

ADDITIONAL CONSIDERATION REQUEST FORM

Please read the accompanying Additional Consideration [guidance](#) prior to completing this form.

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

Forms must be submitted within 14 days of the last impacted assessment -- except BSMS students:

BSMS undergraduate medicine students (BM BS course) must submit all additional consideration requests within seven days of the last impacted assessment. ([PEAR 2023-24](#)).

1 SECTION A: PERSONAL DETAILS (TO BE COMPLETED FOR ALL REQUESTS)

1.1 PERSONAL DETAILS

Your Name		Student Number	
Programme/course		Year/Stage of Study	
Level of Study (Undergraduate/Postgraduate)	Choose an item.	Mode of Study (Full-time/Part-time)	Choose an item.
School/College (select from list ONLY)	Choose an item.		

1.2 LEARNING SUPPORT PLAN (LSP)

Do you have a Learning Support Plan in place? (select YES/NO)	Choose an item.
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1.3 REASONABLE ADJUSTMENTS - FOR STUDENTS WITH AN LSP ONLY

If YES, do you require a reasonable adjustment to the process for requesting Additional Consideration? (select YES/NO)	Choose an item.
If YES, what kind of reasonable adjustment do you need as part of your request for Additional Consideration? (please describe briefly below - this is for adjustments you require for the Additional Consideration process <u>only</u> , you do not need to include or describe adjustments that are in place for your academic programme of study)	

1.4 ADVICE AND GUIDANCE

Before you complete this form:

- Read about the Additional Consideration process. Information can be found on our '[Problems with your course](#)' webpage, including detailed [Guidance](#) on completing the form.
- Contact one of our support services, such as your [Personal Academic Tutor](#), a [Student Support and Guidance¹ Tutor](#), the [Brighton Students' Union](#), or your Course/ Module Leader to get help with your request.
- Requests may not be submitted in advance of assessment deadlines.
- Incomplete forms will not be processed.

If you are unsure of the module or assessment details required for this request, please contact your [School Office](#).

You can submit 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.

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 not be processed.**

Complete Section B to submit a request to Self-certify for absence from an assessment.

¹ Students of the Brighton and Sussex Medical School (BSMS) should contact the BSMS Student Support Team : studentadvice@bsms.ac.uk.

If you are submitting a Full request for Additional Consideration, please leave Section B blank and go straight to Section C.

2 SECTION B: SELF-CERTIFICATION FOR ABSENCE FROM TIME-BOUND ASSESSMENT

2.1 DATES OF ABSENCE FROM TIME-BOUND ASSESSMENT(s) (Maximum 7 Days)

Start Date: dd/mm/yyyy		End Date: dd/mm/yyyy	
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2.2 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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REMEMBER YOU CANNOT SELF-CERTIFY FOR COURSEWORK OR NON-TIMEBOUND ASSESSMENTS.

2.3 DETAILS OF MISSED TIME-BOUND ASSESSMENTS IN THIS PERIOD

Module Code	Module Title	Description of time-bound assessment e.g.: exam, lab test, OSCE, presentation	Date of assessment/submission
e.g., XX456	e.g., <i>Accounting and finance</i>	e.g., <i>Online exam</i>	dd/mm/yyyy

2.4 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

2.5 PERMISSION

By submitting this form you are agreeing to your request being processed in line with the University's [data protection](#) and [Additional Consideration Privacy Notice](#). By submitting the form, you are also confirming that the details of your request are, to the best of your knowledge, accurate; and that you have read and understood the accompanying guidance. The presentation of a fraudulent request for additional consideration 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.

3 SECTION C: FULL REQUEST FOR ADDITIONAL CONSIDERATION

3.1 SPECIFY THE PERIOD THAT ASSESSMENTS WERE AFFECTED

Start Date:

End Date:

3.2 MODULES AFFECTED BY YOUR CIRCUMSTANCES

Module Code	Module Title	Assessment Name	Deadline for submission of assessed work/date of exam (including any extension)	Impact of circumstances PLEASE SELECT FROM LIST ONLY
e.g. XX456	Accounting and Finance	e.g. Coursework/ exam/ presentation	dd/mm/yyyy Requests will only be considered once the deadline has passed. You <u>can't</u> apply in advance.	eg. Unrepresentative performance Please select from the drop-down menu <u>only</u> and do not include anything else
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.

3.3 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.
Please only refer to the situation which directly impacted on your assessment(s) i.e. those which relate to that specific timescale [approx 500 words maximum]

3.4 SUPPORTING DOCUMENTATION

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). If you are unsure what supporting documentation to provide you should seek advice from your [Personal Academic Tutor](#), [Student Support and Guidance Tutor²](#), or the [Brighton Students' Union](#).

Please do not submit photographic evidence of illness or injury to support your request

Please indicate the supporting documentation that you are attaching with your request. **Tick all boxes that apply:**

- ☐ a medical certificate or letter from a medical practitioner (e.g., a doctor, or extract from your medical notes);
- ☐ other certificate or official record;
- ☐ letter or form from an appropriate external professional (e.g., counsellor);
- ☐ evidence of engagement with internal (University) wellbeing support services (e.g., counselling appointment or email from SSGT following a meeting);
- ☐ supporting statement from a Personal Academic Tutor or similar;
- ☐ third party confirmation (e.g., police report).

OR

- ☐ I am not able to provide supporting information – please answer next section (C3.5).

IF YOU TICK A BOX, PLEASE MAKE SURE YOU ATTACH THE INFORMATION WITH YOUR REQUEST.

3.5 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.

3.6 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 NOT be upheld unless you provide **good reason** for lateness (i.e., 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 or Phase Examination Board results, you must also attach your results notification email with this form.

Please describe below how your circumstances prevented you from submitting by the deadline.

If you are submitting after receiving your Examination Board results, please explain how your circumstances prevented you from submitting within the 14 day deadline of your impacted assessment, and why you have not been able to submit your request until now.

NOTE - BSMS undergraduate medicine students (BM BS course) submitting their full additional consideration requests late must do so within **seven days** of receiving the Phase Examination Board outcome.

Please note that being unaware of the Additional Consideration process or deadline is not sufficient grounds for a request to be considered late.

3.7 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)
- ✓ If your request is being submitted late, an explanation for the lateness (Section 3.6)
- ✓ Supporting documentation attached
- ✓ Copy of your Course or Phase Examination Board outcome email if your request is late and post Examination Board outcome (please forward so we can see the date sent)

3.8 PERMISSION

By submitting this form you are agreeing to your request being processed in line with the University's [data protection](#) and [Additional Consideration Privacy Notice](#). By submitting the form, you are also confirming that the details of your request are, to the best of your knowledge, accurate; and that you have read and understood the accompanying guidance. The presentation of a fraudulent request for additional consideration 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.

HOW TO SUBMIT THIS FORM



Completed forms are only accepted by email and should be sent to:
additionalconsideration@brighton.ac.uk

- ✓ Please send your form to us as an **attachment**.
- ✓ We are **not** able to open links to online forms or Onedrive links.
- ✓ Please attach your **supporting documentation** to the same email.
- ✓ Please forward a copy of your Course or Phase Examination Board outcome email if your request is late and being sent after you received your Examination Board outcome (this is so we can see the date the notification was sent).