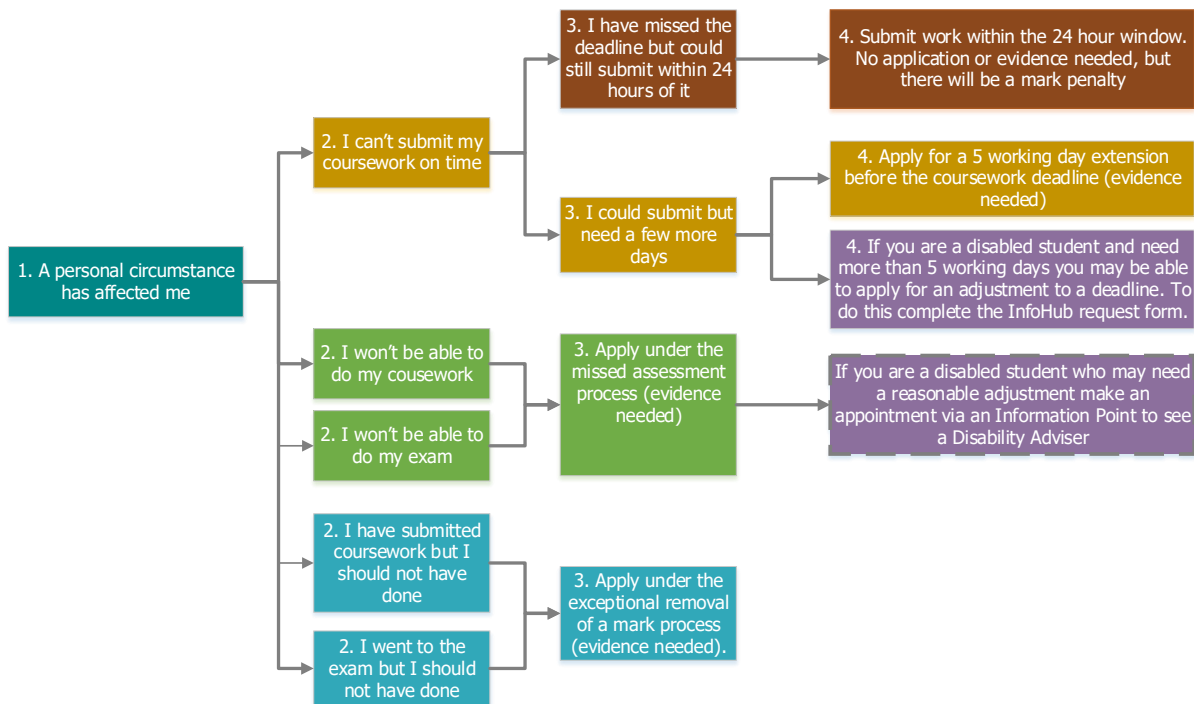


# MISSED ASSESSMENT(S) FORM



Please check the flow diagram above to be certain this is the correct form in your circumstances

**Please note:** Deadline for submission (one week before publication of results)

By submitting a missed assessment application, you are confirming that you are not taking the assessment at that time. If you do decide to submit an assessment or attend an exam, your missed assessment application will be rejected and the mark you achieve will stand.

## Include your evidence

All missed assessment applications need to be accompanied by supporting evidence e.g. a medical certificate.

All forms and evidence should be emailed to [Partnerships.Sat@uwe.ac.uk](mailto:Partnerships.Sat@uwe.ac.uk)

This is normally done by your local institution office once you have completed the form yourself and handed it into them.

If you need any help completing the form or you have questions about your supporting evidence, please contact your local institution admin office.

# PERSONAL CIRCUMSTANCES (MISSED ASSESSMENTS PROCESS) FORM

## Step 1. Personal Details

Name

Student Number

Programme Title

Name of your local  
College/University

## Step 2. Describe why your circumstances caused you to miss the assessment.

### Step 3. Assessment Details

**Please enter the details of the assessment(s) affected:**

Please provide the module code, module name, type of assessment and date for each assessment you are applying for.

Module Code	Module Name	Assessment Type	Assessment Date

### Step 4. Declaration

#### **1998 UK Data Protection Act, Consent to Process Personal Information**

I agree to the university processing my personal data as described below in accordance with the terms and conditions of the 1998 UK Data Protection Act. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The requested information will be used as follows:

1. For the sole purpose of reviewing and processing your personal circumstances claim.
2. Will only be disclosed to designated staff and/or the members of the Personal Circumstances Panel who are responsible for consideration of requests.
3. The information supplied will be kept for a period of up to 4 years, after which date the info will be destroyed/deleted.
4. The information will be stored securely within a university SharePoint site with access privileges only given to designated staff.

**I declare that the information above is true, that any supporting evidence provided is genuine and that the university reserves the right to request to see a physical copy of any original supporting evidence and that failing to do so may impact on the review of my personal circumstance claim.**

**Please tick to confirm your consent and declaration**

Date: .....